

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, September 2, 2014**

Members Present:

Bill Smith, Chairman
Kay Galloway
Sue Carroll (by telephone)
Wendy Barker
Craig Schuster
Thomas Mealey

Others Present:

Phil Consentino, Selectman Liaison

Chairman Bill Smith called the September 2, 2014 meeting of the Atkinson Budget Committee to order at 7:00 pm.

Agenda: The agenda for the September 2, 2014 meeting of the budget committee will be: updated calendar; review minutes from July meetings; updated expenses; updated revenues; upcoming training class; general discussion.

Sue Carroll requested to report on the Department of Elder Affairs budget. She met with Ted Houlihan who informed her that there will be a small increase in salaries, but the budget will not be increased much more. The Liberty room at the Community Center is not in his budget.

Member Thomas Mealey commented that Noriko has \$50,000 in professional services to spend on the Liberty Room. He sent Sue Carroll a follow up email. Sue responded that the Committee needed to clarify the expense. Another issue is expenses for air conditioning and electricity for Elder Affairs. Wendy Barker informed the Committee that she was unaware of the expense although she is assigned to the Community Center budget. There is also nothing in Dave Weymouth's budget.

Mr. Smith informed that there is a line in revenue for \$49,250 for in recreation for Sun and Fun. Ms. Barker explained that that sum is for the Sun and Fun recreation program.

Member Sue Carroll left the meeting.

Draft Calendar:

Changes to the calendar were made to accommodate department head schedules. The amended calendar will be posted on the bulletin board. Community Affairs got moved up to the second meeting, October 14, 2014. Animal Control got moved to the same night as the Police presentation, October 7, 2014.

Minutes - Mr. Smith requested to review the minutes for the last meeting. The Committee agreed to accept the minutes as written.

Member Kay Galloway made a motion to accept the July 1, 2014 minutes of the Atkinson Budget Committee as amended. Member Wendy Barker seconded the motion. All members present voted in favor. Vote: 5/0/1 with Member Sue Carroll absent.

Member Kay Galloway gave a report on the Highway Department Budget. She suggested giving the gas contract to Cumberland Farms. The Committee discussed putting the gasoline contract out to bid. Selectman Liaison Phil Consentino gave the Committee some history on previous suggestions. One suggestion was purchasing gas from the Department of Transportation. No one has obtained figures from them.

Mr. Consentino informed the Committee that he could talk to Sandra LeVallee, the Town book keeper, next week. Mr. Consentino agreed to put giving Cumberland Farms the gas contract on the Selectmen's agenda. The Town of Plaistow gets its gas from Cumberland Farms. Member Galloway suggested talking to whoever does the bookkeeping in Plaistow and asking how they handle gas expenditures. Mr. Smith recommended that the Committee talk to Selectman Baldwin and the Plaistow accountant before talking to Ms. LeVallee about any issues she might have about changing the gas bid to Cumberland Farms. The Committee agreed that Mr. Consentino talk to Ms. LeVallee and request that she talk to the bookkeeper in Plaistow about how Plaistow handles the deductions from Cumberland Farms gas purchases by Plaistow employees.

Mr. Smith asked if anyone would like to talk about the 2014 budget expenditures last edited 9/1/2014.

The email address budgetcom@atkinson-nh.gov is strictly for the Chairman of the Committee. Currently the mailbox is getting mail for other purposes. Any email about the budget should go to all members of the Budget Committee.

The Committee discussed the \$50,000 revenue in the Sun and Fun budget. Ms. Barker explained that any revenue from Sun and Fun goes right back into Sun and Fun but first it goes into the Town general fund. Any revenue generated by the Community Center goes into the general fund.

Mr. Smith requested to discuss the lines for Selectmen's salaries and associated expenses. They are the same as for the 2014. Mr. Consentino agreed to find out what the professional services expenses for the 2015 budget are for.

Mr. Moakley asked about insurance costs for Town employees. Ms. Barker explained that the Selectmen have to put the insurance contract out to bid. The Committee discussed insurance companies in New Hampshire and what type of policy the Town should have. Mr. Consentino informed the Committee that the Selectmen would be discussing a new insurance policy for Town employees.

Mr. Smith requested a volunteer from the Budget Committee to work with the Selectmen to lower the cost that the Town pays for insurance for Town employees.

Next, the Committee discussed the Revenue Budget. The middle column shows forecasted revenue, the other columns are expenditures and the balance. There is \$49,787 in Sun and Fun revenue. This money may have been what Noriko mentioned to Mr. Moakley.

Ms. Barker pointed out that this is projected revenue and much of it has not been collected. She will ask the Town bookkeeper.

There is a training class. Mr. Smith suggested that Ms. Barker, Ms. Galloway and Mr. Moakley sign up for the course. Even if they are unable to attend, they will get the book. Mr. Smith will request that the books be mailed to the Committee. The class is held in Manchester.

Ms. Barker requested to mention direct deposit. It saves the Town a lot of money in printing. She also mentioned that electricity will be over again this year. Gas and oil requests for bid are going out the first or second week of October.

Ms. Barker also informed the Committee that she is going to suggest bringing in a grant writer because the Town has missed a lot of grant opportunities. Grant writers get a percentage of the grant for pay. Mr. Consentino informed the Committee that the Plaistow Police Department gets half its money from grants. Ms. Galloway agreed and suggested that the Committee talk to Selectman Baldwin. Ms. Barker agreed to ask Mr. Baldwin who writes grants for the Town of Plaistow. Mr. Moakley suggested contacting Alan Phair, Chairman of the Library Trustees.

Regarding the maintenance budget, Ms. Barker discussed the need for preventative maintenance and having a schedule for preventative maintenance. Another category would be items that are necessary for health and maintenance of the structure. A third category would be for projects. Ms. Galloway agreed and suggested building inspections.

Mr. Consentino requested that the Committee look at the Community Center maintenance account. The Committee discussed transferring funds from one department to another.

The next regular meeting of the Budget Committee will be Wednesday, October 7, 2014 at 7:00 PM.

Member Kay Galloway made a motion to adjourn the September 2, 2014 meeting of the Town of Atkinson Budget Committee at 8:30 pm. Member Wendy Barker seconded the motion. All members present voted in favor. Vote: 5/0/1. Member Sue Carroll left the meeting.