

**Town of Atkinson
Board of Selectmen
Regular Meeting Minutes
March 14, 2022**

Attendance:

Members Present:

Robert Worden, Chairman
Beth Cacciotti, Vice Chairman
Gregory S. Spero
William M. Baldwin
Holly Patterson

Others Present:

Town Administrator, John Apple
Assistant Town Administrator, Angela Wesson
Town Treasurer, Mike Terrell

7:00PM – Open Reorganization Meeting:

Chairman G. Spero opened the Reorganization Meeting of the Atkinson Board of Selectmen on camera at 7:00PM on Monday, March 14th, 2022, in the Atkinson Town Hall and asked Assistant Town Administrator Angela Wesson to lead all present in the Pledge of Allegiance.

- Elect Chairman and Vice Chairman

MOTION: Chairman G. Spero made a motion to elect Robert Worden as the Chairman and to elect Beth Cacciotti as the Vice Chairman of the Atkinson Board of Selectmen. Selectman Holly Patterson seconded the motion. Motion passes 5-0-0.

Discussion: Chairman B. Worden stated his appreciation to the Board for their vote of confidence and said kind words about each of the Members. B. Worden continued by thanking B. Snicer for her efforts while filling the role of Acting Town Administrator when the Town needed her. The Board presented B. Snicer with a bouquet of flowers as a small token of their gratitude.

- 2022 Selectmen Committee Assignments

Discussion: B. Worden stated that the Selectmen Committee Assignments have been determined and noted a few changes: H. Patterson will be representing Elder Services; B. Worden will be joining the MS-4 Wastewater Committee; W. Baldwin will be joining the Solid Waste &

Recycling Department; Technology & Communications were paired together for B. Cacciotti; W. Baldwin will also be representing the Town Clerk & Tax Collector.

MOTION: Selectman G. Spero motions to accept the 2022 Board of Selectmen Committee Assignments, as stated. Selectman B. Cacciotti seconded the motion. Motion passes 5-0-0.

➤ 2022 Selectmen Meeting Schedule (March – August)

Discussion: B. Worden stated that from March 14th through August 29th has been set and the meetings will begin at 7:00PM with workshops to be held as necessary from 6:00PM to 7:00PM.

MOTION: Selectman G. Spero motions to accept the 2022 Board of Selectmen Meeting Schedule, as stated above. Selectman B. Cacciotti seconded the motion. Motion passes 5-0-0.

➤ Approve Meeting Procedure Policy

Discussion: B. Worden produced the meeting procedure policy to the Board and asked for comments, there were none.

MOTION: Selectman G. Spero motions to approve the Board of Selectmen Meeting Procedure Policy, as written. Selectman B. Cacciotti seconded the motion. Motion passes 5-0-0.

➤ Approve Concurrence with Emergency Plan

Discussion: B. Worden produced the emergency plan and asked for comments. Town Administrator J. Apple stated that in the future there may be ways to make improvements and updates to the plan but the current plan should suffice for the time being.

7:30PM – Open Regular Public Meeting:

Appearances:

- American Rescue Plan Act – Mike Terrell, Town Treasurer
 - ARPA – ATK-001-Touchless Payment

Discussion: Town Treasurer and Co-Chair of the Selectmen's Advisory Committee of the American Rescue Plan Act (ARPA) Mike Terrell approached the Board to discuss the first two projects that will be funded with ARPA monies. M. Terrell stated that project ATK-001 is to upgrade the Town Clerk's credit card terminals to touchless terminals. M. Terrell stated that this project is estimated to cost approximately \$1,100.00 and as such, will not require multiple bids. B. Worden opened the floor to the Board for questions, there were none.

MOTION: Selectman W. Baldwin motions to approve American Rescue Plan Act project ATK-001 for the procurement of touchless credit card terminals for the Town Clerk's Office, in the amount of \$1,100.00. Selectman B. Cacciotti seconded the motion. Motion passes 5-0-0.

- ARPA – ATK-002-Town Website

Discussion: M. Terrell stated that project ATK-002 is to create a better, more functional, user-friendly website for the Town. M. Terrell continued that the current website is not very good and is in serious need of updating. M. Terrell stated that bids have not yet been submitted so a vendor cannot be chosen at this time but there are several vendors that will be contacted for bids and the estimated cost will be approximately \$18,000.00. M. Terrell continued that this project falls under the ARPA fund category of keeping the public informed during times of national emergency and giving residents access to help when they have questions. W. Baldwin asked if there was a document showing exactly what the new website will include for this price. B. Worden stated that this motion, if passed, will approve the RFP and the RFP will have all the requirements listed. W. Baldwin stated that the bids should be in hand before approving the expense. H. Patterson stated that this cannot go out to bid without the approval for an RFP. W. Baldwin stated that he will support approving an RFP but will not support approving the expenditure until the bids have been submitted and the Board is clear on what they will receive if they decide to move forward.

W. Baldwin asked what services a new website will allow, different from what the current website offers. B. Cacciotti stated that the new website will allow the Town to update the content on the website rather than sending the information out for an outside vendor to update. B. Cacciotti continued that this helps the Town comply with the Right to Know laws in terms of posting agendas and ensuring information can be uploaded in a timely manner. W. Baldwin asked which Town employees will be in charge of updating the new website. B. Cacciotti stated

that there will be a select few employees that will be trained to update the content of the new website. G. Spero asked how the vendors were chosen, B. Cacciotti stated that she chose them based on their professional abilities and track records with regard to similar projects.

MOTION: Selectman H. Patterson motions to approve publishing a Request for Proposals for American Rescue Plan Act project ATK-002 to procure a new website for the Town of Atkinson. Selectman B. Cacciotti seconded the motion. Motion passes 5-0-0.

Assessing:

➤ Veterans Tax Credit:

• Map 3 Lot 1	2 Brendan Road	Rec: Grant \$750.00
• Map 18 Lot 25	22 Knightland Road	Rec: Grant \$750.00
• Map 22 Lot 107	6 Ledge Road	Rec: Grant \$750.00
• Map 13 Lot 87-59	22 Wild Pasture Lane	Rec: Grant \$750.00
• Map 17 Lot 47-14	7 Belknap Drive	Rec: Grant \$750.00

Discussion: B. Snicer stated that these veterans tax credits are approved by the Assessor's Office for 2022.

MOTION: Selectman W. Baldwin motions to approve and accept the current land use change tax collector's warrant for Map 3 Lot 1 at 2 Brendan Road for \$750.00, Map 18 Lot 25 at 22 Knightland Road for \$750.00, Map 22 Lot 107 at 6 Ledge Road for \$750.00, Map 13 Lot 87-59 at 22 Wild Pasture Lane for \$750.00, and Map 17 Lot 47-14 at 7 Belknap Drive for \$750.00. Selectman G. Spero seconded the motion. Motion passes 5-0-0.

Donations:

➤ Elder Services Transportation - \$340.00

MOTION: Selectman W. Baldwin motions to approve and accept the generous donations to Elder Services Transportation in the total amount of \$340.00. Selectman G. Spero seconded the motion. Motion passes 5-0-0.

New Business:

➤ Conservation Commission – Moose Plate Grant Contract Extension

Discussion: B. Worden stated that the Rockingham Planning Commission did not meet the deadline to complete the land conservation plan and as a result, the Chair of the Conservation Commission, Paul Wainwright is filing an extension to finish the plan.

MOTION: Selectman B. Cacciotti made a motion to accept New Hampshire State Conservation Committee funds, and to enter into a contract with the New Hampshire State

Conservation Committee, Department of Agriculture, Markets and Foods, for completion of the Town of Atkinson Land Conservation Plan, and to authorize Paul Wainwright, Chair of the Town of Atkinson Conservation Commission, to execute any documents which may be necessary for completion of this contract. Selectman H. Patterson seconded the motion. Motion passes 5-0-0.

➤ Schedule Selectmen Orientation

Discussion: J. Apple stated that he is proposing holding an elected official orientation since is new to the role and since there are also a few new department heads and a new Selectman on board. J. Apple continued that this orientation will include a presentation given by each department head to the Board and to the newly-elected officials. J. Apple stated that the content of these presentations will include Town operations, challenges the departments face, the future of the Town in regard to the Master Plan, developing and passing a budget, recruitment, and training among other topics. J. Apple continued that this orientation should last approximately three to four hours at a time that will fit conveniently into the Board's schedule. J. Apple stated that he has found this method of orientation to be very effective and beneficial in his previous roles. H. Patterson stated that, as a newly elected official, she welcomes this idea to help her get up to speed in her new role. B. Cacciotti supported the idea and thanked J. Apple for his diligence. B. Cacciotti continued that she would have found this type of orientation useful in her first year as an elected official and still welcomes it in her second year since there is so much to learn about the different departments. G. Spero agreed that this is a great idea and asked if the Board would be able to submit questions beforehand to ensure specific matters are addressed in the presentation; J. Apple responded affirmatively.

MOTION: Selectman G. Spero motions to approve John Apple to pursue an orientation presentation for newly-elected officials. Selectman W. Baldwin seconded the motion. Motion passes 5-0-0.

Future Agenda:

- 2022 Selectmen Liaisons
- Decide Selectmen Schedule for 2022

Non-public Meeting:

- RSA 91-A:3 II (e) Reputation

MOTION: Selectman Worden motions to go into a non-public session under RSA 91-A:3 II (e), Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim

or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph. Selectman Spero seconded the motion. Motion passes 5-0-0.

Adjournment:

MOTION: Selectman Worden motions to adjourn the meeting at 8:20 PM. Selectman Spero seconded the motion. Motion passes 5-0-0.

In closing, B. Worden thanked the community for watching and reminded the residents to be nice to someone tomorrow because kindness matters. B. Worden then adjourned the meeting.

Respectfully Submitted,

Zachary Gilberti, Recording Secretary

Robert Worden, Chair

Beth Cacciotti, Vice Chair

William M. Baldwin

Gregory S. Spero

Holly Patterson