

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

H. Morse opened the Regular Meeting of Monday, July 18, 2016 at 7:30pm and led all those present in the Pledge of Allegiance.

**Members Present:**

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

**Members Absent:**

W. Baldwin

**Others Present:**

A. Phair, Town Administrator  
B. Snicer, Administrative Assistant

**Approval of Consent Agenda:**

- Minutes:
  - 6/27/2016 Non-Public Meeting Minutes
  - 6/27/2016 Regular Meeting Minutes
- Donations:
  - Elder Services' Transportation Fund - \$470

**P. Consentino made a motion to approve the Consent Agenda of 7/18/2016 as submitted, excluding the non-public meeting minutes of 6/27/2016. Second. J. Grosky. 4/0/0.**

**J. Grosky made a motion to approve Part One and Two of Discussion One (RSA 91-A:3 II (c) Reputation – Assistance & Tax Abatement cont.) of the 6/27/2016 non-public meeting minutes. Second. P. Consentino. 4/0/0.**

**J. Grosky made a motion to approve Discussion Two (RSA 91-A:3 II (c) Reputation - Assistance) of the 6/27/2016 non-public meeting minutes. Second. W. Friel. 4/0/0.**

**J. Grosky made a motion to approve Discussion Three (RSA 91-A:3 II (c) Reputation - Assistance) of the 6/27/2016 non-public meeting minutes. Second. W. Friel. 4/0/0.**

**J. Grosky made a motion to seal Part One of Discussion Four (RSA 91-A:3 II (a) Compensation, investigation or hiring of a Public Employee (c ) reputation) of the 6/27/2016 non-public meeting minutes and to keep it under seal until the issue has been resolved. Second. W. Friel. 4/0/0.**

**J. Grosky made a motion to approve (as amended) Part Two of Discussion Four (RSA 91-A:3 II (a) Compensation, investigation or hiring of a Public Employee (c ) reputation) of the 6/27/2016 non-public meeting minutes with an amendment to the statement in bold to read as “The Board felt that there was no basis to the complaint especially from an anonymous person, and by consensus, decided to take no further action.” Second. W. Friel. 3/0/1. P. Consentino abstained from the motion.**

**Appointments:**

*Atkinson Scenic Byway Committee*

**Mr. Morse recused himself from this discussion. Mr. Consentino took over as Chair**

Mr. Phair explained that Carol Grant has put in a request to the Board of Selectmen to re-appoint seven members of the Scenic Byway Committee, including herself, since their memberships have expired April, 2016. The Board of Selectmen agreed to create an ad-hoc committee for the purpose of establishing a scenic by-way in Atkinson, and appointed seven members to the Scenic Byway Committee for one year, then appointed them for five years to complete the project, which term expired April, 2016. Per Ms. Snicer, no clear definition was

provided to the Committee on what their expectations were. The Board of Selectmen agreed that the Committee should put together something in writing on how they see themselves as a Committee, what their function is, and what their plan will be going forward.

**Mr. Morse returned to the meeting**

## **Old Business:**

### ***Set up Expendable Trust “The Morelli Family Expendable Cemetery Trust Fund”***

Ms. Snicer appeared before the Board of Selectmen to explain that under RSA 31:19, any money given to the Town of Atkinson, other than tax payer money, must go under the control of the Trustees of the Trust Fund. All money going into a trust fund should be for public purpose and not narrowed down too specifically.

**J. Grosky made a motion to instruct the Trustees of the Trust Fund to establish the Morelli Family Cemetery Trust Fund for the beautification of the new area now known as Section 6 with flowers, trees, and shrubs, this being a public purpose, and to authorize the Board of Selectmen as Agents to Expend this money. Second. P. Consentino. 4/0/0.**

**P. Consentino made a motion to accept a donation in the amount of \$275 in the memory of R. Morelli to be put in the Morelli Family Cemetery Trust Fund. Second. J. Grosky. 4/0/0.**

### ***Policy of Not Permanently Restricting Funds***

Ms. Snicer explained that, per a recent trust fund discussion that occurred in Concord, NH, it was encouraged that the Board of Selectmen should initiate a policy of not accepting any permanently restricted funds below a certain amount. The Board of Selectmen agreed to leave Ms. Snicer in charge of making sure this does not happen but did not want to create a policy on it.

### ***Sale of Old Fire Truck***

Mr. Phair announced a check has been received in the amount of \$12,500 for the truck.

### ***High Hill Tower (update)***

Mr. Phair explained that only a radio frequency analysis has been received thus far. Mr. Phair is still waiting for SBA Towers' RFP received from Verizon.

### ***Department Head Meeting Update***

Mr. Phair provided the Board of Selectmen with a copy of the minutes. Action items are on the last page. Page two was missing and Mr. Phair will provide the Board of Selectmen with it ASAP.

### ***Position Openings – Assistant Bookkeeper, Code Enforcement Officer***

Mr. Phair explained that both positions have been advertised on social media but not the website yet. He also explained that Amanda Lueders has expressed interest in the Assistant Bookkeeper position and will set up a meeting with the Bookkeeper. Per Mr. Grosky, Mr. Phair will reach out to surrounding Town Administrators/Managers with these open positions to see if their employees would be interested in applying.

### ***Review Summer Schedule***

Mr. Phair announced he will be on vacation July 25<sup>th</sup> – August 8<sup>th</sup>. Ms. Snicer will handle the August 1<sup>st</sup> meeting.

## **New Business:**

### ***Setting Office Hours***

Mr. Consentino explained there was an issue on the last day to pay taxes where the Tax Collector or her back up were not here to collect money and many residents showed up to pay their bill. Mr. Phair explained he did express his concern to the Tax Collector when he saw the sign announcing the change in hours, but did not get any resolution on the matter. Mr. Consentino explained he contacted the Tax Collector on the day in question,

per the advice of Mr. Morse, and the Tax Collector came in. Per Mr. Morse, Mr. Phair will contact the Board of Selectmen immediately should he see something that concerns him and cannot get a resolution to it.

***Over-Expenditure(s) Retirement 41401.230.00 Patriotic Purposes 45831.630.00***

Mr. Phair presented two over-expenditure requests to the Board of Selectmen for approval. One in the amount of \$4,412.00 from the Town Clerk on budget line 41401.230.00, where an employee was not properly budgeted for when going from part-time to full-time, and the other in the amount of \$160.00 from Patriotic Purposes on budget line 45831.630.00 regarding an overage due to disposal of some wreath foam holders two years earlier than expected.

**W. Friel made a motion to approve an over-expenditure request in the amount of \$4,412 from the Town Clerk on budget line 41401.230.00 (retirement) regarding an error made where an employee was not properly budgeted for when going from part-time to full-time and to approve an over-expenditure request in the amount of \$160.00 from Patriotic Purposes on budget line 45831.630.00 (minor equipment) regarding disposal of some wreath foam holders two years earlier than expected. Second. J. Grosky. 4/0/0.**

***Request to Sell Tickets for Elder Services Social at Town Event(s)***

Mr. Phair explained Noriko Travers is looking for permission to pre-sell food tickets for people to get a hotdog at the Elder Services ice cream social.

**J. Grosky made a motion to allow Ms. Travers to pre-sell food tickets for people to get a hotdog at the Elder Services ice cream social. Second. P. Consentino. 4/0/0.**

***Collins & Woodlock Park Water Issues***

Mr. Phair explained there were recent problems at both Collins and Woodlock Parks: the well pump failed at Collins Park, and eight sprinkler heads were broken at Woodlock Park. Both issues were considered an emergency and came in under \$2,500 to repair so Mr. Stewart had everything fixed.

***Sprinkler System – Dow Commons***

Mr. Grosky asked if the sprinkler system at the Dow Common has been shut off yet due to the water band. Mr. Phair confirmed the sprinkler system at the Dow Common has been shut off.

***No Parking Signs – East Road***

Mr. Friel explained the state has no interest in assisting the Town on this issue at all. Per the Board of Selectmen, the Road Agent should put the signs up.

***Elder Assistance Expendable Trust Fund***

**W. Friel made a motion to approve withdrawal from the Elder Assistance Expendable Trust Fund for support of an elderly resident as requested in the amount of \$134.85. Second. J. Grosky. 4/0/0.**

***Elder Services Drivers Compensation***

The Elder Services Director appeared before the Board of Selectmen in a non-public session asking for approval to adjust the drivers' pay rates to make them equitable with respect to length of service, performance and availability. She explained she had anticipated such an adjustment and had budgeted for it. Discussion occurred concerning whether or not it would be fair to give the drivers a raise and not any other Town Employees, especially since the Road Agent has already asked for a raise for his employees and provided a matrix. Discussion also occurred around whether or not raises should be given based on performance. Mr. Consentino made a motion to approve the Elder Services Director's request and give the raises out to the drivers, which was seconded by Mr. Morse; however, the motion was withdrawn based on the Board of Selectmen being in agreement they will review the most recent performance evaluations done on the Drivers.

**Future Dates:**

- 7/21/2016 – Red Sox game sponsored by Community Center
- 7/27/2016 – Senior Summer Luncheon – 12:00pm – 2:00pm
- 8/1/2016 – Next Selectmen’s meeting
- 8/7/16 – Town trip to Tanglewood – 9:00am – 9:00pm – bring own lunch

**J. Grosky made a motion to adjourn the Regular Meeting of July 18, 2016 at 8:45PM. Second. P. Consentino. 4/0/0.**

Respectfully Submitted,  
Amanda Lueders

_____ Harold Morse, Chair	_____ Phil Consentino, Vice Chair	_____ William Friel
_____ Jason Grosky	_____ William Baldwin	