

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
January 4, 2016*

**H. Morse opened the Regular Meeting of Monday, January 4, 2016 at 7:38pm and led all those present in the Pledge of Allegiance.**

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

**Members Absent:**  
W. Baldwin, Chair

**Others Present:**  
A. Phair, Town Administrator  
B. Snicer, Assistant Town Administrator

**Mr. Morse will be Acting Chair of the meeting in Mr. Baldwin's absence.**

**Approval of Consent Agenda:**

- Minutes:
  - 12/28/2015 – Non-Public Minutes
  - 12/28/2015 – Regular Meeting Minutes
- Donations
  - Elder Services Trust Funds - \$50
  - Elder Services Transportation Fund - \$30

**J. Grosky made a motion to approve the Consent Agenda of 1/4/2016. Second. P. Consentino. 4/0/0.**

**Old Business:**

*Approval of Over Expenditures*

The Chair of the Budget Committee was unable to attend the meeting to explain the reason for the following over-expenditure requests, however he did send an email:

Budget Line Title	Budget Line#	Amount	Notes
B/C Clerk & Training	41509.110.00 41509.850.00	\$1,171	Clerk underestimated number of meeting minutes taken = \$1,793 over-expenditure.  Education/Conferences – underestimated amount of training required by new members. Over-expenditure to be \$240.

Based on them email received from Mr. Smith explaining the reason for the over-expenditure, Mr. Friel made the following motion:

**W. Friel made a motion to approve the over-expenditure on budget line# 41509.110.00 Budget Committee Clerk and 41509.850.00 Budget Committee training in the amount of \$1,171 due to underestimating the amount of time needed from the clerk and underestimating the amount of training required by new members. Second. J. Grosky. 4/0/0.**

*Letter to Department Heads re: Over-Expenditures*

Mr. Consentino inquired about the letter and whether or not a final draft has been created. Mr. Phair explained that there is no final draft and that he will be working with Mr. Baldwin to create the letter.

### ***Dispatch Contract***

Mr. Consentino inquired about the status of the Dispatch Contract and explained he recently spoke to the Plaistow Chief of Police who seemed confused as to why there was a hold up with the contract and was not aware the contract had gone to their Legal Department. Mr. Consentino also explained he also could not understand the reason the contract was sent to their Legal Department. Both Mr. Friel and Mr. Grosky explained they are in communication with the Town Manager in Plaistow and are asking the same questions. They will report back to the Board of Selectmen as soon as they hear anything.

### ***Recycling Center – Keeping it Open***

Mr. Phair explained that Mr. Stewart could not be present for the meeting but will appear before the Board of Selectmen with preliminary numbers next week.

## **New Business:**

### ***Review Proposed 2016 Warrant Articles***

Ms. Snicer appeared before the Board of Selectmen to present the 2016 Warrant Articles and explained that a decision needs to be made by next Monday, January 11, 2016 as to which ones stay and which ones come off because they have to go to the Budget Committee. Ms. Snicer explained the following warrant articles are in alphabetical order, but can be reordered by the Selectmen as they see fit.

<b>Warrant Article</b>	<b>Comments</b>
Election of Officers	Standard
Operating Budget	Standard
Cemetery Capital Reserve	The project will be spread out over five years so this is the total amount divided by 5 based on what the Town Engineer said was needed. There is a supporting document to go with the warrant article that Mr. Grosky would like posted to the website. The plan is to revise fees for the new section to more than offset the cost of development. This is a capital reserve fund.
Cemetery Improvements	This is for the items the Budget Committee asked the Cemetery Trustees to take out of the budget. The Trustees also decided to take out the roads and drainage for 2016.
Elder Services' Capital Reserve	Ms. Snicer suggested for this to become an expendable trust fund because you can be more general with an expendable trust than a capital reserve. Mr. Friel suggested a smaller amount - \$5,000. The Board agreed to make this an expendable trust fund and set it at \$5,000.
Energy Upgrades of Town Buildings	Per Mr. Grosky, Ms. Snicer defined the undesignated fund balance as the amount of money that is left over at the end of the year in the general fund, less the amount the state requires the town to hold.
Fire Department Capital Reserve	Annual warrant article. Lower than usual.
Shim and Overlay Roads	Add the word roads after "following".
Highway Department Truck	Put \$20,000.00 in numeric as well as text.
Highway Department Contract Labor and Maintenance	Here in case the previous one does not pass. The Board of Selectmen would like Mr. Stewart to come in and explain this.
Winter Capital Reserve	No Comments
Facilities' Maintenance Capital Reserve	Ms. Snicer recommends this goes in as an expendable trust. Mr. Innes and Mr. Weymouth worked together to develop a plan. Mr. Friel suggested a lower amount - \$5,000. The Board agreed to make this an expendable trust @ \$5,000.
Mosquito Control	Money set @ \$49,390.00
Recreation Capital Reserve	Ok as is.

250 <sup>th</sup> Anniversary Celebration Capital Reserve	Fix typo in line one. Mr. Friel suggested lowering amount to \$5,000. The Board agreed to put this in @ \$5,000.
250 <sup>th</sup> Anniversary Fireworks	Mr. Friel suggested putting this in @ \$10,000 and the Board agreed.
Acceptance of Unanticipated Sources of Funds	Discussion occurred around whether or not the wrong RSA was put before the voters last year. Ms. Snicer will check last years ballot.
Acceptance of Reports	No comments

### *Approval of Over Expenditures*

**P. Consentino made a motion to approve the over-expenditure on budget line# 41951 within the Cemetery budget in the amount of \$814.00 due to unanticipated expenses. Second. J. Grosky. 3/0/1. W. Friel abstained from the motion.**

**P. Consentino made a motion to approve the over-expenditure on budget line# 41302.000.00 within the Town Administrator budget in the amount of \$7,692 due to additional salary for two Town Administrators during transition. Second. J. Grosky. 4/0/0.**

### *Request for a Non-Public Meeting*

Mr. Phair explained that the Tax Collector, Debra DeSimone, has requested a non-public meeting with the Board of Selectmen under RSA 91a 3 C and E (Legal and Reputation). Discussion occurred concerning the reason for the non-public meeting and whether or not it was necessary. Mr. Phair will ask for justification from the Tax Collector as to why this meeting should be non-public.

### *Exit Interview*

Mr. Phair explained that Mr. Innes would like an exit interview in Non-Public Session before the full Board of Selectmen on the 25<sup>th</sup> of January. The Board approved this request.

### *Seat Belt Policy and Slip, Trip and Fall Policy*

Mr. Phair announced he has updated both policies per the request of the Board of Selectmen.

### *Sandown Withdrawal Committee*

Mr. Grosky updated the Board of Selectmen that he has recently received an email explaining that reps out of Sandown have put together a bill for an upcoming session that will essentially change some aspects of the formula and RSA for when a town is looking to separate from a school district. Mr. Grosky said he briefly looked at it and noticed some of the language would work to the detriment for Atkinson and Plaistow. When appropriate, Mr. Grosky will bring the matter before the Board of Selectmen to make recommendations.

### *Welfare Requests*

Mr. Consentino would like to see if there is an option to submit a bill that enforces a drug test on individuals requesting assistance from welfare. Mr. Friel will look to see if such a bill already exists. Ms. Snicer suggested simply changing the Town's policy.

### **Future Dates:**

- 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 January 4, 2016 at 9:16pm. Second. J. Grosky. 4/0/0.**

Respectfully Submitted,  
Amanda Lueders

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William Baldwin, Chair

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Phil Consentino

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William Friel

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Jason Grosky

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Harold Morse, Vice Chair