

*Town of Atkinson
Board of Selectmen
Meeting Minutes
May 2, 2016*

H. Morse returned to the Regular Meeting of Monday, May 2, 2016 at 7:40pm from a non-public session under RSA 91-A:3 II, 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:

A. Phair, Town Administrator
T. Stewart, Road Agent

Approval of Consent Agenda:

- Minutes:
 - 04/25/2016 Regular Meeting Minutes
- Assessing:
 - Map 20 Lot 20-4 4 Conley Road Rec: Grant \$500
- Donations:
 - Elder Services Transportation Fund - \$1,090

P. Consentino made a motion to approve the Consent Agenda of 5/2/2016 as submitted. Second. J. Grosky. 4/0/0. W. Friel recused himself from the meeting.

Old Business:

Providence Hill Guard Rail/Fence

Mr. Stewart appeared before the Board of Selectmen to clarify the work he is doing around the fire pond on Providence Hill Road. Mr. Stewart explained that his plan is to rip the fence down and replace with boulders, outside the right of way and around the front of the fire pond, as a temporary solution. Mr. Stewart will then budget in a guard rail for next year for this fire pond as well as for other locations in Town.

East Road Parking Signs

Mr. Stewart explained there is some space between practice fields where people can park. The space would need to be graveled and Mr. Stewart would plan to work with the Town Engineer on the design. Per the Board of Selectmen, Mr. Stewart will obtain a proposal from the Town Engineer on this project. In the meantime, since there is not a place on Town property that is visible enough to place a sign, Mr. Stewart will create temporary signs using cones that coaches can put out and then put away before and after a game. As a permanent solution, Mr. Phair will craft a letter from the Board of Selectmen to the NH DOT, asking them to put signs up. Mr. Friel will hand deliver the letter to the Director of NH DOT.

P. Consentino made a motion for the Town Administrator to put a letter together from the Board of Selectmen to the NH DOT asking them to come down and put no parking signs up near the fields on East Road. The letter will be given to Mr. Friel, who will bring to Concord and hand deliver it to the Director of NH DOT. Second. W. Friel. 4/1/0. J. Grosky is opposed to the motion.

Hazardous Waste Day

Mr. Stewart announced that the Town of Hampstead has pulled out of this event, which will have a financial impact on the rest of the Towns that participate. Mr. Phair believes it is up to the Town of Atkinson to do a better job marketing the Hazardous Waste Day.

Sleepy Hollow Tree

Mr. Stewart explained he met with the home owners on Sleepy Hollow regarding their dead tree. The tree is about 40 feet from the center line of the road and if it goes down it will fall onto the road and will take power lines down with it. If that happens, the power company will come out and repair the lines and the Road Agent will remove anything that is in the right of way. The home owners would be responsible for any other debris. Mr. Consentino will contact the home owners and advise them to contact the utility company and ask if they will remove the tree.

Providence Hill Road – Mail Box

Mr. Stewart explained that while he was plowing, he hit couple of mail boxes on Providence Hill Road. According to the law, the Road Agent is not responsible for repairing mail boxes when they are in the right of way; however he does it as a courtesy. One of the mail boxes Mr. Stewart repaired on Providence Hill Road is a plastic mail box that opens both ways. The resident wanted to keep that feature because he felt safer not going near the main road to check his mail. Mr. Stewart has completed this repair work and explained he only had to rebuild the post because the plastic mail box was not damaged. For the record, during the time of the repair, Mr. Stewart noticed there was broken tail light glass and tire tracks going across the lawn.

Striping

Mr. Stewart explained striping was scheduled for this week, but with the weather it will probably not happen until next Wednesday.

Robie Lane Street Sign

Mr. Grosky said he saw a street sign down on Robie Lane. Mr. Stewart is aware of it and it is scheduled to be repaired.

Kimball House Bathroom Issue

Mr. Phair explained an RFP went out to the newspaper and to various contractors. A walk through will occur next Tuesday with any contractor who is interested in the job.

High Hill Tower Update

Mr. Phair explained the Consultant is putting a packet together for SBA and money in the amount of \$10,000 still needs to be put into an Escrow Account.

Road Agent's Compensation

Discussion has recently occurred between the Board of Selectmen on the Road Agent's pay and how it is not in line with some of the other communities. In order to compensate the difference, the Board of Selectmen has agreed to add an additional week of vacation time to the Road Agent's benefit package.

P. Consentino made a motion to add an additional week of vacation to the Road Agent's benefit package from 2 to 3 weeks from this point forward. Second. W. Friel. 5/0/0.

New Business:

Budget YTD Analysis

Mr. Phair explained the budget looks good and seems to be going in the right direction with only 28.2% spent, which is less than the typical amount of 30%. Expenses coming in under "other professional services" are concerning because the prices of services are considerably higher than what is budgeted. The following line items are at risk to be overspent:

- Food Assistance - \$300 was a result of bills that came in from 2015 that should have been encumbered
- Dues/Subs/Memberships
- Printing
- Several "Other Professional Services" lines – 390 needs to be monitored. Most are because of higher testing costs such as alarms/generators

Mr. Phair will be finishing up the building inspections tomorrow and should have a maintenance report within a few weeks outlining associated costs. Kimball House bathroom is also an outstanding cost.

Town Clean Up – Rockingham County Prison

Mr. Phair commented on the great job the Trustees provided by the Rockingham County Prison did on the recent roadside clean up. Mr. Phair has sent a thank you letter to the prison and explained this clean-up will occur on a regular basis.

Home Owner Property Tax Relief Forms

Mr. Phair announced the property tax relief forms have come in and will be available at the Town Administrator’s office.

Non-Public Meeting Minutes

J. Grosky made a motion to open all of the previously sealed non-public meeting minutes regarding the Road Agent’s compensation. Second. W. Friel. 5/0/0.

While on the subject, Mr. Baldwin pointed out an article written in the Town and City Magazine by Cordell A Johnston, Government Affairs Counsel. The article provides many guidelines the Board of Selectmen can follow when it comes to making decisions in non-public meetings or sealing and opening non-public minutes.

Letter to Attorney Mason

Mr. Phair explained that per a letter dated April 27, 2016 from Sumner F. Kalman, Mr. Mason has been given until May 16, 2016 to make a payment of \$2,600.00, otherwise a Motion for Contempt will be filed and that the Town of Atkinson will seek reimbursement of all legal fees and costs.

Future Dates:

- 5/5/2016 – NH Wild Life History: 350 Years of NH Wildlife 6:30 – 8:00PM – Kimball Library
- 5/7/2016 - Fishing Derby, 8 – 11:00am Trinity Pond ACC, Atkinson children 12 years & under
- 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
- 5/18/2016 – Town Clerk’s Office will be closed all day due to attendance at Regional Workshop (Wed)
- 5/21/2016 – Friends of Library Book, Bake & Yard sale at Kimball Library
- 5/21/2016 – AWCC Town wide yard sale
- 5/26/2016 – Night Owl Jazz Combo 6:30PM – Kimball Library Courtyard (1st in a series of weekly courtyard concert events held each Thursday night)

P. Consentino made a motion to adjourn the Regular Meeting of May 2, 2016 at 8:40PM. Second. W. Baldwin. 5/0/0.

Respectfully Submitted,
Amanda Lueders

Harold Morse, Chair

Phil Consentino, Vice Chair

William Friel

Jason Grosky

William Baldwin