

**Town of Atkinson
Board of Selectmen
Regular Meeting Minutes
April 3, 2023**

Attendance:

Members Present:

Beth Cacciotti, Chair
William Baldwin, Vice Chair
Robert Worden
David Paquette

Member(s) Absent:

Gregory Spero

Others Present:

John Apple, Town Administrator
Gloria Buendia-Becerra, Finance Director
Noriko Yoshida-Travers, Recreation Director
Boy Scouts Troop 9

6:00PM – Open Regular Meeting:

Chairwoman B. Cacciotti opened a meeting of the Atkinson Board of Selectmen at 6:00PM on Monday, April 3, 2023, in the Atkinson Town Hall and lead all present in the Pledge of Allegiance.

Appearances:

- Quarter 1 Budget Update – Gloria Buendia-Becerra, Finance Director

G. Buendia-Becerra gives an update on Quarter 1 expenditures. She updated the voted budget numbers for 2023. We spent in quarter 1 a total of \$1,534,515. We have 76.4% left for the remainder of the year. G. Buendia-Becerra also provided a list of accounts that have less than 75% remaining and explained the reasons why.

G. Buendia-Becerra then provides an update on Quarter 1 revenue. She updated the revenue with the 2022 budget numbers. At some point in the Fall, the Town updates the 2023 budget with tax commitment, but until then we have the same as 2022 which is \$22,023,629 and we have received \$1,079,771. The revenue is higher currently than it was this time last year for a few reasons, one being property taxes. Gloria mentions that, after speaking with the Tax Collector, the due date for property taxes was later in 2022 than it was in 2023 which could account for the higher revenue. Another difference between 2022 and 2023 is interest from TD Bank, as a result of the rising interest rates.

Discussion: B. Worden thanks Gloria for her presentation and inquiries about the new Bookkeeper. Gloria mentions it was hard at first, but things have gotten better now that she has

her own computer. Gloria says she had trained her in AP and after the audit they will move on to payroll.

W. Baldwin compliments Gloria on her report and for quantifying the information to present it clearly to the Board of Selectmen.

MOTION: Selectman W. Baldwin motion to include the quarter 1 budget documents in the minutes. Seconded by Selectmen B. Worden. Motion passes 4-0-0.

➤ Sun n' Fun Counselor Pay Rate – Noriko Yoshida-Travers, Recreation Director

Discussion: N. Yoshida-Travers is requesting that the Board increase the pay rate for summer recreation staff. She notes that it has been difficult the past few years to find people to fill these positions and believes that by increasing these rates and guaranteeing at least 30 hours a week will entice more people to apply. N. Yoshida-Travers explains that she can increase these rates by reducing 10 counselors to 8. She also notes that, due to the weather and other unforeseen circumstances, it is likely that there will be a few days that the camp is closed for the day. That will cover any shortfalls in the budget.

B. Worden is in favor of the increase and would like to see the rates increase again next year to retain and keep the kids. W. Baldwin asks if there were to be any shortfalls in the budget, where would we find the money. N. Yoshida-Travers says she can take it from the recreation program fee. The revenue earned will go into the revenue fund, all registrations go into the revolving fund. D. Paquette wants to know if the reduction in counselors changes the ratio or if we are expecting fewer registrations. N. Yoshida-Travers responds that we are expecting fewer participants this year.

MOTION: Selectman B. Worden makes motions to accept the proposed raises for 2023 for the summer camp positions as written. Selectman D. Paquette seconded the motion. Motion passes 4-0-0.

➤ Boy Scout Troop 9-Tech Waste Fundraiser – John Troy

The Boy Scouts Troop 9 are requesting permission to utilize the Community Center to host their annual Tech Waste Fundraiser during midafternoon on April 28th and from 7:00AM to 12:00PM on April 29th. The event will mostly take place outside of the Community Center, with use of restrooms and a 30 minute leader meeting held inside. The Troops partner with a group in Nashua RMG Enterprise who dispose of all the equipment that is collected during the event. The fundraiser helps fund the summer camp activities and purchase merchandise such as hoodies. The Atkinson Police Department will assist with traffic control during the event.

MOTION: Selectman W. Baldwin approves Troop 9 using the Community Center on April 28th and April 29th to host their annual Tech Waste Fundraiser. Seconded by Selectman B. Worden. Motion passes 4-0-0.

New Business:

➤ Building Inspectors Inspection Pay Increase

J. Apple explains that at the end of 2022 the Board had approved increasing the schedule of fees for our building permits from \$40.00 to \$50.00 to keep our rates competitive within the region. The Building Inspectors were paid per inspection at the same rate we charged for inspections. J. Apple is recommending that the Board increase the rates for the Building Inspectors from \$40 to \$50 per inspection.

MOTION: Selectman W. Baldwin motions to increase the rate per inspection for the Building Inspectors from \$40 to \$50. Seconded by Selectman B. Worden. Motion passes 4-0-0.

➤ Master Plan Forum and Public Outreach

J. Apple explains that the Master Plan Committee has been working diligently to reach out to department heads to get their input about the structure of their department and the future of the Town. The Committee is looking to get input from the residents during a forum at the Community Center on April 11th. Residents can take a survey and express what they would like to see for the Town in the future. The event has been advertised using mailers, social media, signs, etc. to increase turnout. J. Apple recommends giving permissions to the Master Plan Committee to utilize Town resources and facilities to advertise the forum.

Discussion: B. Worden congratulates the Committee on their work and believes it will help take Atkinson to the next level. W. Baldwin is also thankful for the work that the Committee has put in. B. Cacciotti thanks the Committee and the way that they have laid out the forum and advertised it. B. Cacciotti also confirms that the in-person event will take place on April 11th, but people can participate in the online survey until May 11th.

MOTION: Selectman W. Baldwin motions to allow the Master Plan Committee utilize town resources to promote the public forum. Seconded by Selectman B. Worden. Motion passes 4-0-0.

➤ Elder Assistance Payment Request

J. Apple explains that there were two requests for assistance. One resident reached out to Elder Services requesting assistance with his heating oil bill. The second request is for the cremation of an elderly individual who had passed away. The funeral home had contacted a family member who was unable to pay for the cremation. The funeral home then reached out to Elder Services requesting that they cover the cost. J. Apple is recommending that the Board approve the release of \$599.25 from the Elder Assistance Trust Fund for the heating fuel request and \$700.00 for the cost of the cremation.

MOTION: Selectman W. Baldwin motions to approve the elder assistance for heating fuel in the amount of \$599.25 and cremation costs in the amount of 700.00. Seconded by Selectman B. Worden. Motion passes 4-0-0.

➤ Recording Secretary – New Hire

J. Apple informs the Board that the Town Administrator's office received one application for the Recording Clerk position from Karen Wemmelmann after advertising the position internally. J. Apple said she came highly recommended by the Planning Board and ZBA as she takes the minutes for them as well. J. Apple recommends that the Board hire Ms. Wemmelmann and increase her rate to \$21.50/hour and also increase the other Recording Clerks to \$21.50/hour. The costs will be covered by not having to pay a Recording Clerk for a few meetings and having less meetings this year overall.

MOTION: Selectman B. Worden motions to hire Karen Wemmelmann to become the Board of Selectmen Recording Clerk at the rate of \$21.50/hour and extend that rate to all other Recording Clerks. Seconded by Selectman W. Baldwin. Motion passes 4-0-0.

➤ Library Trustee Appointment

J. Apple explains that Tom Kelley is resigning for the Kimball Library Trustees effective April 5th. The Library Trustees recommend that Karen Moss be appointed to the position in replacement of Mr. Kelley.

MOTION: Selectman B. Worden motions to appoint Karen Moss as the new Library Trustee to fill the opening left by Tom Kelley. Seconded by Selectman W. Baldwin. Motion passes 4-0-0.

➤ DPW Operations and Duties

J. Apple is looking for the Board's approval to allow the Public Works Department to assist the Cemetery Department with general maintenance.

Discussion: B. Worden thinks that it's a good idea for DPW to get involved with the Cemetery and welcomes the change. W. Baldwin requests that we hold off on making a decision until we have further information and something in writing that outlines the duties of both parties. D. Paquette inquires about the duties and responsibilities of the Highway Department as it transitioned to the Department of Public Works, and J. Apple informs Selectman Paquette that we have the duties of the employees, but not the Department. D. Paquette suggests that we table the decision and get a description of the departments and their roles. B. Cacciotti notes that she was present at the meeting between DPW and Cemetery and confirmed that the decision was amicable.

Old Business:

➤ Community Center Grant Options

J. Apple explains that the Town has done some research and came to the conclusion that the best option to move forward with the Community Center Grant opportunity. J. Apple suggests that the Town updates what we currently have and seek funding for an in-depth design plan for the entire site that could include some community feedback. The grant would come back next year in which the Town could utilize those grant funds to complete a full renovation.

Discussion: Selectman B. Worden believes that this is a step in the right direction and that using the funds to improve what is already there and taking our time to develop design plans is our best option. He also reiterates that this grant is going to come back next year. D. Paquette wants confirmation that planning is allowed for this grant opportunity. J. Apple confirms that they can use the grant money for plans as well as upgrades to a facility, but a new facility construction needs to be incorporated with a full plan which we could not do until we have a formal plan in place. Selectman B. Cacciotti suggests we refer back to former master plans or capitol improvement plans to see what the community thinks about a new community center. The last master plan showed that the community was in favor of a new police station over a new community center. B. Cacciotti would like to know where we pull the \$150,000 from should we go for the full \$1 million? J. Apple states that we could find the money from the Building Needs Fund, the ARPA funds with any money leftover, or we could look at different funds and move some money around.

MOTION: Selectman B. Cacciotti motions to move forward with the Community Center Grant application as suggested. Seconded by Selectman B. Worden. Motion passes 4-0-0.

Assessing:

➤ 2023 Veterans' Tax Credit

- Map 1 Lot 12051-06-205 Rec: Grant \$750

Discussion: J. Apple stated that the Assessor has reviewed the above 2023 Veterans' Tax Credits and recommends that the Board approve the request with the dollar amounts listed above.

- Map 14 Lot 102 Rec: Grant \$750

Discussion: J. Apple stated that the Assessor has reviewed the above 2023 Veterans' Tax Credits and recommends that the Board approve the request with the dollar amounts listed above.

- Map 14 Lot 66 Rec: Grant \$750

Discussion: J. Apple stated that the Assessor has reviewed the above 2023 Veterans' Tax Credits and recommends that the Board approve the request with the dollar amounts listed above.

MOTION: Selectman W. Baldwin motions to approve the 2023 Veteran's Tax Credits for Map 1 Lot 12051-06-205 in the amount of \$750, for Map 14 Lot 102 in the amount of \$750, and Map 14 Lot 66 in the amount of \$750. Seconded by Selectman B. Worden. Motion passes 4-0-0.

Liaison Reports:

Discussion: Selectman B. Worden gives an update on the Conservation Commission stating that the Slade Accessible Trail project, which was funded through the ARPA grant, is underway. All the engineering work has been completed through the engineering firm, and they are starting to put together a plan, and are looking to do some fundraising as they have access to an \$80,000 grant, but they need to come up with \$20,000 to access it. The Conservation Commission is also working on a fundraising program. B. Worden also notes that the Recreation Department is working on field openings within the next few weeks.

Selectman W. Baldwin speaks about the General Government Building budget, noting that the Town has spent more than half of this budget on maintenance of all the buildings. A new heating unit is on hold for the Community Center. W. Baldwin also notes that the budget will need to increase next budget cycle because there is a lot more work to be done on our buildings.

Donations:

- AED Donation Acceptance – Lions Club

J. Apple explains that Paula Holigan contacted Noriko that the AED at the Community Center had expired. Noriko went through a state program for a replacement unit at the cost of \$898.79 and the Lions Club offered to donate the new product to the Community Center through the state program.

MOTION: Selectman B. Worden motions to accept the Lions Club AED Donation to the Community Center. Seconded by Selectman W. Baldwin. Motion passes 4-0-0.

Approval of Minutes:

- 03/22/2023 – Regular Meeting Minutes

MOTION: Selectman B. Worden motions to approve the regular meeting minutes from 03/22/2023 as written. Selectman W. Baldwin seconded the motion. Motion passes 4-0-0.

- 03/22/2023 – Workshop Meeting Minutes

MOTION: Selectman B. Worden motions to approve the workshop meeting minutes from 03/22/2023 as written. Selectman W. Baldwin seconded the motion. Motion passes 4-0-0.

FYI:

- Bulk Waste Collection will be taking place on Saturday, April 8th. All those that want to participate need to complete a form and return it to the Town Administrator's office along with a check by noon on Wednesday, April 5th. Please visit the Town website for more information.
- Last chance to apply for a board/committee seat. There are several vacancies listed on the Town website. All those interested should complete an application and return it to the Town Administrator's office by noon on Friday, April 14th.

Future Agenda:

- The next Board of Selectmen meeting will be held on Monday, April 17, 2023 at 6:00PM.

Non-Public Session:

- Non-public session under NH RSA 91-A:3, II (a) and NH RSA 91-A:3, II (c)

MOTION: Selectman W. Baldwin motions to go into a non-public session under NH RSA 91-A:3 II, (c) and NH RSA 91-A:3, II (a). Selectman D. Paquette seconded the motion. Motion passes 4-0-0.

8:30 PM- Re-enter into Public Session

MOTION: Selectman W. Baldwin motions to seal all minutes from the evening's non-public sessions for 180 days. Selectman R. Worden seconded the motion. Motion passes 4-0-0.

Adjournment:

In closing, B. Cacciotti sends her best wishes and speedy recovery to Mr. John Troy while he is recovering, and he will be missed.

Respectfully Submitted,

Angela Wesson, Assistant Town Administrator

Beth Cacciotti, Chair

William M. Baldwin, Vice Chair

Robert Worden

Gregory S. Spero

David Paquette