

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, October 28, 2014**

Members Present:

Chairman Bill Smith
Wendy Barker, Vice Chairman
Kay Galloway
Sue Carroll
Craig Schuster
Trustees

Others Present:

Bill Innes, Town Administrator
Phil Consentino, Selectman Liaison
Sue Killam, Planning and Zoning
Karl Athanasiou, Information Technology
Alan Phair, Chairman Library

Diane Heer, Library Director

Chairman Bill Smith opened the meeting at 7:00 PM, Tuesday, October 28, 2014.

Planning and Zoning: Ms. Sue Killam presented the Planning and Zoning budget. Ms. Killam informed the Committee that Planning and Zoning has not changed. The Committee asked about postage and certified mailings. Ms. Killam explained that the Planning and Zoning sends certified mailings. She charges applicants \$7.00 per mailing but the cost of postage and certified mail is going up. The Committee discussed raising the rate to \$10.00 but decided to wait.

Planning and Development Control - Account Number 41911:

Recording Clerk - Line Number 41911.110: level funded at \$900.

Printing and Binding - Line Number 41911.550: is a place holder.

Education and Conferences - Line Number 46111.850: \$100

Zoning Appeals - Account Number 41913: Ms. Killam presented the Zoning Appeals budget.

Recording Clerk - Line Number 41913.110: same

Office Supplies - Line Number 41913.620: same

Postage - Line Number 41913.625: went from \$1,000 to \$1,500.

New Equipment/Maintenance - Line Number 41913.740: same

Education and Conferences - Line Number 41913.850: same

Public Notices - Line Number 41913.860: went from \$1,500 to \$2,000.

Building Inspections- Account Number 42401: Ms. Killam presented the Building Inspections budget.

The Committee asked about revenues for building; plumbing and gas inspections and electrical inspections. The Town charges between \$50.00 and \$80.00 per permit except for new construction which is charged by the square foot. Ms. Killam does not see the revenue numbers.

Mr. Innes explained that FICA and Medicare should be the same.

Library: Diane Heer, Library Director and Alan Phair, Chairman, Library Board of Trustees presented the Library budget.

Library Admin - Account Number 45501: - Mr. Phair presented the salary lines of the Library Budget and Ms. Heer presented the expense portion of the budget.

45501.110.01 - Librarian (Library Director): Ms. Heer's contract expires at the end of this year. They are negotiating a new agreement. The Library Committee looked at salaries for head librarians in other towns and talked to Mr. Innes. After investigating salaries, they set a range and Ms. Heer's salary is at the low end of the scale. The average salary for surrounding towns is around \$63,000. The Trustees are recommending a 5.03% increase bringing the Library Director's salary to \$63,908.

45501.110.02 - Children's Librarian (Youth Services): increase in salary on January 1st from \$20 per hour to \$21.00 per hour. It is a 5% increase, an increase that is in line with libraries in the area.

The Committee suggested that the line names be changed - Head Librarian should be Library Director, Children's Librarian should be Youth Services Director and Library Aides should be changed to Library Assistants. Mr. Phair and Ms. Heer agreed.

45501.110.03 - Library Assistants: There are 11 library assistants. The Library Committee tries to follow what the Town does for merit increases for the library assistants. The line does not reflect the 2% merit increase. The employee merit line does. \$113,340 is the salary and \$2,267 is the 2% merit increase. The Library Assistants are part time and range in hours to a few per week up to 30 hours a week or more. Library Assistants can be everything from a library page and up. The hourly rate ranges from \$8.25 to \$15.00 or \$16.00. The Youth Services Director is full time. A few of the assistants are at the high end. Ms. Barker asked if the Youth Services Director is paid by contract and Ms. Heer explained that position is paid by merit. It is up to the Board if the Youth Services Director becomes a contracted position.

45501.210.00 - Health Insurance: Employees are going to contribute 5%. The Selectmen have voted on it. The figures in the Library budget do not reflect the change. FICA, Medicare and Retirement are all percentages that tie off the salary lines. FICA is \$13,838.

45501.341 - Telephone: same

45501.360 - Cleaning: same

45501.410 - Electricity: 106,000 kwh. The delivery from Unitil has gone up tremendously, so the line has increased. She has taken an average about what the expense has been. Unitil informed her that they are not increasing delivery charges. The Committee discussed the increase in electricity usage at the Library. Ms. Heer believes the HVAC is the main reason for the demand.

45501.411 - Heat: The Library heats with propane and the contract is going out to bid.

45501.560 - Dues and Memberships: \$100 increase because Ms. Heer added another employee for professional memberships.

45501.610 - Library Supplies: same

45501.740 - Equipment/Maintenance: same

45501.820 - Mileage: same

45501.850 - Conference/Education: same

45501.840 - Programs for Children: Ms. Heer has added a line for programs for children. The library has no funding for programs. The Friends of the Library have paid for programs so far but Ms. Heer is asking for something to be added to the line as an added line. The Friends provided about \$10,000 for programs. They have also provided other things like a generator. The Friends funds have been depleted. The Library would also like outdoor concerts. They get groups to provide some donations to support programs and they get grants over and above what the Friends contribute. However, Ms. Heer is concerned that the Friends will not be able to sustain the level of contribution.

Library Misc. - Account Number 45502:

Other Professional Services - Line Number 45502.390: same

Water - Line Number 45502.412: This line is for the fire suppression system and is the same.

Custodial Supplies - Line Number 45502.640: same

45502.730 Computer Software and 45502.740 Computer Hardware: This line is down because they bought a new server.

Water - Line Number 45502.810: drinking water from Poland Spring.

Ms. Carroll asked why the Library Total budget had gone up. Ms. Heer explained that it was due to the increase in salaries and the addition of health insurance. Mr. Schuster asked if the fire suppression line should go into another account like buildings.

No other questions.

Computers - Account Number 41506: Karl Athanasiou presented the computer budget. The budget has dropped by 13%. The Software Purchase line has dropped by 40%.

Software Maintenance - Line Number 41506.430: same

Hardware Maintenance - Line Number 41506.430.01: \$1

Software Purchase - Line Number 41506.730.00: went down from \$13,200 to \$8,000. This amount will cover any software upgrades. The software purchase line will cover the cost of new Microsoft Office, licenses, software for new laptops, connection licenses and licenses for 2 new Selectmen. The Committee returned to discussing software purchases. Mr. Smith asked if it was necessary to purchase a new version of Office for the new laptops or if it was possible to transfer licenses for the old versions. Mr. Athanasiou explained that it is cumbersome to switch between versions. Mr. Innes explained that the new laptops will have new licenses, while the licenses for the 3 old laptops will travel with them. Ms. Barker explained that Office 2010 is standard for Town computers. Mr. Athanasiou will look into transferring licenses and the IT Committee recycles software until it is no longer supported.

Hardware Purchase - Line Number 41506.740: increase due to a new firewall and a new switch, a new laser printer, 5 new laptops for Selectmen and 2 desktops for the Police Department to replace

obsolete equipment. 3 used laptops will replace other equipment in the Town Hall. Mr. Innes explained that the Town chose laptops because of a lack of room for desktops. The cost of laptops is about \$1,000 each. Ms. Barker stated that a \$500 laptop would be sufficient. Mr. Athanasiou explained that the cost included licenses and warranties. The IT Committee buys for everyone except the Library. The Library Board of Trustees purchases IT equipment for the Library. Ms. Barker explained that there is a lot of communication between the Library Trustees and the IT committee. They both use the same vendor, so there is consistency of product.

New Projects - Line Number 41506.740.01: \$2,000 is for replacement battery backup for the servers. The \$16,000 for last year has been spent on new servers and other equipment. Mr. Innes will look in to updating the line. It is down 13% from last year.

IT/Professional Services - Line Number 41506.890: It is for Vimeo, domain registration, and the contract with First Choice.

Budget Committee - Account Number 41509: Mr. Innes presented the Budget Committee budget. The 2013 budget was brought over to the 2014.

Budget Committee Clerk Line Number 41509.110: \$860.00, the same as last year. There is no FICA or Medicare.

Office Supplies - Line Number 41509.620 \$1

Education and Conferences - Line Number 41509.850 \$1

The total for the Budget Committee 2014 budget is \$862.00.

Minutes: September 2, 2014, October 7, 2014 and October 14, 2014.

September 2, 2014 - deferred

October 7, 2014 - deferred

October 14, 2014:

Mr. Consentino was added to the list of people attending the meeting.

Ms. Barker explained that the line should be changed to say that, "she stated that special projects and general maintenance for the Buildings Account were broken down as she had requested."

Chairman Bill Smith made a motion to accept the minutes of the October 14, 2014 meeting of the Atkinson Budget Committee as amended. Member Craig Schuster seconded the motion. All members of the Committee present voted in favor. Vote: 5/0 with one member absent.

October 21, 2014:

Ms. Barker asked about the ambulance account. The following is added: "Ms. Barker asked about the contract with the Fire Department and the Ambulance Company that brings in about \$5,000 to the Town. Chief Murphy explained that the money goes into the General Fund but could be used for building repairing and maintenance."

The Committee discussed the Ambulance Contract.

There were no other changes.

Member Craig Schuster made a motion to accept the minutes of the October 21, 2014 meeting of the Atkinson Budget Committee as amended. Vice Chair Wendy Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0 with one member absent.

The next regular meeting of the Budget Committee will be Tuesday, November 4, 2014 at 7:00 PM.

Member Craig Schuster made a motion to adjourn the Tuesday, October 28, 2014 meeting of the Town of Atkinson Budget Committee at 8:00 PM. Member Sue Carroll seconded the motion.

Discussion: Seminar on FICA and Medicare. Ms. Galloway passed out information from the meeting to the Budget Committee.

All members present voted in favor. Vote: 5/0 with one member absent.