

Town of Atkinson
Budget Committee Meeting Minutes
December 11, 2012

Members Present:

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

Others Present:

Bill Innes, Town Administrator
Fred Childs, Board of Selectmen
Chief Consentino, Police Department
SGT Caggiano, Police Department
Diane Heer, Kimball Library Director
Alan Phair, Kimball Library
Todd Barbera, Board of Selectmen

Chairman Harold Morse called the December 11, 2012 meeting of the Atkinson Budget Committee to order at 7:10 PM.

Minutes for the December 4, 2012 Meeting– The committee reviewed the minutes for the December 4, 2012 meeting. Chairman Harold Morse requested a Motion. The following changes were made: Page 1, 2nd paragraph add: Sue Carroll also suggested removing \$2,000 from the materials and trade line to offset the increase in computer costs. Page 3, last paragraph change to: Chairman Harold Morse stated that department heads were welcome to come but there will be no input. Page 4, approval of minutes; motion made to approve the minutes; Page 2, last paragraph - Member Craig Schuster left for a previous engagement; page 4, paragraph 5: the committee voted unanimously to recommend that the Board of Selectmen put the highway department truck on the ballot as a warrant; approval of minutes; the vote for the last two motions should be Vote: 4/0, Member Craig Schuster left.

Member Sue Carroll made a motion to accept the minutes with the proposed changes. Member Craig Schuster seconded the motion. Member John Feuer abstained. Vote: 5/0.

The Committee decided a vote should be taken on their recommendations and that only exceptions would be discussed. Chairman Harold Morse went through the town budget line by line.

Executive

Selectmen's Salary - Member Sue Carroll made a motion to leave the Selectmen's salaries at the same level as last year at \$10,400. Member Wendy Barker seconded the motion. Vote: 5 in favor, with Member Craig Schuster opposed.

Professional Technical Services is up \$4,500, it is for the Recording Secretary, they expended \$10,645 to date and \$12,000 last year. Chairman Harold Morse recommended that it be adjusted to \$10,000. Member Sue Carroll agreed.

Member John Feuer made a motion to adjust the professional technical services line to \$10,000. Member Sue Carroll seconded the motion. Vote: 6/0 unanimous to adjust the professional technical services line to \$10,000.

Printing and Town reports, Miscellaneous, Gas Mileage and Maintenance, Education and conferences and Public Notices at \$4500 were not changed by the Budget Committee. There was no vote.

The Town Administrator's salary is up from \$68,000 to \$68,850. Selectman Childs informed the committee that it would be going up and that the town administrator will be getting a new contract as of January 1, 2013. There was no vote.

Mr. Childs suggested that the committee move to the telephone line. Telephone was \$5332 in 2012, they are asking for \$5,000 this year, because of the new contract. The committee agrees. Data processing is \$1; Equipment repair at \$500, Postage meter is \$1885. There was no vote.

Dues were at \$6,000. The committee agreed to lower the line to \$5,500.

Member Wendy Barker made a motion to cut Dues, subscriptions and memberships from \$6,000 to \$5,500. Member Sue Carroll seconded the motion. Vote: 6/0.

Office supplies is up from \$4,000 to \$4500. Postage is flat at \$2,000. The Service contracts line is flat at \$1,000. New Equipment supplies is budgeted at \$1. Education, conferences and dues is \$500. Mr. Childs commented that Mr. Innes has gone to a lot of conferences which has helped the town tremendously. The committee did not recommend changes to these lines.

Clerical - The planning assistant is the same at \$15,300. No changes were recommended.

Conflicts - The Conflicts Clerk line is \$1.00. Other new is up \$150 for a post office box for the conflicts committee. No changes were recommended.

Safety committee - \$100. No changes were recommended.

Energy Commission- Professional services, education and conferences for the committee is \$300. No change were recommended.

Elections and Registration

Town Clerk – Town Clerk’s Assistant, Town Clerk’s salary health insurance, FICA, Medicare, retirement, The telephone line is less at \$1,200 by the Selectmen’s recommendation. The budget committee will follow the recommendation. Microfilm is \$125. Other professional services is up \$510 for on line licenses. She spent \$2,000 in 2012. Equipment repairs is \$500. Printing and binding is up \$4,468. Mr. Innes stated that there are records that need to be preserved cleaned, sleeved; this is year one of 3 year project and will be budgeted for the next 3 years. Dues and memberships are up to \$195 from \$45. Office supplies is \$2800. Postage is the same at \$5,666. The committee asked if notification can be electronic. Mr. Innes said he would look into it. New equipment is \$3,675 to buy a new fireproof cabinet.

Mileage is \$1,450, the same as 2012. The budget committee recommended changing the mileage line to \$1000.

Member Craig Schuster made a motion to change the mileage line to \$1,000. Member Sue Carroll seconded the motion. Vote: 6/0 with all in favor.

Education and conferences is down to \$661. The budget committee agreed.

Moderator – Counters is \$200, down from last year. There are not as many elections in 2013. Ballot clerks - \$475. Moderator is \$1. Professional technical services is down from 2012. Printing and binding is up at \$4,500. New equipment is \$150. Food is \$225, down from 2012. No changes were recommended.

Election Administration – The checklist supervisor’s line is \$2,077, down from 2012. Supplies is \$200. Postage is down to \$50.00 and new equipment is \$50.00. No changes were recommended.

Financial/Administration

Accounting and Financial – The bookkeeper’s salary was \$54,339 in 2012, the recommended salary for 2013 is \$54,970. The Assistant bookkeeper is \$928. Health insurance, FICA and Medicare will be adjusted accordingly.

The telephone line is up \$2. Equipment repairs is \$1. Office supplies is the same. Postage is the same; mileage is the same at \$25. Education and conferences is \$100. The budget committee agreed.

Auditing - Accounting and Auditing – \$13,000 is requested. The budget committee agreed.

Assessing – The Assessing Clerk salary is \$34,091, due to the 1.2% increase, health insurance is \$19,606, FICA, Medicare and retirement change with salary. The Assessing line is up to \$36,884. The Other/new line is \$350. It is postage for mailing out tax cards for any assessment change. The budget committee recommended adding a postage line, 41503.625.00. The detail sheet has a number for other/new line.

Tax Collecting – Deputy Tax collector is up 1.12% or \$31. The Tax Collector salary is up 1.12%. The selectmen recommended raising the telephone line \$200 from \$600 requested to \$800. The committee discussed leaving the telephone line at \$600 or following the selectmen's recommendations to raise it to \$800. Chairman Harold Morse asked for a motion.

Member Craig Schuster made a motion to leave the telephone line for the tax collecting budget at \$600. Member Susan Carroll seconded the motion. The budget committee voted unanimously to leave the telephone line at \$600. Vote: 6/0 in favor.

Data processing is \$200. Microfilm is \$100. Other professional services - they are asking \$1,800, last year they asked for \$1400. The committee was in favor of \$1800. Equipment repairs is \$1. Dues and memberships is up. The committee discussed the dues and membership line and did not recommend changes. Postage is \$3,600 this year, up \$300, the committee made no other recommendations. Office supplies, no other recommendations.

New equipment is \$200. Member Craig Schuster pointed out that the line is never used. The committee discussed new equipment.

Member Craig Schuster made a motion to reduce the new equipment line to \$1. Member Sue Carroll seconded the Motion. The Committee voted 6/0 in favor of reducing the new equipment line to \$1.00.

The mileage line is \$300. The Committee discussed the mileage line.

Member Craig Schuster made a motion to bring the mileage line to \$100. Vice Chairman Bill Smith seconded the motion. The committee voted 6/0 in favor to recommend reducing the mileage line to \$100.

Education and conferences was budgeted at \$1,000. The Committee discussed education and conferences.

Member Craig Schuster made a motion to recommend reducing the line to \$500. Member Susan Carroll seconded the motion. The committee voted 6/0 in favor.

Treasury – The assistant treasurer salary increased to and the treasurer's salary increased, the Treasurer's salary increased. All other lines were level funded. The committee discussed the increases in the dues/memberships line and in the education/conferences line. Mr. Innes explained that the treasurer will not be running for election in 2012 and the new treasurer will need training.

Member John Feuer made a motion to leave the dues and memberships line at \$50 and the education conferences line at \$125. Vice Chairman Bill Smith seconded the motion. Vote 6/0, all in favor.

Computers – Maintenance support and upgrades were \$27,229. This year they are \$36,742. The committee discussed the new software program for the police department. They are suggesting \$38,320. Last year the line was \$6,668. The software line increase is for the new police software, CrimeStar. It is recommended that it be completed in one year. The committee asked about putting it to a warrant. Sue Carroll asked about a 2 year plan since the price tag is the same. The advantage of a one year plan is all 4 cruisers will have the program in one year. SGT Caggiano informed the committee that the majority of the software has to be done in one year and

savings over 2 years is hardware and some licensing. Chairman Morse agreed to upgrade in one year as recommended.

Member Craig Schuster made a motion to leave the line at \$38,320. Member John Feuer seconded the motion. Member Wendy Barker abstained. Vote: 5 in favor, one abstained.

Hardware is \$12,000 and It services is at \$18,000. They are part of the Crimestar package.

Budget Committee - is down from \$1,165 to \$1,066 for the clerk and education and conferences. Education and conferences was reduced to \$150. Member Craig Schuster suggested bringing that line down to \$100. The committee agreed to leave it at \$150. There was no vote.

Legal Services – The budget last year was \$50,000. The Selectmen recommended \$35,000. Vice Chairman Bill Smith informed the committee that a vote had already been made on November 27, 2012 to recommend bringing the line to \$15,000. The committee agreed to let the vote of November 27, 2012 stand. There was no vote.

Defense Proceedings - Other professional services – \$1500. The committee discussed the other professional services line. Sue Carroll suggested reducing the line because the town never spent more than \$331.

Vice Chairman Bill Smith made a motion to reduce the line to \$1,000. Member Sue Carroll made a request to amend the motion and reduce the line to \$500. Member John Feuer seconded the motion at \$500. Vote: 6/0 in favor of reducing the line to \$500.

Personnel Administration - Unemployment compensation, sick leave bank is \$1,000 to cover 30 days sick leave. No recommendations.

Planning and Zoning - Recording clerk 1.125% increase, the telephone is level funded at \$1,000. Other professional services is \$10,000 down 52% from last year. Printing and binding is down to \$1,000 from \$2,000 in 2012. Postage is level; Miscellaneous and new equipment are \$1. Mileage is \$100. Recording of plans is \$100. Education and conferences is level at \$200. Public notices is up to \$1500 compared to \$1,000 last year. No recommendations.

Zoning and Appeals – The recording clerk is increased from \$1800 to \$2,000, due to the increase in pay. FICA and Medicare increase accordingly. Office supplies is level at \$200. Postage is up to \$1,500 compared to \$1,000 last year. Member Sue Carroll recommended leaving postage at \$1,000.

Member Sue Carroll made a motion to drop the postage line to \$1,000. Vice Chairman Bill Smith seconded the motion. Discussion, Selectman Childs informed the committee that it was increased because the town is anticipating more building and notices will have to be sent. Vote: 5 in favor with Member John Feuer against.

New equipment is level funded at \$1. Education and conferences is level at \$200. Education and conferences is level at \$200. Public notices is level funded at \$1,400. No recommendations.

Buildings

Town Hall Repair and Maintenance – the supervisor’s salary is increased 1.125%, there is no health insurance; FICA and Medicare are increased accordingly. The telephone line is level.

Mr. Innes informed the committee that line 49041.230.01 is zero and it should have something. \$6,500 was proposed by the Selectmen. The committee will come back to it.

The telephone line is level at \$400. Cleaning services is \$8,320, the committee agreed. Pest control, alarm sprinklers is level at \$1200. Electricity is level. Heat is level at \$1,000 and is geothermal. The heat line is for oil but not much is used.

Vice Chairman Smith made a motion to recommend cutting the heat line to \$500. Member Sue Carroll seconded the motion. No discussion. Vote: 6/0 in favor.

The committee returned to 49041.230.01. The budget for 2012 was \$8,000 and expenditure was \$18,120 for sidewalk repairs, new shutters and other items. The committee discussed what was included in the line and if rewiring is included. Mr. Innes informed him that rewiring is on a warrant article. Mr. Innes explained what needed to be repaired; the kitchen wall and vanity due to water damage and other ongoing maintenance, some of the repairs have been made this year. Bill Smith looked through Town Hall maintenance. Line 41941430.00 has all the same information. Mr. Innes says line .230.01 is not in his expense budget. Line 419430.00 general maintenance has the \$6500 in it. Mr. Morse said that line 230.01 could be taken out.

The septic line is the same. General maintenance is agreed upon. Equipment repairs is \$400, the town has not used that line. Mr. Childs explained that they always leave something in it for emergencies. It is line 41941.430.01.

Member Sue Carroll made a motion to bring the equipment repair line to \$1 for a place holder. Vice Chairman Bill Smith seconded the motion. Vote: 6/0 in favor.

Household supplies is level at \$500. Miscellaneous is \$400. Mechanical is \$300. New equipment is \$150. Food is \$700. Mileage is \$2,200, unchanged. The committee agreed.

Town Garage - Well test and alarm system – level at \$400. General maintenance is down from \$5,800 to \$3,725. The selectmen took the generator out of the budget.

Police Station - Other professional services up to \$1,500. General maintenance is up to \$2,200 in the selectmen's column. The selectmen took out the request to take out a wall and make a conference room. It was moved to this year and they already have awarded a bid.

Fire Department - Other professional services is \$3,100 for 2013 for the elevator. Septic is up \$10. General Maintenance was \$8,500 last year. \$23,000 was proposed and the selectmen recommended \$5,000. Mr. Innes explained that the requested sidewalk was pulled to this year and they have bids. He needs to check. The committee agreed.

Library - Other professional services is level. Septic is up \$10. General maintenance is up to \$2,100. Mr. Innes explained that there are leaks in cupola and rain is coming in. The committee discussed septic. The recommendation is that they be pumped every year.

Kimball House – Electricity is level; heat is level at \$2,600. Water is up from \$350 to \$360. General maintenance is up from \$800 to \$1,761 from last year, down from the \$5,961 proposed. Mr. Innes explained that the drop is because the basement walls, including rock walls and brick walls are in severe need of repair. The money was pulled in to this year, a bid was awarded last night and work will be started within the next couple of weeks.

Hearse House - Septic is up \$10, the pavilion and Woodlock Park are included. General maintenance is down from \$4,000 to \$1,200. General maintenance at the Hearse House is up from \$200 to \$500 due to structural problems. Joists are missing in the roof, it needs vinyl siding, bids have gone out and Mr. Innes is talking to the low bidder.

Community Center – Other professional services is level funded at \$1,000, Septic has increased from \$400 to \$580. The grease traps need to be cleaned quarterly. General maintenance is down from \$20,485 to \$9,830. The

selectmen put off the new roof, the recommended amount is for general repairs to fix the floor that bounces, and they need to get someone in.

Family mediation – General Maintenance – the selectmen recommended \$1,750. The original amount of \$5,950 was for repair of the floor, it was pulled into this year, and the bid was awarded Monday. Repair of the entryway rug and pad were pulled into this year. Chairman Morse asked what the \$5,950 was for and Mr. Innes explained that it was for pest control, the building is old, there are holes in the walls, most of the work will be done with the trustee program, and the money is for the cost of paint and supplies and other things.

East Road Building – last year maintenance was funded at \$1000, it was originally proposed at \$3,282 and is back down to \$1,000. Mr. Innes explained that security lighting was moved to this year and awarded Monday. The rest is for netting for the door and damaged siding. Mr. Morse requested more discussion; wants to revisit later, he thinks East Road should be less.

Cemetery – There is a decrease in wages from \$12,240 to \$10,113. Cemetery Deeds are level at \$300. Other professional services increase from \$10,000 to \$15,000. Minor equipment is \$2,000. Care of grounds is level funded at \$20,000 for the lawn mowing service. Mileage is level at \$100 and doesn't get used.

Other insurance – property and liability was \$54,672 last year and proposed is \$55,668.

Advertising Regional is down from \$6,278 to \$6,269. Member Sue Carroll requested to remove the line. Mr. Innes explained it is for the circuit rider from Rockingham Planning Commission. The committee discussed the line. Member John Feuer asked why it doesn't go into planning.

Public Safety

Police Department – the chief's salary is up from \$22,586 to \$31,866. Part time officer pay is decreased from \$85,000 to \$80,000, which is the selectmen's recommendation. The department asked for \$91,350. Full time officers pay hourly is \$250,161, an increase. Chairman Morse asked if there was a final decision on the \$80,000. Chairman Morse recommended taking the DEA agent salary out of the part time line and making it a separate line. Chief Consentino said it could be done and that they will decide if they are keeping him by the 1st or 2nd month or by the end of February or before town meeting. The Town is not getting a return from the federal government. Mr. Morse recommended the Town should still have that line if it's zero it's zero. The Committee continued to discuss the part time officers' line and DEA officer salary. Mr. Morse asked if the town has a special account set up and how the Town gets reimbursed. The Committee continued the discussion. Mr. Innes said he will clarify and get back to the committee. Mr. Morse said if the DEA agent salary was out, that line would be reduced by his salary, which would be 32 hours x \$15.00. Mr. Morse said it would be \$26,000. Chief Consentino said if \$26,000 was taken out of \$91,500 and put in a separate line, he would be ok. Mr. Morse asked what the Board of Selectmen's opinion was. Mr. Innes informed him that the line was cut to \$80,000 because with 6 full time officers, the part time officer role is less. Chief Consentino would leave the part time line at \$80,000 and leave the DEA agent in. Chairman Morse remarked that if the DEA officer is taken out of the part time officer line, that line would be at \$54,000. The committee agreed to leave the line at \$80,000, the selectmen's recommendation.

The full time officer's line is \$195,916; the proposed is \$250,161 because another full time officer was hired. There was a onetime contract buy out which was not funded this year. Dispatch went from \$37,982 to \$38,552 which is 1.5%. School crossing is \$7,786 and is level for this year. The Sergeant's line is \$65,000 last year, this year it is \$68,005. The clerk's line was \$14,168 last year and increased to \$15,733 for 2013. Full time officers' overtime was \$22,500 last year and \$22,838 for 2013. Full time officers pay hourly was \$195,916 last year and increased to \$250,161 this year. Mr. Innes informed the committee that the sergeants over time line has been added and needs to be funded. Sue Carroll recommended taking some of it from the full time officers over time line. The committee discussed how to fund the line. Mr. Morse stated that Chief Consentino had agreed to one fifth of the full time officers over time line. The committee agreed to fund the sergeants over time line by taking one fifth from the full time officers' overtime line. This would make the sergeant's overtime line would be

\$4658. Mr. Innes said he would like to go over the expended line and get back to the committee. Member Craig Schuster pointed out that the next two lines were incorrect too.

Chairman Morse pointed out that the expense budget is off by one line from the buyout line 42110.110.03. The full time officers' overtime line is \$18,270, line number 42101.110.08. The sergeants over time line would be 42101.110.09 at \$4,568. The committee agreed to the changes with no motion.

Insurance last year was funded at \$99,324. This year it is proposed at \$111,068 due to the addition of another officer. Retirement went from \$40,000 to \$77,152 off by \$20,000 last year. Legal services is level funded at \$19,480. Dues and memberships is level funded at \$2,210. Mileage is level funded at \$250.

Education and Training – the training line (payroll) decreased from \$9,900 proposed to \$9,135 as recommended by the selectmen. FICA and Medicare are up. Retirement increased from \$120 to \$1033. Training instructor pay is decreased from \$1000 in 2012 to \$800 for 2013. Education and training supplies are level funded at \$3,000. Member Craig Schuster remarked that FICA and Medicare don't agree with the decrease in the payroll line number 42104.00.00. Mr. Morse stated that adjustments needed to be made to those lines. The committee discussed how to calculate FICA and Medicare.

Support services was level. The telephone line went from \$8,500 to \$6,500 recommended by the Selectmen. Physicals was level funded at \$600. Printing decreased from \$1,126 to \$1,000. Office supplies for 2013 were level funded at \$5,000. Postage is level funded at \$1,400. New equipment is level funded at \$5,000. Uniforms are level funded at \$12,000.

Selectmen Barbera told the committee that \$7,000 for the telephone line is more appropriate.

Member John Feuer made a motion to recommend changing the telephone line to \$7,000. Member Sue Carroll seconded the motion. Vote: 6/0 in favor.

Member Craig Schuster made a motion to bring the postage line down to \$1,000. Member Sue Carroll seconded the motion. There was no discussion. Vote: 6/0 in favor.

Special details - \$5,000 was funded for 2012. The proposed and recommended amount was \$5,075 including FICA Medicare and retirement. The committee agreed.

Building maintenance – Cleaning services was \$6,344 in 2012 and proposed this year. The selectmen decreased the amount by \$1,500 to \$3,500. Selectman Childs explained that the trustees are doing the work. Mr. Innes explained that it was \$130 month to buff the floors, and selectmen said it was too much so they reduced it. Chief Consentino said he can't guarantee he will have trustees and still needs a cleaning company at \$46 a week. Member John Feuer recommended leaving the building maintenance line at \$3500. Member Sue Carroll recommended \$1,500. Chairman Morse recommended \$2,000.

Member Craig Schuster made a motion to recommend reducing the building maintenance line to \$2,000. Member Sue Carroll seconded the motion. There was no discussion. Vote: 6/0 in favor. Line number 42107.360.00.

Electricity for 2012 was \$6,000, proposed for 2013 is \$6,000. The committee agreed with the selectmen's change to \$5,500. Heating oil was \$5,000 for 2012, the selectmen voted to leave it at \$5,000; the budget committee recommended the same. General maintenance is \$650 level funded. Household supplies are level funded at \$450. Food is level at \$1300.

Juvenile – last year was funded at \$2,000, the proposed amount is \$2,000. The selectmen recommended \$1,500. Member Schuster pointed out that the expense has been between \$700 and \$1,000. Chief Consentino explained that 2 officers are being DARE trained so the budget is up. The committee discussed the juvenile officer line and

agreed with the selectmen's recommendation. FICA and Medicare correspond and juvenile supplies is level funded at \$1,000. The committee agreed.

Cruiser maintenance – Equipment repair is level at \$3,750. Cruiser gas is up from \$38,152 to \$40,000. Cruiser maintenance is level funded at \$13,400. Cruiser lease agreement is \$1. The committee had agreed that the cruiser lease agreement would be put on the ballot. New equipment was proposed at \$5,000. The selectmen recommended \$3,500 and the committee agreed.

Elderly affairs - Payroll is \$29,580 the proposed payroll was \$34,731. This is an increase in hours but no raise since they've been hired. Postage was \$900 last year and \$900 was proposed for 2013. The selectmen recommended \$100 and the committee agreed. Gas is proposed at \$6,000 the same as 2012. Vehicle maintenance is level at \$2,000.

Ambulance - the contract is level funded at \$1.

Chairman Morse requested a break. The committee decided to review the library and adjourn then start with the fire department next week Tuesday, December 18, 2012. Vice Chairman Bill Smith was not at the meeting before the hearing to discuss warrants. The public meeting will be held on January 15, 2013. Three meetings are scheduled and the January 8, 2013 is the final budget review.

Library

Librarian salary is increased from \$57,784 to \$59,090. Diane Heer explained that there was a staff line variance because 2 staff members get a 1.2% longevity increase making roughly a \$400 difference. The Children's librarian went from \$30,731 in 2012 to \$39,000 proposed for 2013. The Library Aide line went from \$110,809 in 2012 to \$109,055 due to merit increases. The employee merit line is \$1,227 put in for 2013. Health insurance, FICA and Medicare change correspondingly. The telephone line is level funded at \$2,940. Cleaning services is \$11,700. Electricity is up \$700 from \$14,000 in 2012 to \$14,700. Heat is level funded at \$17,000. Dues and memberships line is level funded at \$470. Library supplies line increased from \$4,250 in 2012 to \$4,750 proposed for 2013. Postage is level funded at \$450.

Materials of trade line was \$30,000 in 2012 and \$32,000 was proposed for 2013. Sue Carroll asked to discuss reducing the line \$2,000 back to \$30,000, the same as last year.

Member Sue Carroll made a motion to reduce the materials of trade line to \$30,000. Vice Chairman seconded the motion. The committee discussed the motion. Member John Feuer against, Member Craig Schuster against Member Sue Carroll and Vice Chairman Bill Smith in favor motion failed 2 in favor 2 against, the materials of trade line is staying at \$32,000.

Equipment is level funded at \$6,600, mileage level funded at \$1,000. Education and conferences is level funded at \$2,000.

Library Misc. - Other professional services increased \$1,000 from \$11,700 in 2012 to proposed \$12,700 for 2013. The water line usage and fire protection increased from \$2,700 in 2012 to \$2,800 proposed for 2013. Custodial supplies is level funded at \$800. Computer software increased by \$1,000 to \$4,000 proposed for 2013. Computer hardware is level funded at \$650. Water decreased from \$240 in 2012 to \$200 in 2013.

Member Craig Schuster suggested decreasing some of the budget and saving on education and conferences and requested the library find areas to cut in their budget.

Member Craig Schuster made a motion to adjourn. Member Wendy Barker seconded the motion. Vote 6/0 in favor. Chairman Harold Morse adjourned the December 11, 2012 meeting of the budget committee at 10:30 pm.