

Town of Atkinson
Budget committee Meeting Minutes
November 8, 2012

Members Present:

Harold Morse – Chairman
Bill Smith Vice Chairman
John Feuer
Craig Schuster
Sue Carroll
Wendy Barker

Others Present:

Bill Innes, Town Administrator
Rose Cavalear, Town Clerk
Allen Phair, Chairman of Board of Trustees and
Diane Heer, Library Director

Harold Morse called the November 8, 2012 meeting to order at 6:52 PM in the Atkinson Town Hall.

Minutes from April 3, 2012 - The committee approved with the following corrections: the date was wrong, 2nd correction, to add Wendy Barker. John Feuer made a motion to accept. Craig Schuster seconded the motion, the vote was unanimous. Vote: 6/0.

Minutes of September 18, 2012 – Sue Carroll asked that “or reality based budgeting” be added to line 5. Craig Schuster made a motion to approve, John Feuer seconded the motion and the committee voted unanimously to approve the minutes of September 18, 2012. Vote: 6/0.

Minutes October 16, 2012 –John Feuer made a motion to approve, Craig Schuster seconded the motion and the committee voted unanimously to approve the minutes of October 16, 2012. Vote: 6/0.

Minutes of October 23, 2012 – The minutes were not approved. The committee had questions about the number of trucks on page 3, requested that a page number be put on each page. The committee requested that the recorder listen to the tape regarding the Road Agent’s discussion about having road maintenance part of the Town budget instead of in a warrant article not approved. Bill Innes is to check the number of trucks.

Library – Diane Heer, Library Director and Allen Phair, Chairman of the Board of Trustees of the Library went through the library budget line by line.

Director’s Salary - is being negotiated and should have it by the beginning of the week, a change in the salary will affect FICA, Medicare and retirement lines – she is at the end of a 2 year agreement.

Youth Services Director – The long time children’s librarian retired last year and the job description has changed. They propose to move \$3,366 from the library aide line to the children’s’ librarian line to reflect changes in the job description. A 1.5% cola is also being proposed, the youth services director currently makes \$37,440 and they are proposing to increase her salary to \$39,520 in line with other towns, the position has grown, and is now a full-time, 40 hour position. The Library Aide line went down some because \$3,366 moved out, but also reflects a

1.5% COLA - for 10 employees, the library aides. The committee discussed the 1.5% merit increase, the next line as voted on by the selectmen; it is in line with the town merit raises and is based on \$109,555, the merit raises are only for part-time library aides.

Health insurance is the number from the bookkeeper and has been approved. FICA, Medicare and retirement are based on the Director’s salary and the Youth Services Director salary. The telephone contract is the same until 2014.

The Library uses Atkinson Cleaning Service at the same cost, three times per week and extra as needed.

Electricity - \$1225 month average - more in summer, the Library still uses Glacial and they have not seen the benefit of changing. Mr. Childs asked if they have looked at that. The Director replied that everything is on a timer, everything is automated. Bill Innes informed the committee that electricity is out to bid in the spring and hopefully the Town will get a better price, but it is pretty low right now.

Heat – asking for increase, they used 8100 gallons last year in a warm winter and expect roughly the same. Bill Innes said the heat bill is \$3399, propane is a \$1.99 a gallon, oil is \$3.49 per gallon. Diane Heer stated that the library uses propane and can possibly adjust down, 8200 gallons x \$1.99 is \$16,319 or \$17,000.

Subscription memberships are the same. Library supplies up are up \$500 because circulation is up and includes all supplies from paper clips to printer toner. Postage is the same.

Materials of Trade – includes everything except DVD's, the cost of books has gone up, the line has not increased in 6 years, many different formats exist for one title, e-book, paperback, electronic, and large print. Large print books cost much more, people use all different formats. Atkinson can also use Plaistow and Sandown collections. Alan Phair reported that Kimball Library has formed a coalition with Plaistow and Sandown, the Library needed new software system, so the three libraries got together and got some savings on software, involving 47,000 cataloging items was a major project, the Libraries saved by purchasing together, and they saved \$5,000 each. They saved on yearly maintenance and support. The best part is Atkinson patrons can use their library cards at Plaistow, and vice versa, they don't all have to buy the same thing. New Hampshire doesn't have library serving, and the state has cut back on the library van, but they do use state van service to move materials around. All eBooks are paid for through a trust set up by Campbell, but now it is not enough, they can only use the interest.

Circulation this year is \$93,000, 12% higher than last year. Equipment is the same. They are requesting to bring mileage back up to \$1000. Education and conferences is the same.

Other professional services – the contract with First Choice Networks going up \$43/mo, it includes the backup, server maintenance, installing new equipment, Comcast static IP's –Comcast is free but not the static IP's and security certificates, the Library is asking small increase to cover the increase in the contract with First Choice. Public notices are also in this line and are very expensive.

Custodial supply - the same.

Computer software – The Trustees paid \$8,000 for new software and received a donation from an estate, new software is \$2300 a year, and they are asking \$1000 this year and the remaining next year, there are around 30 PCs in the library, a lot of them are monitors, some of them are just catalogs and don't need to be latest and greatest. Bill Innes remarked that the life cycle for a laptop or PC is three years and the Town is doing 4.5 to 5 years. Public computers are used by patrons who don't have one of their own.

Fire protection – The Library uses Hampstead Water Company for the sprinkler system. The 810 line is what is bought from Poland Spring for drinking water.

Craig Schuster pointed out that the 1.5% COLA doesn't take effect until April, so it is only part year, and it will be less around \$1227. The committee will also adjust FICA and Medicare.

Chairman Harold Morse requested questions and comments. There were none.

Diane Heer informed the committee that children's' programs, and many other services are paid for by the Friends of Library, roughly \$5,000 for children's' programs, \$2100 for museum passes, and \$7,000 for adult programs. Ms. Heer said that many of the library programs are not included in the budget. Harold Morse likes the fact that the Library teamed up with other Towns. Alan Phair informed the committee that they are monitoring if one Town's taking advantage of each other, and it is not happening. Diane Heer pointed out that Atkinson now has access to 145,000 books and Hampstead may also join. Harold Morse asked about Danville. Alan Phair responded that they have asked. It took a lot of work. The Trustees did a lot from the legal end, and library

employees took care of implementation, they got the grant from the Elizabeth Smith Estate; they also had to reregister 4008 people in Town with library cards.

Bill Innes stated asked if the IT presentation is the 13th or the 20th, the lightest schedule is the 20th, mostly Town Administrator. Chairman Morse stated that the 20th looks good. Wendy Barker informed the committee that Karl is presenting. Harold Morse requested that she ask Karl if he can do the 20th.

Town Clerk – Rose Cavalear presented the budget for the Town Clerk’s office and gave the committee a summary of her presentation. The Assistant received a 25 cent increase in February and a 50 cent raise 6 months later. The Town Clerk salary is increased to \$45,581. Health Insurance has a 5.2% increase. FICA has a 2.63% increase. Medicare is \$1,289, a 2.46% increase. Retirement is \$4,011.

The telephone line is the same. Microfilm is the same. Other professional services are up \$510 to put boat registrations on line. Equipment repair is the same. The service contract line is the same.

Printing and binding is up. Birth, marriage and death certificates need to be preserved. There are 15 books and they are trying to do 5 each year. Bill Innes informed the committee that right now the Town needs to retain the original document, a document management program is needed and he has a team to put together a strategy for document management and preservation. The plan is to scan the rest of the documents they need to keep. He wants to store the documents that do not need to be kept at Town Hall at Iron Mountain and go from paper to electronic environment for Town. This will be in next year’s budget. Mr. Innes informed the committee that an RSA says how long you each document must be kept, some a year, some forever.

Dues, subscriptions and memberships are up for a notary subscription for the assistant. Supplies are up to purchase a fireproof cabinet. Mr. Innes informed the committee that the Town has a cement lined case; the cement is deteriorating and getting all over the documents. Postage is the same. Mileage is the same. Education and conferences are down by \$1000.

Craig Schuster asked if the safe was an office supply. Mr. Innes responded that the Town will purchase it through W.D. Mason, so it is a supply. Mr. Schuster responded that supplies perishable, the Town needs to track equipment. Mr. Innes responded that the Town does not track file cabinets. Mr. Innes informed the committee that he would move file cabinet to equipment line. Mr. Morse requested said to make that line \$3175.

The committee discussed the equipment repair line; it hasn’t been used since 2009. The Town has always had it. The fiche machine is used once every 3 years, so something should be there. The committee decided to discuss whether to keep the line.

Moderator and Election Administration – Bill Innes, budget from this year to next year is down for both groups. This year there were 5 elections; next year there will be 2 elections. The counters line is going from \$500 to \$200, the moderator salary is \$1, printing and binding are up \$100. New equipment is the same. The Moderator line has gone from \$12,000 to \$7,560. The Checklist supervisor line has gone from \$4,443 to \$2,000. Postage is down Other/New is \$0.

Government Buildings – Dave Weymouth and Bill Innes presented the government building budget to the committee. Mr. Innes informed the committee that he has not presented budget to Selectmen. There is a significant increase. He has put together an analysis of all the work needed to be done to Town Buildings and also an energy analysis and prioritized all work. The first priority for this year is Kimball House, he was able to find funding this year through Warrant Articles and through the Budget; Mr. Innes gave a copy of all figures to the budget committee. Wendy Barker asked for electronic copy of spreadsheet. Mr. Weymouth asked the committee to look at the coversheet; it has all the figures for this year.

Town Hall – Mr. Weymouth went through the Town Hall budget line by line. The cleaning contract is up. General maintenance is increased to \$19450, this includes repairs to the front and \$3900 for items required by state labor inspector for the Town Clerk’s office, a professional cleaner to extend life of carpets, \$12,100 starts the

process of replacing all HVAC wall units, they are past life expectancy and there will be a 3 year program, \$12,100 per year. He is replacing 18 of them, it is hard to get parts, they are rusting and there is black stuff in them.

Highway garage is increased \$4,450 to provide emergency power from the fire station to the highway garage from the generator at fire station, if the garage loses power, the door stays open, it is cheaper than buying new generator for garage, and the Mr. Stewart can do some of the work. Chairman Morse suggested a portable generator with a panel switch over. The Town will have a generator that can be used around town.

Police Department – Other professional services is increased \$500 to reflect actual costs of \$1600, \$1500 is requested to generator maintenance; also inspections, fire alarm and the sprinkler system. General Maintenance is increased \$2900 to remove a wall in the sergeant's office and better utilize that area. The department is planning to use the space as a conference room and for training.

Fire Department – other professional services is increased \$1,400. The general maintenance budget is increased \$14500. Mr. Weymouth pointed out that he is trying to catch up with other items, it is a 12-13 year old building; money is needed for sprinkler and alarm systems testing. \$20,000 is to replace sidewalks for the fire department. LGC has inspected and said the sidewalks are a liability.

Library – an increase of \$1200 for an ADA compliant entryway mat, ductile visible and that can be felt for handicapped and impaired people.

Bill Innes has an e-mail quote of \$20,000 for the sidewalk within \$1000 on either side, he is putting on the plan to seal every year and extend life of sidewalk. Need 2 handicapped parking sign at library too.

Kimball House – needs foundation and brickwork repairs and he has a quote. Park went down; the roofs and siding on the dugouts are done. Bill has donation from the historical society for windows, the last thing is pointing the foundation, and you can see daylight, get pests. People come in to give an evaluation and get quote, it is a onetime thing that should last for 10 to 20 years. The paint program is nothing next year then one side per year.

Hearse House I – needs structural, roof work, some things have been done to keep it up, he has a quote and cemetery trustees are looking at residing both buildings. There is rot in the timbers, one building roof was repaired, they just put $\frac{3}{4}$ plywood on. It is in the cemetery and is for storage, there are 3 storage areas in cemetery, one donated by Morellis and they keep in good shape, if don't do something will have to take them down and rebuild. The septic system, the grease trap has to be cleaned out quarterly.

Community Center – General Maintenance is increased \$17,985

Family Mediation – General maintenance has increased \$4450 for structural repairs, it is sagging 3-4 inches and the joists have fallen off the sill. Interior maintenance painting is being handled by trustee, who painted the Community Center and fixed ceiling, he is currently working in Family Mediation and is there 2 days a week to fix holes in walls, he and next trustee working at Community Center. Mr. Schuster asked if small jobs can be done by Boy Scouts for community service. Mr. Innes is looking for an Eagle Scout project, no one there to do it, so it was done without help; there are projects, an Eagle Scout working in the cemetery. Mr. Innes asked about blinds in the community center.

East Road Barn – \$2250 for an exterior lighting increase, the overhead door replaced, pass through center door within the garage door, no interior illumination, planning on putting lighting in it. Wendy Barker stated that her son plays lacrosse, balls hit garage door. Mr. Innes said that netting should be put in front; balls are also hitting the siding and cracking it.

That is all increases on line budget for building maintenance. Mr. Innes stated that the Town buildings are worth \$8.8 million and need to be maintained. Kimball House has deteriorated over years, it costs more to fix one time

than if put on schedule, wants to get all of buildings to point where don't have to worry about failures and put on a maintenance schedule, the roof on the community center is cracked, when snow comes off, it rips the gutters up. His goal is to bring all facilities in Town to a level he would like his house to be to keep value up. Fred Childs said they want Kimball House to look like it used to be, the outside has been painted 3 times in past 16 years. The community center has problems with pests, the lally columns holding the building up, sitting on cement.

Craig Schuster asked about priorities for this year. Mr. Innes stated that his are different than selectmen, the front of town hall, water leaks, rotting wood, electrical, HVAC system, foundation repairs in Kimball House, roof and gutter in Community Center, structural in Family Mediation, will work with the selectmen, go through the list and adjust the budget.

Harold Morse asked if there was more discussion. Building Maintenance is finished.

Harold Morse asked if the committee wished to discuss anything else.

Craig Schuster requested the committee approve the October 23, 2012 and the November 7, 2012 minutes. Mr. Morse requested to approve the minutes for the meeting of November 7th now and go over the tape regarding the truck and whether road maintenance should be part of the budget and not paid for by warrant article. Bill Smith pointed out that the last page is not part of the minutes; the percent changes in the right most column. He got an e-mail note, the prior year percent change was the prior year's budget as the base line, we propose that we change the calculation of percent change to 2012 budget line as the base line instead of proposed default, as in prior years Mr. Innes said he will see if he can get the person who did it back. Chairman Morse pointed out a typo on page one 2nd paragraph, State Police.

Bill Smith made a motion to accept the minutes of November 7, 2012. Craig Schuster seconded the motion. The committee voted unanimously to accept the minutes of November 7, 2012 with the above changes. Vote: 6/0.

The minutes of the October 23, 2012 meeting were kept on hold.

Craig Schuster mad a motion to adjourn. John Feuer seconded the motion. The committee voted unanimously in favor of adjourning the November 7, 2012 at 8:50 pm. Vote: 6/0.