

*Town of Atkinson
Board of Selectmen
Meeting Minutes
February 22, 2016*

W. Baldwin returned to the Regular Meeting of Monday, February 22, 2016 at 7:37pm and led all those present in the Pledge of Allegiance.

Members Present:

W. Baldwin, Chair
P. Consentino
J. Grosky

Members Absent:

W. Friel
H. Morse, Vice Chair

Others Present:

A. Phair, Town Administrator
D. Williams, PEG Access Studio Coordinator

Moment of Silence

For Roger Cote

Mr. Baldwin initiated a moment of silence for Roger Cote who passed away on February 11, 2016. Mr. Cote worked as a camera man for the Board of Selectmen for 10 years. The Board of Selectmen sent their condolences to the family.

Approval of Consent Agenda:

- Minutes:
 - 2/1/2016 Regular Meeting Minutes
- Donations
 - Elder Services Trust Fund - \$1,325
- Assessing
 - Veterans' Tax Credits:

▪ 7/148	58 Summit Drive	Rec: Grant - \$500
▪ 12/1/1B	21 Heald Bailey Drive	Rec: Grant - \$500
▪ 14/54	36 Academy Avenue	Rec: Grant - \$167
▪ 16/35	6 Emery Drive	Rec: Grant - \$2,500

J. Grosky made a motion to approve the Consent Agenda of 2/22/2016 with amendments to the regular minutes of 2/1/2016. Second. P. Consentino. 3/0/0.

Old Business:

Purchasing Policy & Procedures

Mr. Phair presented a draft policy to the Board of Selectmen for approval. The policy is meant to reinforce the over-expenditure request procedure and how an over-expenditure request form needs to be filled out by the Department Head and brought before the Board of Selectmen for approval prior to any money spent. Mr. Consentino made changes to the Policy that Mr. Phair will implement. Per Mr. Grosky's request, Mr. Phair will add the following bullet to the policy: "noncompliance with this policy will result in disciplinary actions." Also the bottom of the form will need to be updated year after year as the Board of Selectmen changes. Mr. Phair will ensure a process is in place that tracks when a Department Head has received a policy and has signed off on it.

P. Consentino made a motion to accept the Purchasing Policy & Procedures including changes mentioned above, dated February 22, 2016. Second. J. Grosky. 3/0/0.

Building Department Process Update

Mr. Phair explained that the new process that has been implemented in the Building Department seems to be working well and that he is pleased with the way things have been going. The new process includes responding to requests for permits within a timely manner, handing in slips each week, and a new tracking system managed by Sue Coppeta. The telephone and answering system is also being looked into, since there is a way to track and monitor calls coming in. Pay slips will be submitted on a timely basis. Mr. Phair will double check the labor law to ensure the process meets standards.

Internet Video Archiving Policy (proposal) (Dave Williams)

Mr. Phair explained he brought the policy before various communities within NHMA whose policies were not to have too long a time frame for information on-line, and the Town Attorney who advised against having a policy at all. Discussion occurred around whether or not there is a library of Selectmen meetings on CD at the Kimball Library. Mr. Williams appeared before the Board of Selectmen to explain that keeping CD's at the Library was never part of the original motion. The original motion made by the Board of Selectmen indicated that a copy of the meeting should be retained and stored electronically. Mr. Williams has been creating DVD's since May of 2005, however has stopped doing so over the past year due to problems with the program. Meetings have been stored on Vimeo since April 2012. Per Mr. Baldwin, The Board of Selectmen need to decide whether or not they want to archive, but will bring the matter to the next meeting when there is a full Board.

P. Consentino made a motion to maintain an archive of all Selectmen's meetings for as long as possible. No Second. Motion Dies. Mr. Grosky explained he agrees with Mr. Consentino's motion, however would like to wait until there is a full Board. Mr. Phair will ensure there is a final version of the policy for the next meeting.

New Business:

Electronics Recycling Fundraiser by Troop 9 at Community Center Parking Lot

Mr. Phair explained that he has received an email from John Troy asking the Board of Selectmen for permission to allow Troop 9 to conduct their Electronics Recycling Fundraiser in the Community Center Parking Lot on the same day as the Town's Energy Fair. The date being requested is on April 9th and the troop will work with the Police Department to ensure traffic flow is running smoothly.

P. Consentino made a motion to allow Boy Scouts Troop 9 to conduct their Electronics Recycling Fundraiser on April 9th in the Community Center Parking Lot. Second. J. Grosky. 3/0/0.

Fire Department Damage from Frozen Pipe

Mr. Phair explained that a pipe burst in the Fire Department on Monday, February 15th and caused a significant amount of damage. Luckily, John Rockwell was there when it happened and was able to shut the water off and get the water mopped up pretty quickly. There is damage to a carpet, stains on the walls, mold on the floor, and there are radios and computers down. Mr. Phair has met with Dave Weymouth and an Adjustor from the insurance company. Mr. Phair will be working with a contractor and the insurance company. There is a \$1,000 deductible.

Supervisors of the Checklist Concern

Mr. Grosky explained a situation recently occurred in Windham where a family moved from one house in Windham to another house in Windham and got taken off of the Supervisor of the Checklist because their mail was returned from the first house. The family did not realize they needed to notify the Town of their change in address. When the family appeared at the Deliberative Session to vote, they were told they could not vote because they were not on the list. Mr. Grosky would like to ensure this situation does not happen in Atkinson and would Mr. Phair to check with the Supervisor of the Checklist and Town Clerk to insure that our process will prevent a similar incident for happening.

Sun n Fun – Extra Week

Mr. Phair explained that Ms. Travers would like to ask the Board of Selectmen about the possibility of offering an extra week for the Sun n Fun program due to school closing early this year from having few snow days. Per Mr. Baldwin’s request, Mr. Phair will invite Ms. Travers to the next meeting and find out where the money will be coming from out of the budget to accommodate this request.

Future Dates:

- 3/1/2016 – Candidates night sponsored by Atkinson Woman’s Civic Club (at Town Hall)
- 3/8/2016 – Atkinson Town Meeting 7am – 8pm (voting for Town candidates & Warrant Articles)
- 3/15/2016 – St. Patrick’s Day Celebration at Indian Head Resort (See Noriko at Community Center)
- 3/17/2016 – Boston Flower Shower. Leave Community Center at 9:30am \$30 (Contact Noriko)
- 3/20/2016 – Rabies Clinic 11 – 1
- 3/29/2016 – Senior LUAU party at Sawyer’s Banquet Facility Plaistow (Contract Noriko at Center)

P. Consentino made a motion to adjourn the Regular Meeting of February 22, 2016 at 8:28pm. Second. J. Grosky. 5/0/0.

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky

Harold Morse, Vice Chair