

*Town of Atkinson
Board of Selectmen
Meeting Minutes
April 18, 2016*

H. Morse returned to the Regular Meeting of Monday, April 18, 2016 at 7:37pm and led all those present in the Pledge of Allegiance.

Members Present:

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

Members Absent:

Others Present:

S. Coppeta, Building Department
A. Dillon, VP Historical Society
R. Jones, Building Department
A. Phair, Town Administrator
J. Sapia, Timberlane School Board

Approval of Consent Agenda:

- Minutes:
 - 4/11/2016 Regular Meeting Minutes
- Donations:
 - Elder Services' Transportation Fund - \$92

P. Consentino made a motion to approve the Consent Agenda of 4/18/2016 as submitted. Second. J. Grosky. 5/0/0.

Appearances:

Jack Sapia Drug Task Force Substance Abuse Round Table Review

Mr. Sapia appeared before the Board of Selectmen to announce there will be a round table discussion regarding the creation of a drug task force against substance abuse. The discussion will be held on May 16th at 7pm at the PAC and Mr. Sapia invited the Board of Selectmen to attend the meeting. The Board of Selectmen agreed to cancel the Regular Meeting of May 16th to attend the round table review. If schedules allow for it, the Regular Meeting of May 16th may be rescheduled to May 17th.

Old Business:

Ted Stewart: Paving Update: Prison Trustee Cleanup 4/25 – 4/28. Woodlawn Avenue:

Mr. Phair updated the Board of Selectmen that on Monday, April 18th, the Community Center parking lot and some roads were paved. The Police Department parking lot did not get paved because there was a problem with the equipment being too large to maneuver around the lot. The Police Department parking lot is now scheduled to be paved on Monday, April 25th. Mr. Phair also announced there will be four Trustees from the Rockingham County Prison between April 25th and April 28th to perform roadside cleanup. The Trustees will be focusing on East Road, Academy Avenue, Maple Avenue and Main Street. Mr. Phair is also going to see about having the Trustees clean the Community Center kitchen. Mr. Phair also explained that, per Mr. Stewart, Woodlawn Avenue will not be paved because it never made it to the warrant due to a decision made by the Board of Selectmen. Mr. Phair will email the Board of Selectmen meeting minutes to support this statement.

Kimball House Bathroom:

A. Dillon, Vice-President of the Historical Society, was present in the audience and asked for an update on the repairs/replacement of the Kimball House bathroom. Mr. Phair explained he is not ready to make any recommendations because he has only received preliminary costs and will work on getting a price breakdown.

Until then, Mr. Phair explained the cost to install a handicapped bathroom downstairs, where the pantry is now, will range from \$13,500 to \$25,000. Building Inspector Bob Jones confirmed there is nothing in the Town codes indicating the whole building would need to be upgraded to have a handicapped bathroom. Mr. Phair will work on getting final numbers and options broken out. In the meantime, Mr. Morse will take a walk through of the building with Mr. Phair.

Building Inspector: Building Dept. Update

Mr. Jones appeared before the Board of Selectmen to provide an update on how the new system put in place for the Electrical Inspectors has been working out. Mr. Jones provided the Board of Selectmen with an example of one of the Inspector's reports that Sue Coppeta maintains. Mr. Jones explained there has been a huge improvement and that all the issues brought forth to the Board of Selectmen have been rectified and went on to explain that things are working out fine with minimum problems. The Board of Selectmen would like to see a report that shows when a call has been received, when the call is responded to, and when the work gets done. Sue Coppeta also appeared before the Board of Selectmen to clarify the report being requested. Ms. Coppeta will work with Mr. Phair on creating a master sheet.

Website Update

Mr. Phair explained he would like Russell Wolff to act as a back-up Administrator for the website so that in the event the current Webmaster, Wendy Barker, is unable to perform the updates, Russell can take over. The Department Heads are responsible for getting the data to Wendy and Russell who in turn update the website. Mr. Phair confirmed these positions are volunteer positions and not paid. Per the Board of Selectmen's request, Mr. Phair will provide them with the amount of time being spent by Wendy and Russell on a regular basis. Mr. Phair presented a Website Update Procedure to the Board of Selectmen for approval.

W. Friel made a motion to approve the Website Update Procedure as presented by Mr. Phair. Second. J. Grosky. 5/0/0.

OT Budget Line

Per Mr. Baldwin, Mr. Phair will add this topic to the agenda next week.

New Business:

Mosquito Larval Control

Mr. Phair updated the Board of Selectmen that larval mosquito control will begin on April 20, 2016 in the Town of Atkinson and will continue as needed until December 15, 2016. With the recent advent of the Zika Virus, mosquito populations will be monitored for associated vector. Mr. Phair will post this information to the website and ACTV.

Open Committee/Board Positions

Mr. Phair presented a list of open Committee Board Positions and Appointed Positions along with a list of 2015 Town Officials and Employees. Per Mr. Morse, Mr. Phair will have the lists updated by the next meeting and post open positions to the website.

IDK Communications Consultant – Mr. Morse recused himself from the Discussion

Mr. Phair presented a proposal from IDK Communications regarding Wireless Engineering Services – Review of SBA Tower Application – 10A High Hill Road. Per the Board of Selectmen, Mr. Phair will draft a formal letter from the Board of Selectmen to Richard Sousa at Prince Lobel Tye LLP. The letter should ask that SBA Communications approve and pay for IDK Communications to be a Consultant for the Town of Atkinson and perform an engineering review of SBA Towers and should ask that an amount of \$10,000 be put into an escrow account.

W. Friel made a motion to give preliminary approval on engaging IDK Communications for the purpose of engineering review of SBA Towers subject to an escrow approval from SBA Communications to cover

the proposal in the amount of \$10,000. Second. W. Baldwin. 4/0/0. H. Morse recused himself from the discussion and motion.

Sun n Fun Staff Approval – Mr. Grosky recused himself from this discussion

Mr. Phair presented a 2016 Sun n Fun staff list to the Board of Selectmen for approval and explained the pay rates fit within the approved budget.

W. Friel made a motion to approve the 2016 Sun n Fun staff list and pay rates as outlined in a document sent by Noriko Travers, dated April 13th 2016. Second: W. Baldwin. Per Mr. Baldwin, Mr. Phair will follow up on background checks for these employees. 4/0/0. J. Grosky recused himself from the discussion and motion.

Cemetery Lots

Mr. Phair has confirmed that money from the sale of Cemetery lots (A/C #40.35011.000.00 Sale of Town Property) and burial fees (A/C #40.32909.000.00 Other Revenue) go back into the General Fund as revenue.

Guard Rail – Salem Road

Topic will be discussed at the Highway Safety Committee on Tuesday, April 19th.

Regional Selectmen’s Meeting

Mr. Morse explained he wanted to talk about the meeting but did not come prepared with his notes. Mr. Morse and Mr. Consentino gave a brief update that discussion occurred at the meeting regarding joining forces in the district to negotiate trash and mosquito contracts as well as regional purchasing. Discussion also occurred around putting up a new tower and MS 4 permitting.

Court Case

Mr. Phair explained he decided to reach out to the Town Attorney on this matter who explained that all communication to the other party should be done by him and he will reach out to them regarding their missed payment.

Personal Items – Mr. Consentino

Mr. Consentino explained he did not get back all of his personal belongings when he ended his job as Chief of the Atkinson Police Department. Mr. Consentino will make a list of everything he is missing and turn it into the Board of Selectmen.

East Road Parking

Mr. Friel brought up the parking issue on East Road when the fields are in use by multiple teams. Mr. Phair will bring this issue before the Highway Safety Committee for their recommendation.

Boy Scouts Recycling Event

Mr. Friel explained the recycling event went very well and grossed over \$8,000.

Future Dates:

- 4/19/2016 – Kimball Library Movie of the week “Revenant” Tuesday 1:00PM – Popcorn served
- 4/30/2016 – Household Hazardous Waste Collection Day (Plaistow 9:00AM – Noon) 51 Old Country Road
- 5/4/2016 – NH Wild Life History: 350 Years of NH Wildlife 6:30 – 8:00PM – Kimball Library
- 5/7/2016 – Conservation Walk: 10AM – Noon, meet up at Pope Road (Woodlock Park) Reg. Req.
- 5/14/2016 – Peregrine Spring: Author Nancy Cowan’s life w/ Birds of Prey, Kimball Library noon to 2PM

P. Consentino made a motion to adjourn the Regular Meeting of April 18, 2016 at 9:15PM. Second. J. Grosky. 5/0/0.

Respectfully Submitted,
Amanda Lueders

Harold Morse, Chair

Phil Consentino, Vice Chair

William Friel

Jason Grosky

William Baldwin