

*Town of Atkinson
Board of Selectmen
Meeting Minutes
May 23, 2016*

H. Morse opened the Regular Meeting of Monday, May 23, 2016 at 7:30pm 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:

L. Jette, Garden Club
M. Murphy, Fire Chief
A. Phair, Town Administrator
B. Webber, Garden Club

Approval of Consent Agenda:

- Minutes:
 - 5/9/2016 Regular Meeting Minutes
 - 5/9/2016 Non-Public Minutes
 - 5/16/2016 Special Meeting Minutes
- Donations:
 - Elder Services Transportation Fund: \$65

J. Grosky made a motion to approve the Consent Agenda of 5/23/2016 as submitted and to make the minutes from non-public meeting 5/9/2016, public. Second. P. Consentino. 4/0/0. W. Friel recused himself from the vote.

Appearances:

Linda Jette 250th Anniversary/Garden Club Daffodil Project

Linda Jette and Brenda Weber appeared before the Board of Selectmen regarding a project being run by the Garden Club for Atkinson's 250th Anniversary known as "The Daffodil Project for Atkinson." Ms. Jette and Ms. Weber described the project to be a way of beautifying the Town of Atkinson for the 250th Anniversary by planting daffodils in certain areas of the byway. Daffodils will bloom best when planted in an area with at least six hours of sunshine, free of salt spray, and allowed to have their leaves die back naturally, therefore locations should be chosen based on that criteria. Volunteers are welcome to assist the Garden Club with this project. Volunteers will be able to purchase a variety of daffodil bulbs at a cost of \$20/pack. For every \$20.00 spent, 30 bulbs will be donated to the Town. The Board of Selectmen thanked Ms. Jette and Ms. Weber for their presentation.

Fire Chief Michael Murphy (re: over-expenditure policy)

Chief Murphy appeared before the Board of Selectmen to discuss the over-expenditure policy. Chief Murphy received an email from the Town Administrator asking him to fill out an over-expenditure request form regarding his recent over-expenditure on a contract line in the amount of \$1,300. The Town Administrator sent this request to Chief Murphy because he was following the over-expenditure policy that says a form needs to be filled out by the Director of the Department, with the reason for the over-expenditure along with where the money will come from, and sent to the Board of Selectmen for approval. Chief Murphy explained he was offended by this request because he has been operating his Department for over 26 years without issue and does not want to be lumped in with the Directors who are not managing their budget correctly. Chief Murphy went on to explain that he has always operated with the rule of thumb that as long as he does not go over his bottom line, there is no need to involve the Selectmen; however at any time if there is any questions he is always available to answer them, but he does not want to be micromanaged. Chief Murphy also referred to an approved warrant article from 1944 where it authorizes the Fire Department to manage itself. Currently there is a Bylaws Committee consisting of Fire Department staff that approves over-expenditures and authorizes the Fire Chief

each year to manage the budget. Mr. Friel explained that by statute, the Board of Selectmen is required to approve all money being spent, so the vote from 1944 needs to be looked at and possibly cleaned up. Chief Murphy responded by stating the issue may clean itself up because in two – three years the Fire Department is going to look completely different. All the surrounding communities have a full-time chief or a part-time chief with full-time employees. Chief Murphy explained the Town of Atkinson Fire Department needs to mimic the surrounding communities because the current staff is aging out and it is tough to ask volunteer employees to go to school in order to become a fire fighter. Mr. Grosky explained the goal of the policy is not to micromanage anyone, but to manage a budget that the tax payers have entrusted the Board of Selectmen to do. Discussion occurred around whether or not to change the policy, leave it alone, or throw it out completely. Mr. Grosky read a portion of the policy out loud where it applies to over-expenditures and Mr. Morse explained he would like to throw that portion of the policy out because it does not allow Directors to run a business.

H. Morse made a motion to throw out Addendum 1 and re-work the policy because it does not allow Directors to manage their budgets properly and Directors can continue to appear before the Board of Selectmen presenting their bottom lines. Second for Discussion. P. Consentino. Mr. Grosky commented that it cannot be called running a business because it is a Town budget and money is taken from the tax payers and just recently the Board of Selectmen reviewed some of the over-expenditure requests and were shocked at how much was being overspent and voted in favor of a policy. Mr. Grosky suggested the Fire Department could be carved out, but that Addendum 1 should not be thrown out. Mr. Consentino withdrew his second. Mr. Morse withdrew his motion.

P. Consentino made a motion to leave the policy as is and to carve out the Fire Department from Addendum 1. Second. H. Morse. 4/1/0. Mr. Grosky is opposed to the motion.

W. Friel made a motion to send the 1944 meeting vote to outside Counsel beyond the Town Attorney. Second for Discussion. J. Grosky. Mr. Morse asked Mr. Grosky not to comment because he wanted the motion voted on. Mr. Grosky made a motion to over-turn the chair. Second. W. Friel. 3/2/0. H. Morse and P. Consentino were opposed to the motion. Mr. Grosky was granted permission to speak. Mr. Grosky explained the reason for going to outside Counsel is because there would be too much overlap using the Town Attorney and outside Counsel would give the Selectmen and outside perspective. Vote for the original motion made by W. Friel occurred. 3/2/0. H. Morse and P. Consentino were opposed to the motion to go beyond the Town Attorney for outside Counsel.

2016 Appointments:

Applicants for Committee Appointment

J. Grosky made a motion to appoint the following list of Applicants to the associated Committee in the table. Second. W. Baldwin. 5/0/0.

Applicant	Committee	Term	Expires
Shane Keating	Board of Adjustment (ZBA)	3 years	2019
Glenn Saba	Board of Adjustment (ZBA)	3 years	2019
Debra DeSimone	Family Mediation Board	1 year	2017
Robert J. DeSimone	Family Mediation Board	1 year	2017
Mark Boucher	Highway Safety Committee	1 year	2017
John Recesso	Highway Safety Committee	1 year	2017
Michael E. Murphy	Homeland Security Director	1 year	2017
Brian Collins	Deputy Homeland Security Director	1 year	2017
Wendy Doughty	Alternate Library Trustee	1 year	2017
Nina Gray	Alternate Library Trustee	1 year	2017
Julie Hammond	Alternate Library Trustee	1 year	2017
Tim Dziechowski	Planning Board	3 years	2019
Susan M. Killam	Planning Board	3 years	2019
Susan Ober	Recreation Commission	3 years	2019

Robert J. Clark	Rockingham Planning Commission	3 years	2019
Robert J. Clark	RPC Technical Advisory Committee	1 year	2017
Linda Jette	Scenic Byway Committee/Robert Frost	1 year	2017
Russell Wolff	Technology Committee	2 years	2018
Robert Jones	Building Inspector	1 year	2017
William Ashford	Assistant Building Inspector (s)	1 year	2017
P. Michael Dorman	Assistant Building Inspector (s)	1 year	2017
P. Michael Dorman	Heath Officer	1 year	2017
Robert Jones	Assistant Health Officer	1 year	2017
James Kirsch (Temporary)	Code Enforcement Officer	1 year	2017
Robert Jones	Assistant Code Enforcement Officer	1 year	2017
Shane McKeen	Electrical Inspector	1 year	2017
David Pallaria	Electrical Inspector	1 year	2017
William Ashford	Plumbing & Gas Inspector	1 year	2017
Russell Wolff	Cable Advisory Board	1 year	2017

P. Consentino made a motion to appoint Paul Wainwright to the Conservation Committee for a term of 3 years expiring 2019. Second. J. Grosky. 4/0/1. W. Baldwin abstained from the motion.

J. Grosky made a motion to appoint Kyle Vynorius as the American Disabilities Act Coordinator for a term of 1 year expiring 2017. Second for Discussion. P. Consentino. Mr. Consentino would like the position to go to the current Coordinator, Robert Jones or at least ask him if he minds if he has an issue with not being the Coordinator. Discussion occurred around appointing both applicants to allow new people to volunteer. Mr. Consentino retracted his second. Mr. Grosky retracted his motion.

J. Grosky made a motion to appoint Robert Jones and Kyle Vynorius to serve as American Disabilities Act Coordinators for a term of 1 year expiring 2017. Second. W. Baldwin. 4/1/0. P. Consentino was opposed to the motion.

Old Business:

Elder Services Schedule Coordinator Position (update)

Mr. Phair updated the Board of Selectmen that the position was advertised in the Union Leader and supporting Newspapers last Wednesday for two weeks. The Board of Selectmen gave a deadline of June 13th to collect applications. In the meantime, it has been recommendation by Ms. LoPizzo to hire Jennifer Johnson as a temporary employee with the understanding the job will be advertised and applications will be received for this position. Ms. Johnson has already passed her background check.

P. Consentino made a motion to hire, on a temporary basis, Jennifer Johnson per the May 20th email from Jean Lopizzo from Monday – Thursday 8:30am – 12:30pm at the rate of pay of 11:50 per hour. Second. W. Friel. 4/1/0. J. Grosky was opposed to the motion.

Kimball House Bathroom Bid (update) Award

Mr. Phair presented a bid from Hantzis & Son Home Improvements for an amount of \$2,250.00 to remove and renovate the upstairs bathroom and for an amount of \$17,500.00 to construct an ADA compliant bathroom on the first floor in the present panty. The total bid is in the amount of \$19,750.00.

P. Consentino made a motion to award the Kimball House Bathroom bid to Hantzis & Son Home Improvements in the amount of \$19,750.00. Second for Discussion. W. Friel. Mr. Friel asked where the money will be coming from. Mr. Consentino explained either through DRA or find the money in the budget. W. Friel made a motion to amend Mr. Consentino's motion that states the Town will apply with the DRA to use money in the undesignated fund balance and whatever is not spent will go into the operating budget. Mr. Friel withdrew his amendment and second. Mr. Consentino withdrew his motion.

W. Friel made a motion to award the Kimball House Bathroom bid to Hantzis & Son Home Improvements in the amount of \$19,750.00 which includes two projects. One project in the amount of \$17,500.00 to construct an ADA compliant bathroom on the first floor in the present pantry and the other in the amount of \$2,250.00 to remove and renovate the upstairs bathroom. The Town will apply with the DRA to take funds out of the undesignated fund balance in order to pay for this project. If the DRA does not approve this request, money will be looked for in the operating budget. Second. P. Consentino. 5/0/0.

Collins' Park Signs

Ms. Phair explained the Town is waiting to hear back from the state. Temporary signs have been put out.

High Hill Tower (Update)

Mr. Phair explained the Escrow Account has not been set up yet because since the amount of money is over \$5,000, an approval process has to take place within SBA Communications.

IT Committee Meeting

Mr. Morse explained an IT Committee was held last Thursday where discussion occurred regarding an upcoming big project to address document management for the Town. Mr. Phair will look into a policy on document management.

New Business:

Resignation Letter (Assistant Bookkeeper)

Susan Coppeta submitted a resignation letter to the Board of Selectmen from the position of Assistant Bookkeeper based on her current schedule not allowing the flexibility to be available to cover as Bookkeeper.

W. Baldwin made a motion to accept the resignation from Sue Coppetta from the Assistant Bookkeeper Position, with regret. Second with Regret. W. Friel. 5/0/0.

Summer Meeting Schedule starts May 30th. June 6th set as a tentative meeting date. Yes? No?

Mr. Phair explained the summer meeting schedule starts May 30th and asked the Board of Selectmen if they would like to meet on June 6th as it is set as a tentative meeting date. The Board of Selectmen agreed to have a meeting on June 6th.

Highway Error

Mr. Stewart submitted a notice to the Board of Selectmen announcing an error was made on his part in the cost of paving the Community Center Parking Lot.. The Board of Selectmen agreed that next time a bid needs to be received in writing. Per the Board of Selectmen's request, Mr. Phair will find out where the money is coming from and how much striping will be.

Rotting Tree

Per Mr. Consentino, Mr. Phair will ask the Road Agent to check out a rotting tree Main Street. Mr. Consentino will provide Mr. Stewart with the exact location.

School Zone Signs – Leroy Avenue

Mr. Morse explained that when drivers take a right out of Leroy Avenue onto Academy Avenue, they do not see the school zone signs and end up going too fast. Mr. Phair will bring this issue before the Highway Safety Committee.

Future Dates:

- 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
- 5/30/2016 – Memorial Day Remembrance Parade at 10:30AM – formation 10:00AM at Town Hall
- 6/1/2016 – Last day to register for Sun n' Fun without late fee 6:30PM to 8:30PM Community Center
- 6/09/2016 – Concert in Courtyard, Award winning songwriter Curt Bessette & vocalist Jenn Kurtz 6:30

- 6/14/2016 – Lighthouse cruise and dinner. Leave community center at 8:30AM, return around 9PM.
- 6/15/2016 – Library Summer Reading Kickoff. Toe Jam Puppet Band. Reg Req. In the Courtyard
- 6/16/2016 – Concert in Courtyard, 6:30 – 8:00pm. Joyce Anderson & Harvey Reid acoustic music

Respectfully Submitted,
Amanda Lueders

P. Consentino made a motion to adjourn the Regular Meeting of May 23, 2016 at 9:26PM. Second. W. Friel. 5/0/0.

Respectfully Submitted,
Amanda Lueders

Harold Morse, Chair

Phil Consentino, Vice Chair

William Friel

Jason Grosky

William Baldwin