

*Town of Atkinson
Board of Selectmen
Meeting Minutes
December 28, 2015*

W. Baldwin opened the Regular Meeting of Monday, December 28, 2015 at 6:30pm. A motion to go into a non-public meeting under RSA 91-A: 3 II (c) Reputation was made by Mr. Friel and seconded by Mr. Grosky. At 6:40PM. (see non-publics session notes) W. Baldwin then returned to the Regular Meeting at 7:33pm and led all those present in the Pledge of Allegiance.

Members Present:
W. Baldwin, Chair
P. Consentino
W. Friel
J. Grosky
H. Morse, Vice Chair

Members Absent:

Others Present:
A. Phair, Town Administrator
T. Stewart, Road Agent

Approval of Consent Agenda:

- Minutes:
 - 12/14/2015 – Non-Public Meeting Minutes
 - 12/21/2015 – Regular Meeting Minutes
 - 12/21/2015 – Non-Public Meeting Minutes
- Donations
 - Elder Services Transportation Fund - \$445

P. Consentino made a motion to approve the Consent Agenda of 12/28/15. Second. J. Grosky. 4/0/1. W. Friel recused himself from the motion.

J. Grosky made a motion to make public the non-public meeting minutes of 12/14/2015. Second. H. Morse. 4/0/1. W. Friel recused himself from the motion.

J. Grosky made a motion to make public the non-public meeting minutes of 12/21/2015. Second. H. Morse. 5/0/0.

Old Business:

Parking Lot Paving – Ted Stewart

Mr. Stewart appeared before the Board of Selectmen to present a quote from Continental Paving in the amount of \$100.00/ton to pave the Police Department and Town Hall parking lots, which Continental Paving estimated would need approximately 360 tons of asphalt. The quote included an escalation clause indicating that prices quoted are based on the current cost index of liquid asphalt materials, so prices are subject to increase at any time. The price index used for this quote is \$395.00 per liquid ton. Mr. Stewart explained that the 2016 Road Improvements will go on the warrant with a 5% cushion to cover the escalation clause.

H. Morse made a motion to accept a quote, dated December 23, 2015, from Continental Paving Inc. for additional paving of the Police Department and Town Hall parking lots, using approximately 360 tons of asphalt @ \$100.00/ton. Second. J. Grosky. 5/0/0.

Winter Parking

Mr. Stewart reminded residents to not park on the streets between the hours of 12:01am and 7:00am from November 1st – April 1st as well as during snow removal operations and not in the right of ways.

Christmas Tree Pickup

Mr. Stewart announced there will be Christmas tree pickup for the next two weeks and residents can put their trees out on their trash pickup day.

Approval to Keep Recycling Center Open

Mr. Stewart explained he would like to keep the recycling center open all year. It typically closes around the 15th of January and reopens mid-April. The center will need to be supervised, if it stays open, for 18 hours per week at a rate of pay of \$13.50 per hour. Per the Board of Selectmen, Mr. Stewart will reappear on this topic with exact figures.

Approval of Over-Expenditures

Mr. Phair presented the following over-expenditures to the Board of Selectmen for approval and explained that including these over-expenditures, the operating budget will end up under (in the positive) by approximately 1.8%.

Department Heading	Sub Heading	Budget Line#	Projected Over-Expenditure Amount	Budget for Line	Expended YTD	Notes
Personnel Admin	Workers Compensation	41552.260.00	\$15,024	\$47,000	\$62,024.	Unanticipated increase in workers compensation coverage.
Buildings	Community Center	41948.430.00	\$873	\$9,500	\$8,273	Damage to siding and roof area that has been leaking since last winter in old part of building. Cost = \$2,100 resulting in over-expenditure anticipation of \$873.
Buildings	Family Meditation	41949.430.00	\$4,310	\$2,650	\$4,082.	Bill for roof repair = \$3,110 – previous unanticipated expenses for shoveling = \$540.
Buildings	Town Garage	41942.430.00	\$12,733	\$3,900	\$4,638	Inspection of roof found it to be in complete failure (front and rear) estimated roof cost = \$12,500 – actual invoice = \$11,995. Unexpected repair of overhead doors = \$2,000. Total over-expenditure of line for 2015 = \$12,733 (\$11,995 + \$738 currently over).
Budget Committee	B/C Clerk & Training	41509.110.00 41509.850.00	\$1,400	\$860	\$1,935	Clerk underestimated number of meeting minutes taken = \$1,160 over-expenditure. Education/Conferences – underestimated amount of training required by new members. Over-expenditure to be \$240.
Elder Services	Payroll, FICA, Medicare, Vehicle Maintenance	42151.110.00 42151.220.00 42151.225.00 42151.650.00	\$6,500	\$74,973	\$68,448	Payroll, FICA, Medicare under-funded based on anticipated ride volume during budget process = \$3,000. Vehicle maintenance over-expended due to unanticipated expense of older vehicles = \$3,500.
Buildings	Town Hall	41941.430.00	\$2,557	\$10,700	\$12,882	Damage to roof minor repairs at

						punctures & replaced metal edge = \$375. Previous unanticipated snow removal = 2/19 = 2/20/15 = \$3,330.
Accounting & Financial	Payroll, FICA, Medicare, Health Insurance	41501.110.00 41501.220.00 41501.225.00 41501.210.00	\$7,500	\$69,510	\$66,492	Payroll, FICA, Medicare underestimated by previous bookkeeper. Health insurance budgeted for couple. Actual – family plan for most of year.

H. Morse made a motion to approve the over-expenditure on budget line# 41552.260.00 Worker’s Comp within the Workers Compensation budget in the amount of \$15,024 due to an unanticipated increase in workers compensation coverage. Second. W. Friel. 5/0/0.

H. Morse made a motion to approve the over-expenditure on budget line# 41948.430.00 General Maintenance within the Community Center budget in the amount of \$873 due to damage made to the siding and roof area that has been leaking since last winter in the old part of the building. Total cost was \$2,100, with an over-expenditure of \$873. Second. J. Grosky. 5/0/0.

H. Morse made a motion to approve the over-expenditure on budget line# 41949.430.00 General Maintenance within the Family Mediation budget in the amount of \$4,310 due to a bill received for roof repair in the amount of \$3,110 and previous unanticipated expenses for shoveling in the amount of \$540. Second. J. Grosky. 5/0/0.

H. Morse made a motion to approve the over-expenditure on budget line# 41942.430.00 General Maintenance within the Town Garage budget in the amount of \$12,733 due to the replacement of the roof in the amount of \$12,500 because an inspection of the roof found it to be in complete failure both front and rear as well as an unexpected repair of overhead doors in the amount of \$2,000. Second. J. Grosky. 5/0/0.

H. Morse made a motion to approve the over-expenditure on budget line# 41509.110.00 Budget Committee Clerk and 41509.850.00 Education Conferences within the Budget Committee budget in the amount of \$1,400 due to underestimating the amount of meeting minutes needed to be taken by the clerk in the amount of \$1,160 and underestimating the amount of training required by new members who had to be sent for education in the amount of \$240. Second for Discussion. J. Grosky. Mr. Baldwin expressed concern with the Budget Committee over-expending their budget considering they are who set the budget. Mr. Baldwin would like the Chair of the Budget Committee to appear before the Board of Selectmen to explain the reason for the over-expenditure and where the money is coming from. Mr. Grosky withdrew his second. No other second occurred. Motion dies. Mr. Phair will arrange for the Chair of the Budget Committee to appear before the Board of Selectmen on this matter.

P. Consentino made a motion to approve the over-expenditure on budget line# 42151.110.00 Payroll, 42151.220.00 FICA, 42151.225.00 Medicare, and 42151.650.00 Vehicle Maintenance within the Elder Services budget in the amount of \$6,500 due to payroll, FICA, and Medicare being under-funded based on unanticipated ride volume during budget process and due to the unanticipated expenses of older vehicles. Second for Discussion. J. Grosky. Mr. Morse inquired about the Elder Services bottom line and Mr. Phair confirmed the bottom line will be over. 3/2/0. Mr. Baldwin and Mr. Morse were opposed.

P. Consentino made a motion to approve the over-expenditure on budget line# 41941.430.00 General Maintenance within the Town Hall budget in the amount of \$2,557 due to minor repairs done to damaged roof in the amount of \$375 and unanticipated snow removal in the amount of \$3,330. Second. J. Grosky. 5/0/0.

J. Grosky made a motion to approve the over-expenditure on budget line# 41501.110.00 Payroll Bookkeeper, 41501.220.00 FICA, 41501.225.00 Medicare, and 41501.210.00 Health Insurance within the Accounting and Financial budget in the amount of \$7,500 due to payroll, FICA, and Medicare being underestimated by previous bookkeeper and due to health insurance being budgeted for a couple plan for most of the year when it should have been a family plan. Second. P. Consentino. 5/0/0.

Future Over-Expenditure Requests

P. Consentino made a motion for a letter to go out to all Department Heads from the Chair of the Board of Selectmen regarding over-expenditure requests to explain that the form needs to be filled out and given to the Board of Selectmen for approval prior to the money being expended so long as it is not an emergency. Information on the form should include the reason for the over-expenditure and where the Department head proposes the money should come from. The letter should also include that if the Department Head does not comply with this request, they will be subject to the Board of Selectmen denying their request for over-expenditure and subject to discipline. Mr. Baldwin will work with Mr. Phair on drafting an appropriate letter. Second. W. Friel. 5/0/0.

Acceptance of Retirement – Officer Robert Desjardins

H. Morse made a motion to accept the retirement received last week from Officer Robert Desjardins after 27 years of service. Regretfully Second. W. Friel. 5/0/0.

Electrical Inspector

Mr. Phair explained the ad has just been placed in the paper. Mr. Consentino expressed concern that the Department Head was not consulted when the decision was made to hire a new Electrical Inspector and that in the future all Department Heads should be consulted on new hires. Mr. Grosky explained the Board of Selectmen has already made the decision to hire an Electrical Inspector. Mr. Phair explained that the original request came from some of the Department Heads.

Conflict of Interest Committee

Mr. Grosky explained he recently watched a Budget Committee Meeting where the Conflict of Interest Committee presented their budget and requested to add a legal line so that in the event they need to pursue legal action against the Board of Selectmen, they would have the funds to do it. Mr. Grosky also explained it did not appear the Budget Committee was aware that the Board of Selectmen eliminated that budget line, although Mr. Innes was present at this meeting and did explain the circumstances to the Budget Committee. The Budget Committee took this request under advisement. Mr. Phair will follow up with the DRA to find out who can add/remove lines from the budget – the Budget Committee, Board of Selectmen, or both and report back to the Board of Selectmen with this answer.

Dispatch Contract

Mr. Friel explained he has heard back from the Plaistow Town Manager who explained the Plaistow Board of Selectmen is in the process of approving the contract and it has been sent out to their legal department for review.

New Business:

IT Contract Award

Mr. Baldwin requested to take this topic under advisement and to move to it to the agenda on January 11th in order to give members of the Board of Selectmen an opportunity to review the contract.

P. Consentino made a motion that all sealed bids in the future will be opened by the Chairman at a televised Monday night meeting. Second. W. Friel. 3/2/0. H. Morse and J. Grosky are opposed to the motion.

Review Policies

- Seat Belt Policy

W. Friel made a motion to accept the Seat Belt Policy and to change the policy review time to be periodically as opposed to annually. Second. H. Morse. 4/0/1. P. Consentino abstained from the motion.

- Slip, Trip, and Fall Policy

W. Friel made a motion to accept the Slip, Trip, and Fall Policy and to change the policy review time to be periodically as opposed to annually. Second. J. Grosky. 5/0/0.

New Vehicle – Elder Services

Mr. Consentino explained he saw the new vehicle at the Community Center and that the car is great and the lettering looks fantastic.

Announcements:

Notice from Trash Company

Mr. Phair announced the due to the predicted weather, the trash company wanted all residents to be aware that trash pickup may run a little late on Tuesday, December 29th.

ICC Certification – Paul D’Amore

Inspector, Paul D’Amore has passed his residential inspection test and now has a 3-year license.

Winter Storm

Mr. Baldwin reminded residents about the predicted storm and encouraged everyone to be safe.

Future Dates:

- 1/1/2016 – New Year’s Day Town Offices closed
- 1/7/2016 – K. Ayotte’s representative, Shawn Selectmen’s Office 12 Noon to 1PM
- 1/14/2016 – TRSD Budget Comm Public Hearing 7PM – Performing Arts Center
- 1/19/2016 – Budget Committee Public Hearing 7PM Selectmen’s Office
- 1/23/2016 – Ski Trip to Mt. Cranmore – Recreation Dept.
- 1/28/2016 – “Town Meeting in H” – 6:30PM Kimball Library
- 1/30/2016 – Deliberative Session – 7PM Timberlane High School
- 2/4/2016 – TRSD Deliberative Session – 7PM Timberlane High School
- 2/9/2016 – Presidential Primary Community Center – 7AM to 8PM

P. Consentino made a motion to adjourn the Regular Meeting of December 28, 2015 at 9:11pm. Second. W. Friel. 5/0/0.

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky

Harold Morse, Vice Chair