

**Town of Atkinson
Board of Selectmen
Regular Meeting Minutes
April 17, 2023**

Attendance:

Members Present

Beth Cacciotti, Chair
William M. Baldwin, Vice Chair
Gregory S. Spero
David Paquette
Robert Worden

Others Present

Karen Wemmelmann, Recording Secretary
John Apple, Town Administrator

6:00 PM Open Public Meeting:

Chair Cacciotti opened the meeting of the Atkinson Board of Selectmen at 6:00 PM and the Board gave the Pledge of Allegiance led by the Recording Secretary. Chair Cacciotti explained that the first order of business was appointments to various positions.

New Business:

- Committee Board Appointments

Trustees of the Kimball Library:

Mr. Apple explained that the former Chair of the Kimball Library is requesting the Board of Selectmen to appoint alternate library trustees.

Member Spero made a motion to appoint Linda Jette as a library trustee alternate for one year to April of 2024, and also Nina Gray as a library trustee alternate for one year to April of 2024 and also Patty Murphy as a library trustee alternate for one year until April of 2024. Member Worden seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Conservation Commission:

Chair Cacciotti explained that terms expired for Bill Steele, Vice Chair, Pete McVay and Monique Chretien. Pete McVay will not be reapplying. 2 committee members and 3 alternates need to be appointed.

Member Worden informed the Board that Denise Legault has submitted her resignation as an alternate. Member Worden would like to thank her. She has been very active on the commission.

Member Spero made a motion to appoint Bill Steele, current Vice Chair and Monique Chretien as regular members for 3 year terms to April, 2026. Also to appoint Chris Walker as an alternate for a 3 year term to April, 2026; Charles Pitts as an alternate for a two year term to April 2025 and Sandra Cannon as an alternate for a one year term to April 2024. Member Worden seconded the motion.

Discussion: Mr. Apple informed the Selectmen that the Conservation Commission recommended George Murray, Jr. rather than Sandra Cannon.

Member Spero amended his motion removing Sandra Cannon as an alternate for a one year term to April, 2024 from the motion and replacing her with George Murray, Jr as an alternate for a one year term to April, 2024. Member Worden seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Chair Cacciotti thanked all new appointees for offering their services.

Police Department Steering Committee:

The deadline to submit was this past Friday. Six applications from Bob Connors, Karen Steele, Dave Cacciotti, Debra Cornish, Sam Butler and Matt Casey were received.

Chair Cacciotti stated that the Board went through the applications and opened the topic for discussion.

Member Worden stated that the Board has appointed Cathy Bessette and Nicole Hall from the Building Needs Committee as vice chairs. Mr. Baldwin and Mr. Crowley have been appointed as Chairs. The Committee will have 9 members. Five positions need to be filled. The Town Building Inspector and the Town Treasurer will be consultants. Others can also serve as consultants as needed. The Building Inspector is necessary to oversee the projects.

Member Worden made a motion to nominate Robert Connors, Karen Steele, David Cacciotti, Sam Butler and Matt Casey to fill the other five slots for the Police Steering Committee. Member Paquette seconded the motion. Vote: 4/0/1 with Chair Cacciotti abstaining. The motion passes.

The first meeting of the Steering Committee will be April 27, 2023. Meetings will be on Thursdays at 6:00 PM and will be open to the public at the office of the Board of Selectmen. The dates have not been decided. The meetings will be recorded so that the public will be informed.

Chair Cacciotti requested that the members appointed be contacted ASAP so they can be sworn in. Mr. Apple will swear in the appointees.

Member Worden asked about the grant application for the Police Station. Mr. Apple stated he had no information at this time.

➤ Resignations of the Conservation Commission

Hannah Rizzo and Denise Legault have submitted their resignations from the Conservation Commission. Chair Cacciotti thanked them for their service and regretfully accepted their resignations.

Member Paquette made a motion to accept the resignations of Hannah Rizzo and Denise Legault from the Conservation Commission. Member Worden seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

➤ Resident Dump Request

Discussion: Mr. Apple informed the Selectmen that the staff has been as strict as possible about excluding commercial traffic at the recycling center. There is one individual, an Atkinson resident who has asked permission to dump waste only from his own yard in Atkinson, using his commercial vehicle, which has commercial lettering on the side. The recycling center informed Mr. Apple that the resident has been coming in and out on a weekly basis, using his commercial vehicle but it is normally grass clippings from his own lawn. The resident has given Mr. Apple a written request to continue. This request is before the Selectmen. Mr. Apple asked the Selectmen if they could approve dumping at the recycling center with a commercial vehicle administratively, with a form, on a case by case basis for this request and others as well. He does not feel there would be many requests.

Member Spero yielded. Member Worden has no issue. Member Baldwin asked what the code or policy is. Mr. Apple stated that it was decided by the Selectmen not to allow commercial dumping. He is concerned that if this Board makes that decision, it would leave the door open for commercial dumping at the recycling center and it would cost the Town to get rid of the extra waste. The Selectmen should consider the cost to the Town and the effect and cost to people who are not allowed to use the recycling center for commercial dumping.

The company name is Perennial and he does landscaping. The vehicle has commercial plates. There is probably a phone number on the vehicle. Member Paquette stated the intent was to prevent commercial dumping at the dump. If the Selectmen allow it, then it would open the door for commercial landscaping companies to dump at the recycling center.

Member Spero stated the letter states that the applicant will not be dumping commercial landscaping debris, and he had permission before. He does not know how that can be tracked. Mr. Apple stated that he put it in writing that he will not be dumping from other places. He feels that permission should be granted on a case by case basis or not at all. Member Worden stated that it could result in many other requests. The resident does not have a second vehicle. The resident could get a sticker. Anyone else in a commercial vehicle who attempts to dump will be turned away. Member Baldwin stated if he is using a commercial vehicle he would not have a sticker. The vehicle is registered in Massachusetts. Member Worden stated that the resident would have to show identification that he is an Atkinson resident. Mr. Apple stated that it would be a semi-permanent sticker that cannot be interchanged between vehicles.

Member Worden made a motion to grant the resident a sticker upon presentation of a New Hampshire license, and with the condition that all commercial vehicles need to be vetted for a sticker. Member Spero seconded the motion.

Discussion: Member Baldwin stated that the rule is that no commercial vehicles are allowed to use the dump. Member Spero agreed and stated that the resident had already received written permission from the acting Town Administrator. Member Baldwin stated the rule will have to be changed to allow commercial vehicles on a case by case basis.

Member Worden rephrased the motion to grant the resident a sticker upon presentation of a New Hampshire license proving he is an Atkinson resident and upon the condition that only debris from his own yard be dumped at the Atkinson Recycling Center. All further considerations for dumping from a commercial vehicle would need to request permission from the Town Administrator. Member Spero seconded the motion. Vote: 4/1/0 with four in favor and one against. Motion passes.

➤ Recreation Facilities Management/Communication Process

Mr. Apple stated that there is a memo in the Board's packet regarding this issue and it has always been a problem. There are multiple players from sports organizations, the recreation commission and DPW. The Town wants to keep its facilities open and safe. A clear line of communication is necessary. The Recreation Director, Noriko Yoshida Travers, should have full oversight over recreation facilities under the purview of the Board of Selectmen and with consultation from the Department of Public Works Director. All requests to have these facilities open should go through the Recreation Director. A schedule can be made of when the facilities are expected to be opened and closed. There must be a clear expectation of when the facilities are opened and closed. Mr. Apple stated that there has been no formal event scheduling process. In the past, there has been a goal of opening the fields around mid-April depending on the weather. People are looking at the fields and thinking they could be opened when they are not ready.

Chair Cacciotti agreed and asked if the Recreation Director has an issue with it. Mr. Apple stated no but DPW has been called on the weekend questioning why the facilities are not open. With this formal direction it can be communicated to the parties.

The Board discussed why there is an issue and why DPW is being called. Member Spero stated that the memo states that residents have been aggressively questioning the DPW Director and the Recreation Director on evenings and on the weekend stating the fields are fine and have to be opened.

Member Worden, the Recreation Department liaison, stated that at the last meeting everyone was told that the DPW Director is checking the fields, would decide when the fields can be opened and relay that to Ms. Yoshida-Travers. She will inform the sports leagues. The above line of communication clearly needs to be followed. All the recreation board members, the DPW Director, the Recreation Director and the heads of the sports leagues, except baseball, were there. Member Worden explained that a contractor will be putting chemicals on the

fields. A goal was set for April 15. A couple of fields were opened early, but the line of communication clearly needs to be followed. There is a recreation commission meeting on Thursday and this will be clearly outlined again.

Member Worden explained that a commercial contractor puts chemicals down on the fields as part of the maintenance program. It is an expense shared by the Recreation Department and DPW. Chair Cacciotti asked Mr. Apple to ensure that it be noted in the files as to when and who is putting chemicals down on Town fields. Mr. Apple stated that he has not been informed and this is another example of the lines of communication not being followed. He requested that he be informed when these companies are doing field maintenance. Chair Cacciotti agreed that Mr. Apple be informed and requested that Mr. Apple coordinate with DPW and the Recreation Committee regarding what types of work are being done on the fields and when so he can document it.

Mr. Apple stated that he would like an affirmation from the Board of Selectmen about this clear line of communication and he will recommunicate it.

Member Spero asked if the Recreation Director could speak with the Board and if she is flexible as to the dates the fields will be opened. Mr. Apple explained that decision making process needs to be clarified and disseminated to all the parties.

Member Spero asked if Mr. Apple is requesting a vote and summarized that the DPW Director checks on the fields to decide when they will be opened and will communicate to the Recreation Director. Mr. Apple explained that the DPW Director checks the fields and decides if they are in a condition to be opened. The goal is April 15th, but the date is flexible, mostly depending on the weather but also any work that needs to be done. What is important is a clear line of direction and decision making for all. Member Spero asked if this is what is needed to be affirmed. Mr. Apple stated that there is no historical record of when the fields have been opened.

The Recorder restated that the Board will affirm that the DPW Director will check the fields, decide when they are in a condition to be opened and communicate the date to the Recreation Director. The Recreation Director will communicate this information to all the teams and the team presidents. If anyone calls the DPW Director to open a field, he will instruct them to speak to the Recreation Director. All Board members agreed. There was no vote.

Member Worden informed the Board members that there is a sign on all the parks stating they will be open April 15th and closed November 15th. This has been a general rule but that date can be changed due to weather conditions and other issues.

➤ NH E911 Broadband Mapping

Mr. Apple explained that a representative from the National Collaborative for Digital Equity reached out to the Town through the University of New Hampshire in a grant process to better map broadband infrastructure throughout Town. This is primarily related to fiber infrastructure. They have given Mr. Apple a template letter. Mr. Apple requested the Boards approval to sign

the letter allowing them to use Town E911 data to better map Town broadband infrastructure. They would take their broadband infrastructure map and overlay it over Town E911 mapping. This would show the individual parcels and exactly where broadband is located in Town. This would allow them to find funding and allocate it to fulfill the States goal of getting broadband to areas that do not have it. He recommends the Board allow him to sign the letter on behalf of the Town.

Chair Cacciotti asked for clarification. Mr. Apple explained that this would show exactly where the current broadband infrastructure is located throughout Town and show the areas that do not have it. This would open the door to open up funding to get the rest of the community high speed broadband infrastructure.

Mr. Apple explained that the E911 data is held by the State. Member Paquette asked if there is a way that only the data needed for mapping be given. Mr. Apple stated that State data shows addresses where driveways are located and may be owner specific.

Chair Cacciotti explained that the information in the packet states that an RSA concerning the release and use of E911 data requires them to ask permission from individual Towns. Member Paquette questioned whether the Board would be giving them data that they do not need or that is sensitive. Chair Cacciotti stated that it is clear that they know exactly where Atkinson broadband ends. Member Baldwin stated that they are regulated by E911 to ensure that they would only get what they are allowed. Member Paquette is concerned about what E911 data the State holds.

Chair Cacciotti stated this question cannot be answered at present and asked if Member Paquette would like to table the request. She informed the Board that there is \$25 million in matching funds for extending broadband throughout the Town.

Mr. Apple explained that he does not believe the E911 data base has personal records or sensitive information. He believes it is owner specific with the address. Member Baldwin explained that at present if you call 911, they will know your exact address.

Chair Cacciotti stated that they have the information for most of the Town now and this would add the rest of the Town. Also, people with broadband already installed must have approved or acknowledged.

Mr. Apple explained that the E911 data is to be used as a base map to be used with the overlay of where fiber is currently. They would use the E911 data to show the exact parcels. It is geo coded and shows where the fiber optic is located and also show exactly where there is not fiber.

Member Spero made a motion to allow the Town Administrator to sign a letter allowing the National Collaborative for Digital Equity to use E911 data to map fiber optic and broadband data for the Town of Atkinson. Member Worden seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Chair Cacciotti recommended Mr. Apple have information on E911 in his office for the public.

Old Business:

➤ DPW Mission Statement

The Department of Public Works has just been established. Mr. Apple explained that at the last meeting there was a motion to have an understanding as to exactly what DPW is and does. Also to have an acknowledgment from the cemetery trustees about what the DPW would be doing in the cemetery and how they could help. Mr. Apple stated he looked at surrounding towns with public works and developed a mission statement. They have developed a description. The mission statement would also include what the DPW would be doing in the cemetery and in the library. The last page is a signatory page for the Board of Selectmen to approve and for the cemetery and the library to acknowledge.

Discussion: Member Spero asked if DPW would support the cemetery on an as needed and nonprioritized basis upon request of the cemetery custodian and read from the mission statement. He asked if non-prioritized assistance is an issue and if the cemetery custodian has asked DPW for assistance in the past.

Mr. Apple stated that he is not aware if it has been an issue in the past. According to the discussion last week, there could be an emergency, such as if a tree fell, DPW could prioritize it over their original priorities.

Member Spero clarified that cemetery personnel would take care of regular maintenance, but DPW would assist with maintenance or emergency situations depending on priority.

Chair Cacciotti questioned if DPW currently assists at the cemetery. There was a discussion with the Cemetery Trustees and the DPW Director to get a better understanding of what DPW can and cannot do in the cemetery. The Cemetery Commission has other contractors, but may need the assistance of DPW. Member Spero stated that as long as there is flexibility and it is under DPW purview, they could assist. Mr. Apple stated that there is a good communication process between the cemetery custodian and the DPW so there should not be a problem.

Chair Cacciotti surveyed the Board. Member Spero agrees that it would be ok. Member Worden agrees that a written resolution of this issue is good as it has been since the last six or seven years. Member Baldwin agrees. Member Paquette asked that the phrase “non-prioritized basis” be changed or dropped.

Chair Cacciotti stated the phrase is in there because the cemetery and DPW are run separately. The DPW will help the Cemetery Committee when and how they can. There has always been the expectation that they will assist, so it needs to be clarified with the Cemetery Trustees that the DPW does not work there. The DPW should prioritize their projects.

Member Worden stated that in the past, the Board of Selectmen has not allowed the former highway agent to assist with the cemetery in any way. He assisted a lot but the Board did not want it because it was not in his purview. This is being added as a purview, but there is a contractor to do the new section of the cemetery and the cemetery road. It takes emphasis

from DPW being fully responsible for cemetery maintenance and clarifies that they are there to help out when needed.

Member Baldwin suggested taking out “on a nonprioritized basis and add wording stating that the DPW will support the Atkinson Cemetery as needed and upon request from the Cemetery Custodian. Chair Cacciotti stated that this says DPW will support, not DPW will consider the request.

Member Spero stated for the record that he does not remember a bone of contention. The former road agent supported all departments when needed. That needs to be taken out, if the Town needs help at the cemetery as a priority, and there is no snow or other emergencies, then DPW should assist. If the cemetery makes a request and DPW does not think it is an emergency, then there will be a bone of contention. The word non prioritized should be taken out.

Chair Cacciotti stated that the cemetery does not direct the DPW workload. Right now, there is no association. The cemetery does all its own work unless someone volunteers. Now, the Board is introducing a service where the DPW can help and the Board is setting out the expectations and terms of engagement so no one is confused as to who would make the decision.

Member Baldwin stated that the DPW Director would make that decision. Prior to this time, the cemetery had a budget to support their maintenance needs. Now, they want to use DPW for certain things. If DPW is utilized, it gives the cemetery a savings in their budget because they will not have to hire a contractor.

Member Spero stated that the cemetery has always been autonomous and does a lot of their own work. He does not like the wording. Chair Cacciotti stated the DPW will help if they can and cemetery priority should be below the work DPW is already doing. Member Spero replied that if there is an emergency, the Cemetery Custodian should be able to call DPW for support.

Chair Cacciotti stated that the Board is reviewing library and cemetery. The memo says later that DPW should provide minor, appropriate assistance as needed to all Town departments. She asked why cemetery and library were broken out. Mr. Apple stated that was what was requested. Chair Cacciotti suggested removing cemetery and library and leave in “provide minor appropriate service as needed to all departments”.

Mr. Apple agreed if the Board so chooses, and informed Chair Cacciotti that at the last meeting the motion was to have a clear line and a sign off by the Board of Selectmen and the Cemetery. He added the Trustees of the Library because there is a form of autonomy there as well. Chair Cacciotti asked if the library should be non-prioritized as well. Mr. Apple stated that DPW already does most of the work for Kimball Library grounds. The memo also states that DPW does Town parking lots and sidewalks so that did not need to be spelled out for the library. DPW also does the lines of the parking spaces at the Library.

Member Baldwin explained that DPW has always done maintenance for the Fire Department and Town Hall. They have never done maintenance for the cemetery and the library because they have had the funds to pay for their own maintenance. Now they are included, but they will still use contractors. They will not use DPW for everything because DPW has a lot of work.

Member Baldwin suggested a form for maintenance requests for the Library and the Cemetery so the Town can keep track of DPW workload. The request should come to the Town Administrator. Member Spero asked if requests for assistance from other Departments already go through the Town Administrator. Mr. Apple stated it has not been done for DPW because their purview has always been highway related. Mr. Apple agreed that a form could be developed for DPW to assist other departments. Member Spero agreed that work DPW does at the cemetery and the library should be tracked and DPW should not be overburdened.

Chair Cacciotti stated that in the past, the DPW and the Road Agent have never responded to an emergency at the cemetery. They have always called a contractor. Now it is being changed. A clear expectation should be set as to how the cemetery and the DPW should work together. Member Spero stated that the former Road Agent always helped. Chair Cacciotti stated that the Road Agent has never responded to a Cemetery emergency since she has been here. In the first year she was here, the Road Agent was under an RSA that said they will only do things regarding, so she does not know about volunteer work by the former Road Agent. For this department, going forward, if we are asking them to institute something new, we should set an expectation as to how DPW and the Cemetery Trustees work together.

Member Spero agreed and stated that he knows the Cemetery Custodian has a ton of contracts and they are autonomous but if an Atkinson Department head can help right away, then he should. Chair Cacciotti suggested it be tabled.

Member Worden made a motion to accept as written but striking out the word non-prioritized, to read that the DPW will support the Atkinson cemetery on an as-needed basis upon request from the Cemetery Custodian. Member Spero seconded the motion. Vote: 4/1/0, four yes, one no. The motion passes.

Member Paquette made a motion that the Town Administrator develop and institute a work order form to request service by DPW beyond normal road work. This form will be used by all departments. Member Spero seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Discussion: Member Baldwin stated that the form should be signed by DPW and state if DPW approves or does not approve.

➤ DPW Job Descriptions

Mr. Apple stated that this change was proposed during budget season and there was a preliminary draft for a public works director and he was asked to fine tune it. He made a survey of other Towns. The Highway Laborer title was changed to Public Works Staff Member. There is also a job description for Recycling and Care of Grounds and Facilities Coordinator. It

is taking what was previously used and what other Towns have been using as far as qualifications and physical demands and incorporating them in the job descriptions for the Boards consideration.

Discussion: Member Spero is good. Member Worden would like to see a principal operator license for recycling or maintenance in the qualifications for DPW Manager. He is the supervisor of the area and should be able to substitute for his employees. All DPW employees should also have that certificate. Member Baldwin is good.

Member Paquette stated that under care of grounds it states that all fields should be up to safety standards and asked if there are Town, State or Federal safety standards for the fields. Mr. Apple stated that the playground has been inspected by Primex and they have their own standards. As far as standards for the fields, it is up to the DPW Director and Recreation Director to review them and make sure they are safe enough to open. Member Paquette stated he does not like the word standards and recommended the wording be changed to state the DPW Director should review the fields and make sure that all fields are safe. Member Paquette further stated he does not like the word standards unless it is a written standard.

Mr. Apple recommended rewording the description to state that the fields should be up to safe expectations as determined by the Department of Public Works. Chair Cacciotti thinks the DPW would not be a certified playground inspector.

Member Baldwin stated that the DPW employees are required to be certified flaggers. Chair Cacciotti stated it is not included in the minimum requirements. It is in the job description. He recommended all DPW employees be certified for flagging within 90 days of employment. It is an on line course. Chair Cacciotti agreed that recycling and flagging are on line courses and can be included in minimum qualifications. Mr. Apple will incorporate flagging into each job description. All DPW employees are all currently certified.

Member Paquette recommended that it be included in the job description that the DPW Director maintain training records.

Member Worden recommended as far as safety of the fields is concerned it could state that the DPW Director follow any suggestions made by Primex on inspections.

Chair Cacciotti recommended the DPW Director position include flagging, the recycle center and managing in the job description. The DPW Director should be computer literate and have management experience. The qualifications needed to perform the duties should be included under minimum qualifications. Those need to be rewritten.

Familiarity with radio emergency communication and understanding that they are part of the emergency response team should also be included. Member Baldwin stated that the DPW Director should provide training for communication devices. Until the new director is trained, DPW employees can go to the Police Department or the Fire Department for training.

Mr. Apple stated that he has included language stating “understands and can manage best communication practices regarding telecommunications” ...and can add “emergency communication devices”.

Under knowledge skills and abilities required Mr. Apple has included the ability to plan organize and direct the work of subordinates performing various departmental activities for the DPW Director. This is a leadership role and that is a required position. He feels minimum qualifications should be relative to things like schooling and background.

Member Baldwin made a motion to approve the job descriptions for DPW Director and all the positions under DPW with the changes suggested. Member Paquette seconded the motion. Vote: 5/0/0. All in favor.

➤ Policies – Trash and Recycling Carts

Mr. Apple stated the policies should be easy to understand and can be updated each year. The Town is seeing cost increases with solid waste pickup. The Town wants to be in the green while keeping resident costs low. The memo explains how the numbers were reached and the difference between the 64 gallon and 96 gallon carts specifically with costs. There is an understanding that less tonnage will be disposed of with the smaller cart than the large cart. So, when it comes to a yearly fee a 15% surcharge will be applied to the 96 gallon carts rather than a 10% fee on the 64 gallon cart.

This policy will give the Town something to follow and needs to be looked at on a yearly basis.

Chair Cacciotti stated that Mr. Apple is requesting to amend the policy to charge more for the larger carts, and stay current with the tonnage rate for disposal with Casella. Member Paquette stated he could not find a signed off, written agreement. Mr. Apple stated that a resident requesting an extra cart will actually pay less upfront with the new policy, but will pay more long term for the larger cart.

Chair Cacciotti asked where residents can find the policy. At present it states that no dwelling can have more than two carts and when things are paid for. Mr. Apple will put it on the web site. Member Spero is recusing himself because he has an extra 96 gallon cart. Member Worden agreed it is fair to add the additional fee because of the additional tonnage expense as long as it is clearly outlined and reviewed yearly, it is a good step. Member Baldwin has no comment. Member Paquette recommended changing it to a one-year cycle, it now states a three year cycle.

Chair Cacciotti asked if everything in the policy would be reviewed, Mr. Apple stated that everything would be reviewed but the focus would be on rates and how the Town is being charged in its 10 year contract. Casella states a tonnage rate every year.

Member Worden made a motion to accept the trash can policy as written with the condition that it be reviewed on a one-year cycle. Member Baldwin seconded the motion. Vote: 4/0/1 with one abstention. The motion passes.

➤ Assessing:

➤ 2023 Veterans' Tax Credit

- | | |
|--------------------|------------------|
| ○ Map 17 Lot 23-24 | Rec: Grant \$750 |
| ○ Map 13 Lot 87-17 | Rec: Grant \$750 |
| ○ Map 13 Lot 1-25A | Rec: Grant \$750 |
| ○ Map 12 Lot 22-1 | Rec: Grant \$750 |
| ○ Map 13 Lot 18 | Rec: Grant \$750 |

➤ 2023 Elderly Exemption:

- | | |
|-------------------|----------------------|
| ○ Map 8 Lot 22 | Rec: Grant \$300,000 |
| ○ Map 3 Lot 56 | Rec: Grant \$150,000 |
| ○ Map 17 Lot 29-2 | Rec: Grant \$225,000 |

➤ 2023 Solar Exemption

- | | |
|-----------------|---------------------|
| ○ Map 13 Lot 15 | Rec: Grant \$11,500 |
|-----------------|---------------------|

Member Baldwin made a motion to accept the 2023 Veterans Tax Credit for Map 17, Lot 23-24 granted in the amount of \$750, Map 13, Lot 87-17 granted in the amount of \$750, Map 13, Lot 1-25A granted in the amount of \$750, Map 12, Lot 22-1 granted in the amount of \$750, and Map 13, Lot 18 granted in the amount of \$750, and also the Elderly Exemption for Map 8 Lot 22 granted in the amount of \$300,000, Map 3, Lot 56 granted in the amount of \$150,000, Map 17 Lot 29-2 granted in the amount of \$225,000 and the 2023 Solar Exemption on Map 13 Lot 15 granted in the amount of \$11,500. Member Paquette seconded the motion.

Discussion: Chair Cacciotti stated she does not understand what the \$750 is for. Mr. Apple explained that this is an additional \$750 for each exemption, which will make a total exemption of \$2,750. There was no more discussion.

All in favor. Vote: 5/0/0. The motion passes.

➤ Liaison Report

Member Paquette has nothing.

Tax Collector: Member Baldwin stated that the Tax Collector will be sending out the lien notices, there are only about 40.

Recreation: Member Worden reported that with regards to Recreation, the Sun and Fun staff is almost full, and they are still looking for an intern. It is an opportunity to learn park and recreation management. Sign up for Sun and Fun is around 50%. It is a good time for parents

to get their applications in. The Directors and some of the staff members are returning and rising up through the ranks.

80 children participated in the Easter Egg Hunt and around 150 people were there. The Girl Scouts assisted.

There is a Red Sox game on April 19th from 4:30 to 5:30 and tickets will be available at the recreation office.

Sun and Fun Registrations will be at the recreation desk site. Town Beautification week starts on Earth Day Saturday April 22nd until Friday, April 28th.

Residents are requested to help pick up trash in their neighborhoods. Bags will be available at the Community Center.

Boy Scout Troop 9 electronic recycling fundraiser is on Saturday, April 29th at the Community Center.

The Fishing Derby at Town Hall Pond is tentatively set for Saturday, May 13, 2023.

Fire Department: Member Spero went to another training for the Fire Department. The Fire Chief gave an overview on a fire on Academy Ave to start the meeting. Training for all the firefighters was also given on how to handle fires with electric car batteries. There are a lot of issues with them and fires are frequent.

Library: Mr. Apple and Member Spero have a meeting with the Library Director and the head of the Trustees on April 28, 2023.

DPW: Chair Cacciotti stated that the DPW is getting ready to pave and residents should check the Town Report to see when their roads are being paved.

Master Plan: Chair Cacciotti stated a forum was held at the Community Center last week. There was a session in the afternoon and in the evening. Chair Cacciotti stated that the survey is available on line for people who could not attend the forum, and it is important that residents complete it. Member Spero also attended the forum. It was well put together and informative. All the departments were there. It is a good time for residents to be heard. A video of the meeting with Atkinson students was shown and is posted on ACTV and Facebook.

➤ Donations

Elder Services Donation:

Member Worden made a motion to accept the generous donation to Elder Services Transportation Fund by residents in the amount of \$1,045. Member Spero seconded the motion. Vote: 5/0/0. The motion passes.

Woodlock Park Sign Donation:

Member Worden stated that he designed a new tykes and towers recreation sign and would like to donate it. It is a great spot and a highlight of the playground.

Member Worden made a motion to accept his donation of a sign costing \$543.

Discussion: Public Works would be installing the sign. Mr. Worden requested an hour of public works time in his memo. It should take 2 men about 1 hour. Posts are already there. Posts are in the quote, but they may not be needed. It includes delivery to the spot where the sign will be. Member Worden will coordinate delivery.

Member Paquette made a motion to accept the donation of the playground sign costing \$543.00 by Member Worden. Member Baldwin seconded the motion. Member Worden abstained. Vote: 4/0/1. The motion passes.

Discussion: Mr. Apple stated that the Town has a process for when the Town donates to different places. He asked if he should create a form for people to fill out if they would like to donate to the Town. Chair Cacciotti agreed that there were some issues as to who can accept a donation. She stated a form would give the Town a record of who made the donation so they can thank them. Also, if there are any stipulations. It would be helpful to have it in writing. Also, what and if there would be any cost to the Town to accept the donation. Member Baldwin stated that the form would also act as a receipt of donation. Mr. Apple stated he could develop something and bring it to the Board. Member Baldwin suggested Mr. Apple look at the IRS tax code regarding receipt for donations.

➤ Approval of Minutes

Member Worden made a motion to accept the non-public meeting minutes of October 31, 2022 without sealing. Member Baldwin seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Member Worden made a motion to accept the non-public meeting minutes of Topic One and not seal them. Member Spero seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Member Worden made a motion to accept the minutes of the non-public meeting of December 12, 2022 on Topic 2 and not seal them as the individuals are not named. Member Baldwin seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Member Worden made a motion to accept minutes of the non-public meeting of December 12, 2022 on Topic 3 and not seal them as the individuals not named. Member Baldwin seconded the motion. Vote: 5/0/0. All in favor. The motion passes.

Member Baldwin made a motion to accept the minutes of the non-public meeting of the December 19, 2022 with the change that under discussion the map and lot number be

used, the name and address be removed and the minutes not be sealed. Member Worden seconded the motion. Vote: 5/0/0. The motion passes.

Member Worden made a motion to accept the minutes of the February 27, 2023 regular meeting as written. Member Spero seconded the motion. Chair Cacciotti recused. Vote: 4/0/1. The motion passes.

Member Worden motion to accept the regular meeting minutes of April 3, 2023 as written. Member Baldwin seconded the motion. Vote: 4/0/1. Member Spero abstaining.

FYI: Member Spero read the FYI.

Plaistow, New Hampshire is holding their Annual Spring Household Hazardous Waste Day on Saturday, April 29, 2023 from 9:00 AM to 12:00 PM at the Plaistow Public Works facility located at 144F Main Street Plaistow, New Hampshire. Atkinson residents can bring their unwanted household hazardous waste there for safe disposal. Proof of Atkinson residency is required. It can be a driver's license or a utility bill. For more information visit the Town website.

It is also the same day as electronics disposal.

➤ Future Agenda

The next meeting of the Atkinson Board of Selectmen Monday May 1, 2023 at 6:00 PM.

➤ Non-Public Meeting

Three items are to be discussed under Section C.

Member Baldwin made a motion to go into a non-public meeting at 8:00 PM under NH RSA 91-A:3 II, (c) – matters which if discussed in public will likely affect adversely the reputation of any person other than a member of the Board unless such person requests an open meeting to include any application for assistance, tax payment or waiver of any fee or fine or any levies based on ability to pay or property of the applicant. Member Paquette seconded the motion. Roll Call vote: Member Spero, yes; Member Worden, yes; Member Baldwin, yes; Member Paquette, yes and Chair Cacciotti, yes. Vote: 5/0/0 to go into a non-public meeting. All in favor. The motion passes.

9:05 PM- Re-enter into public meeting:

Member Baldwin made a motion to seal non-public topic #1 for 99 years, and to seal topics #2-3 for 90 days. Member Worden seconded the motion. The motion passes 5-0.

➤ Adjournment

Chair Cacciotti adjourned the April 17, 2023 meeting of the Atkinson Board of Selectmen at 9:06 PM.

Respectfully Submitted,

Karen Wemmelmann, Recording Secretary

Beth Cacciotti, Chair

William M. Baldwin Vice Chair

David Paquette

Gregory S. Spero

Robert Worden