

*Town of Atkinson
Board of Selectmen
Meeting Minutes
April 25, 2016*

H. Morse opened the Regular Meeting of Monday, April 25, 2016 at 7:33pm and led all those present in the Pledge of Allegiance.

Members Present:

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

Members Absent:

W. Friel

Others Present:

A. Dillon, Atkinson Historical Society
F. Kulik, VP Atkinson Historical Society
A. Phair, Town Administrator

Approval of Consent Agenda:

- Minutes:
 - 4/18/2016 Regular Meeting Minutes
 - 4/18/2016 Non-Public Meeting Minutes
 - Assessing:
 - Blind Exemption
 - Map 13 Lot 94-57 10 Edmund Circle Grant \$15,000 off Assessment
 - Elder Exemptions
 - Map 8 Lot 5 3 Summit Drive Grant \$100,000 off Assessment
 - Map 10 Lot 7-22C 20 Ridgewood Drive Grant \$100,000 off Assessment
 - Veteran's Tax Credit
 - Map 23 Lot 59 18 Lakeside Drive *Deny
- *Did not have 90 days active duty during the prescribed time

P. Consentino made a motion to approve the Consent Agenda of 4/25/2016 as submitted. Second. J. Grosky. 4/0/0.

Appearances:

Fred Kulik, Atkinson Historical Society

Mr. Kulik appeared before the Board of Selectmen on behalf of the Board of the Historical Society and to speak about the history of the Kimball House Museum and the Atkinson Historical Society Legacy. Mr. Kulik went on to explain the Board is aware of the bathroom issue and would like to plea a case to the Board of Selectmen to consider converting the downstairs closet into a new bathroom in order to accommodate individuals who have a hard time with stairs and to service the public a little better. Mr. Kulik read a statement written by John Rockwell. The statement included the following points:

- The Atkinson Historical Society was established on November 12, 1954 and may be the second oldest continuous Atkinson Volunteer group (after the Volunteer Fire Department).
- The Historical Society has been the unofficial and official caretaker of the Kimball House Museum for many years, dating back to when the building was shared by the Town as a Library and Museum with the caretaker residence of the Reynolds family from 1927 to 1975.
- The history of the house dates back to the period of the earliest settlers to the Atkinson area in 1727, and the subsequent establishment of Atkinson as a town in 1767.
- In 1772, the Reverend Stephen Peabody settled in Atkinson to become the first pastor of the Congregational Church and one of the town's most influential citizens. Parson Peabody built the Kimball House and made it his residence throughout his lifetime of service to Atkinson citizens. He was one of the three founders of the Atkinson Academy in 1787.

- In 1907, the Peabody Home was donated to the Town to be held in Trust by the then current owner, the Rev. Joseph Kimball. This trust stated “that the building and grounds be used for the needs of and convenience of the Town Library, and perhaps a museum and art gallery...” That the rear back of four hundred feet from the road may be used for graves if found desirable.”
- Since the year 1975, when a new Kimball Library was built, the use of the Reverend Peabody home has been transformed into the Kimball House Museum, under the thoughtful care of the Atkinson Historical Society.
- Given its long history as one of the oldest existing homes in Atkinson, and the home of such an important and influential founder of the Town of Atkinson, and the Atkinson Academy, we hope that the current Board of Selectmen will support this opportunity to advance the functionality of the building given its history, and hopeful prominence in the upcoming celebration of Atkinson’s 250th anniversary.
- Some history and associated projects of the Atkinson Historical Society as an Atkinson Volunteer Organization formed in 1954:
 - Creator of the history book, Atkinson Then and Now, featured numerous times on NH Chronical
 - Cemetery Gate repairs
 - Cemetery Hearse House repairs
 - Cemetery Monument repairs
 - Cemetery Markers
 - Cemetery Flag Poles
 - Monuments for WWII Vets
 - Monuments for Korea Vets
 - Monuments for Vietnam Vets
 - Numerous Museum upgrades to the exterior and interior
 - Town Pound restoration
 - Dow Common improvements and monuments
 - Atkinson Academy site improvements
 - Continuous additions and maintenance to the Museum’s collections
 - Support of many education activities for community, school, and scouting organizations

Mr. Grosky asked how often the regular public uses the building. Ms. Adele Dillon responded to Mr. Grosky by stating the Kimball House Museum hours are every Wednesday from 2pm – 4pm as well as the 1st Saturday of every month from 10am to 2pm. The Kimball House is also used by boy scouts and girl scouts, and is visited by the 3rd grade for a field trip each year. Organizations, such as Atkinson Women’s Civic club and the 250th Anniversary Committee use the Kimball House as a meeting place. According to the guest book, there are about 150 usages each year. One of the major uses of the Kimball House is for genealogy. The Kimball House does a tremendous amount of research on genealogy for the public. The Kimball House also stores a great amount of historical records for the Town of Atkinson.

Old Business:

Kimball House Bathroom Issue

Mr. Phair presented the following two options to the Board of Selectmen:

Option #1: Repair of Upstairs Bathroom		Option #2: Build ADA handicap bathroom in pantry area off kitchen downstairs with entry off hallway	
Remove floor tiles in 2 nd floor bath room & flooring for access to plumbing for repair. Tile assumed to contain asbestos & may need to be removed by asbestos contractor. Note: Verbal estimate for removal is \$4 - \$7,000.		<ul style="list-style-type: none"> • Removal of all shelves and cabinets in pantry • Demo and disposal of all horse hair plater on walls and ceiling • Insulate exterior wall with closed cell expandable foam • Replace glass in window w/ tempered safety glass w/ lower section to be fogged for privacy • Level & install new 3.25" wide white or red oak pre-finished wooden floor • Expand door frame & install new 36" w x 80" tall door w/ outward swing into room or hallway (depending on location) • Install DAD bathroom w/ new lockset w/ handle (not knob) • Install new light fixture • Install fire alarm horn w/ strobe as needed • Install 2 assist handles on side of toilet along w/ toilet paper hold and hand towel holder per ADA specs • Install titled mirror • Install ½" blue board w/ plaster finish coat, primed & finished w/ 2 coats of each • New base board and trim to be installed as close to original as possible 	
Replace wooden sub-floor and installation of new vinyl tiles in green. Labor, Materials and disposal not counting asbestos work as stated above	\$1,500.00		
Access in pantry to plumbing stack for repair/replacement of cracked pipe. Labor & Materials.	\$850.00		
Removal of ceiling & some cabinets in pantry for access to plumbing repair work. Replace repair of same.	\$1,250.00		
Estimated cost of plumbing to replace sewer pipe and vents.	\$3,500.00		
Estimated cost without asbestos	\$7,100.00		
Estimated cost if asbestos is found	\$12,600.00		
		Labor Materials and disposal for all of above	\$13, 500.00
		Costs for ADA compliant toilet and sink plus installation	\$2,350.00
		Total for installing bathroom downstairs	\$15,850.00

Mr. Phair also presented an option three as an add-on option:

Option #3: Build handicap ADA ramp & entrance into building and kitchen	
<ul style="list-style-type: none"> • Installation of aluminum handicap ramp to rear door entry way • Relocate storm door closer to top of storm door • Build out of new rear door enclosure to be 80" from house to window in barn & 6' into barn & 9' tall • Walls to be constructed of 2" x 4" kd studs, insulated w/ R13 fiberglass insulation • Wall & ceiling to be covered w/ ½" blue board & covered w/ plaster. Plaster to be primed and finished painted w/ 2 coats • Baseboard, molding and trip to match that in kitchen of house (paint supplied by town) • Installation of a 36" w/ x 80" door w/ single bore hold for lockset & entry into barn • Floor to be shimmed and matched as best as can to kitchen flooring • Light and exit sign to be located inside of new enclosure • Remove existing kitchen door and widen to an opening of 35" w/ to finish boards, re finish trip boards to existing in kitchen • Remove Threshold in kitchen and make same height as kitchen floor • Demo wall in barn for access to build out enclosure and re-support as required • Reposition alarm switch to rear door. 	
Cost includes all labor, materials and disposal for above work:	
\$11,500.00	

J. Grosky made a motion to go with option 2, to build an ADA handicap bathroom in the pantry area off the kitchen downstairs with entry off the hallway and to direct the Town Administrator to finalize the plan and put it out for bid and to include all of the work to convert the bathroom upstairs to a storage room and to put the add-on option 3 in the budget for next year. Second. P. Consentino. 4/0/0.

Open Committee Appointments

Mr. Phair asked the Board of Selectmen to extend the deadline for receiving applications to May 23rd. The Board of Selectmen approved this request.

Providence Hill Guard Rail/Fence

Mr. Phair explained the recommendation of the Road Agent is to rip the fence down and put large boulders around the front of the fire pond as a temporary solution. The Road Agent will take on this task.

W. Baldwin made a motion to allow the Road Agent to put boulders up as a temporary solution and to budget money for a guard rail next year. Second. P. Consentino. 3/0/1. H. Morse abstained from the motion.

High Hill Tower Update

Mr. Phair explained he recently spoke to Mr. Sousa of Prince Lobel Tye LLP, the firm representing SBA Communications. Mr. Sousa confirmed a draw account will be set up in the amount of \$10,000 to support the cost of Consultant, IDK Communications to perform an engineering review of SBA Towers.

New Business:

Over Expenditures

Mr. Phair presented the following over expenditure requests to the Board of Selectmen for approval:

Date	Department	Line #	Amount	Comments
	Highway Department	43122.680.07	\$80.00	Catch Basins
4/25/2016	Assessing	41503.625.00	\$1,800	Postage. All lines in Assessing remaining are contracted lines so need to take from other Depts.

W. Baldwin made a motion to approve an over-expenditure request in the amount of \$80.00 for the Highway Department catch basins on budget line 43122.680.07 and an over-expenditure request in the amount of \$1,800 for the Assessing Department postage on budget line 41503.625.00. Second. P. Consentino. 4/0/0.

Additional Bond for Phase II of Sawmill Ridge Condominium Project

Mr. Morse recused himself from this topic and stepped away from the meeting.

Mr. Phair presented an additional bond for phase II of the Sawmill Ridge Condominium Project to the Board of Selectmen for approval.

J. Grosky made a motion to allow a release from the Phase I Bond in the amount of \$88,000, for the work that has been completed and to require an additional bond for “punchlist items” for Phase I, in the amount of \$97,833.45, and to require a new bond for Phase II in the amount of \$43,510.00 and to acknowledge that Lewis Builders has submitted a check for \$53,343.95 in anticipation of the Board of Selectmen approving these Bond amounts under the recommendation of the Town Engineer and Planning Board. Second. W. Baldwin. 3/0/0. H. Morse recused himself from the motion.

Mr. Morse returned to the meeting.

Highway Safety Committee Requested Items

- Roadside Memorials (HSC item, Selectman Consentino)
 - Mr. Consentino suggested putting together a policy on Roadside Memorials because some are unkempt and should be removed by the Road Agent. Mr. Grosky stated he did not see the need for a policy but suggested giving the road agent the authority to discard of unkempt roadside memorials. Mr. Baldwin made a strong recommendation that the Road Agent proceed with caution in discarding unkempt roadside memorials because there is no way to put a time limit on grieving and some families may still look at those memorials.
- Policy on Fire Ponds (HSC item, Selectman Consentino)
 - Mr. Consentino suggested looking into the liability of fire ponds and putting together a policy to go along with it. Mr. Phair presented a list of 26 fire ponds in the Town of Atkinson, indicating that 7 of them have a guard rail and 3 have a fence. There are 13 fire ponds with no fence or guard rail. Mr. Phair will look into the liability of fire ponds.
- East Road Parking (HSC item, Selectman Consentino)
 - Mr. Consentino suggested writing a letter to the State of NH from the Board of Selectmen asking for no parking signs on East Road, since it is a State road. Discussion occurred around whether or not there are Town owned locations on East Road to hang signs. Mr. Phair will ask the Road Agent to determine where signs should go and decide on whether or not the State should be involved.

MS4 Informational Request to Appear (RCPC Circuit Rider Julie Labranche May 9th (approx....30 min)

Mr. Phair explained that Julie Labranche has requested to appear before the Board of Selectmen on May 9th regarding and MS4 Information Overview. The Board of Selectmen approved this request.

Law Enforcement Appreciation Ceremony Wednesday, May 18th 6 – 8PM at Kimball Library

Mr. Phair explained the Police Department is starting up an annual Law Enforcement Appreciation Ceremony. The first one will be held on Wednesday, May 18th from 6–8 at the Kimball Library and the Board of Selectmen is invited.

Dispatcher – Elder Services – Jean Gemell

Mr. Phair announced that Dispatcher, Jean Gemell from Elder Services has submitted her resignation. Mr. Phair offered her an exit interview, but she declined. The Director of Elder Services has picked up two days and Ted Houlihan has picked up three days. In the meantime, the Director of Elder Services will be looking to replace this position.

J. Grosky made a motion to accept the resignation of Jean Gemell. Second. P. Consentino. 4/0/0. Mr. Baldwin added with regret, and wished her well.

250th Anniversary

Mr. Baldwin asked for an update on the 250th Anniversary Celebration for the Town of Atkinson. Mr. Phair explained this is still in the planning stages. Not only is Mr. Phair involved in the planning, but Al Goldstein has also jumped on the Planning Committee to help out. Some money was approved last year through a warrant article for the anniversary and another warrant article will be submitted again this year. A program book will be put together and the Anniversary will occur on a weekend where there are many events already planned so there will be only a few additions.

W. Baldwin made a motion to nominate Phil Consentino to join these meetings. Second. J. Grosky. 4/0/0.

Dead Tree – Sleepy Hollow Road

Mr. Consentino requested the Road Agent check out a dead tree on Sleep Hollow Road that is ready to fall and take wires down with it. If the Road Agent cannot help, Mr. Phair will contact the utility company.

John Mason Payments

Mr. Consentino explained that from what he understands, John Mason is in the rears on his payments to the Town in the amount of 12 months. Mr. Phair explained he had papers served to Mr. Mason two weeks ago. Mr. Mason’s attorney responded with a deal that if the Town is willing to accept a payment in the amount of \$200.00, that Mr. Mason will pay the balance by April 2017. Mr. Phair explained that Mr. Mason owed \$22,500 and has only made 12 payments in the amount of \$200. The Board of Selectmen agreed to not accept this offer and to stick to the plan on file.

Code Enforcement

Mr. Phair is looking into a replacement for this position.

Valcate Court Case

Mr. Grosky asked for a status update on this case. Mr. Phair explained a letter went out to them and a check came back in the amount of \$1,000.00.

Non-Public Minutes – 4/18/2016

J. Grosky made a motion to seal the non-public minutes of 4/18/2016 for six months or until the issue has been resolved. Second. P. Consentino. 4/0/0.

Future Dates:

- 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 25, 2016 at 9:00PM. Second. J. Grosky. 4/0/0.

Respectfully Submitted,
Amanda Lueders

Harold Morse, Chair

Phil Consentino, Vice Chair

William Friel

Jason Grosky

William Baldwin