

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, January 13, 2015**

Members Present:  
 Bill Smith, Chair  
 Wendy Barker, Vice Chair  
 Kay Galloway  
 Sue Carroll  
 Tom Mealey,  
 Craig Schuster  
 Phil Consentino, Selectman Liaison

Others Present:  
 Barbara Snicer, Assistant Town Administrator  
 Ted Stewart, Road Agent

Chairman Bill Smith opened the meeting at 7:00 PM, Tuesday, January 13, 2015.

The Committee again discussed warrant articles and voted on most of the money related ones, as shown below. Three of them, currently 23, 26 and 27, the Committee agreed to vote "abstain" at the January 13, 2015 meeting, pending additional information.

**Proposed Articles for the 2015 Warrant**

**Article #2015-2 - Collective Bargaining Agreement (CBA)**

**Shall the Town of Atkinson vote to approve the cost items included in the collective bargaining agreement reached between the Town of Atkinson and the Teamsters Local #633, which calls for the following increases in salaries and benefits at the current staffing level:**

<u>Fiscal Year</u>	<u>Estimated Increase</u>	<u>Fiscal Year</u>	<u>Estimated Increase</u>
2015	\$7,238.00	2018	\$6,822.00
2016	\$6,427.00	2019	\$7,010.00
2017	\$6,614.00		

**And further to raise and appropriate the sum of Seven Thousand Two Hundred Thirty-eight Dollars (\$7,238.00) for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels?**

*Board of Selectmen: Yes 3, No 0, Abstain 0  
 Recommended by the Budget Committee: Yes 5, No 1, Abstain 1*

**Article #2015-4      Operating Budget**

**Shall the Town of Atkinson raise and appropriate as an Operating Budget, not including appropriations by Special Warrant Article and other appropriations voted separately, the amounts set forth on the Budget posted with the Warrant, or as amended by vote of the first session, for the purposes set forth therein, totaling \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)?** Should this article be defeated, the Default Budget shall be \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), which is the same as last year, with certain adjustments required by previous action of the Town of Atkinson or by law, or the governing body may hold one Special Meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised Operating Budget only.

**Article #2015-5 Video Playback Server**

**Shall the Town vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000.00) for the purpose of purchasing and installing a video playback server, associated network-attached storage and other related equipment and accessories for Atkinson Community Television, such sum to be withdrawn from the Cable Capital Reserve Fund established March 12, 1994 for this purpose?** As of December 31, 2014, there were Two Hundred Seventy-nine Thousand Eight Hundred Twenty Nine and 16/100 Dollars (\$279,829.16) in the Cable Capital Reserve Fund. No new tax dollars will be needed to fund this appropriation. This is a non-lapsing article and will not lapse until the project is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

**Article #2015-6 Robotic Video Cameras**

**Shall the Town vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000.00) for the purpose of purchasing and installing tripod-mountable, robotic video cameras and related equipment and accessories in Town Hall for Atkinson Community Television, such sum to be withdrawn from the Cable Capital Reserve Fund, established March 12, 1994 for this purpose?** As of December 31, 2014, there were Two Hundred Seventy-nine Thousand Eight Hundred Twenty-nine and 16/100 Dollars (\$279,829.16) in the Cable Capital Reserve Fund. No new tax dollars will be needed to fund this appropriation. This is a non-lapsing article and will not lapse until the project is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

**Article #2015-7 Cemetery Capital Reserve**

**Shall the Town vote to establish a Cemetery Capital Reserve Fund for the purpose of developing an additional section in the Atkinson Cemetery; to appoint the Selectmen as agents to expend; and, to raise and appropriate Ten Thousand Dollars (\$10,000.00) for this purpose?** This article is in addition to Article #2015-4, the Operating Budget.

Discussion: Do not know the cost. The Town is required to have a cemetery. The money is needed to purchase additional land for the cemetery.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 4, No 1, Abstain 2*

**Article #2015-9 Lean-to Shed**

**Shall the Town vote to raise and appropriate Four Thousand Dollars (\$4,000.00) to construct a 12' by 30' lean-to shed on the North side of the Town Salt Shed, to be used by the Conservation Commission and Road Agent for storage of small equipment?** This is a non-lapsing article and will not lapse until the project is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 2, No 1, Abstain 0  
Not Recommended by the Budget Committee: Yes 1, No 5, Abstain 1*

**Article #2015-10 Elder Services' Capital Reserve**

**Shall the Town vote to establish an Elder Services' Capital Reserve Fund for the purposes of replacing vehicles and equipment, and to raise and appropriate Twenty Thousand Dollars (\$20,000.00) for this purpose?** This article is in addition to Article #2015-4, the Operating Budget.

Discussion: Why not have a separate donation fund? Get donations from people who use the service, put on ACT TV, give out a brochure. Ms. Snicer is concerned that the Department of Revenue will want the Town to put donations into the General Fund. Brochures have been made, they are available at the Community Center. The wheelchair van has to be replaced. Atkinson does not have a contract with CART. Mr. Mealey agrees the wheelchair van needs to be replaced and stated that the Warrant Article should specifically state that the money will be used to replace the wheelchair van.

*Board of Selectmen: Yes 2, No 0, Abstain 0  
Not Recommended by the Budget Committee: Yes 1, No 4, Abstain 2*

**Article #2015-11 Purchase Fire Pumper**

**Shall the Town vote to raise and appropriate Four Hundred Fifty Thousand Dollars (\$450,000.00) to purchase a new Pumper and associated equipment for the Fire Department, of which Three Hundred Forty-five Thousand Dollars (\$345,000.00) to come from the Fire Department Capital Reserve Fund, as modified March 14, 2000, and established for this purpose, and One Hundred Five Thousand Dollars (\$105,000.00) to be raised by taxes, and to authorize the Selectmen to dispose of the 1982 Mack Fire Pumper by trade, sale or bid?** This purchase is to replace the 1982 Pumper, and is a non-lapsing article and will not lapse until the project is complete or until December 31, 2020, whichever comes first and is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

**Article #2015-12 Fire Department Capital Reserve**

**Shall the Town vote to raise and appropriate the sum of One Hundred Twenty-five Thousand Dollars (\$125,000.00) to be added to the Fire Department Capital Reserve Fund, as modified March 14, 2000 for the purpose of acquiring fire equipment and vehicles, as outlined by the Board of Engineers' Capital Improvement Plan if and only if Article #2015-11 to purchase a new Pumper fails to pass?**

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

**Article #2015-13 Replace SCBA Gear**

**Shall the Town vote to raise and appropriate the sum of One Hundred Thirty-one Thousand Nine Hundred Seventy-six Dollars (\$131,976.00) for the purchase of Self-Contained Breathing Apparatus (SCBA) and associated equipment for the Fire Department, if and only if One Hundred Twenty-five Thousand Six Hundred Ninety-two Dollars (\$125,692.00) comes from the U.S. Department of Homeland Security Federal Emergency Management Funds (FEMA) and Six Thousand Two Hundred Eighty-four Dollars (\$6,284.00) to be raised by taxes?** This is a non-lapsing article and will not lapse until the purchase is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

**Article #2015-14 Shim and Overlay Roads**

**Shall the Town vote to raise and appropriate the sum of Three Hundred Fifty-five Thousand Three Hundred Twenty-two Dollars (\$355,322.00) to shim and overlay the following roads: Orchid Springs Drive, Linebrook Road, Waters' Edge, Stickney Road, Hemlock Heights Road, Hemlock Shore Drive, Palmer Road, Ledge Road, Chase Island Road, Boulder Cove Road and a portion of Meditation Lane, using 4,873 Tons of DOT-approved asphalt? All work is to be done under the supervision of the Road Agent. This is a non-lapsing article and will not lapse until the project is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.**

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

**Article #2015-15**

**Shall the Town vote to authorize the Board of Selectmen to enter into a long-term lease purchase agreement, subject to annual funding, in the amount of Ninety-nine Thousand Nine Hundred Fifty Dollars (\$99,950.00) for the purchase of a Ford F-550 dump truck to include the wing and plow, or equivalent, and accessories, for the Highway Department, and to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000.00) for the first year's payment? This article is in addition to Article #2015-4, the Operating Budget.**

Discussion: The Budget Committee tentatively agreed to recommend to the Selectmen that a warrant article to state that the Town will raise and appropriate \$26,000 for summer and winter contract labor in the Highway Department budget if Article #2015-15, Highway Department Truck fails. The Road Agent agreed that \$26,000 is a good working number. The \$26,000 for contract labor was taken out of the budget. Mr. Consentino stated that the Selectmen will put in a separate warrant article for \$26,000 in case this article does not pass.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

**Article #2015-16 Purchase a Loader/Backhoe**

Shall the Town vote to authorize the Selectmen to enter into a long-term lease/purchase agreement, subject to annual funding, in the amount of Ninety-two Thousand Nine Hundred Fifty Dollars (\$92,950.00) for a Fourteen-Foot Class Loader/Backhoe and accessories for the Highway Department, and to raise and appropriate the sum of Nineteen Thousand Three Hundred Forty Dollars (\$19,340.00) for the first year's payment? This article is in addition to Article #2015-4, the Operating Budget.

Discussion: Ms. Barker pointed out that the warrant articles do not state the length of the lease. Mr. Stewart stated that the math is based on a five year lease. Ms. Snicer suggested that the Committee make the change in the Deliberative Session.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 6, No 1, Abstain 0*

**Article #2015-17 Winter Capital Reserve**

**Shall the Town vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) to be added to the Winter Capital Reserve Fund, to come from the Undesignated Fund Balance? As of December 31, 2014, there were Thirty-five Thousand Sixty and 33/100 Dollars (\$35,060.33) in the**

Winter Capital Reserve Fund. No additional tax dollars will be needed to fund this appropriation. This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

#### **Article #2015-18 Kimball House Shutters**

**Shall the Town vote to raise and appropriate Two Thousand Five Hundred Dollars (\$2,500.00) to purchase and install vinyl shutters on the Kimball House?** This is a non-lapsing article and will not lapse until the purchase is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Not Recommended by the Budget Committee: Yes 2, No 4, Abstain 1*

#### **Article #2015-19 Radar Message Sign**

**Shall the Town vote to raise and appropriate Sixteen Thousand Dollars (\$16,000.00) to purchase a new Speed Alert Radar Message Sign as recommended by the Highway Safety Committee?** This is a non-lapsing article and will not lapse until the purchase is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 2, No 1, Abstain 0  
Not Recommended by the Budget Committee: Yes 2, No 3, Abstain 2*

#### **Article #2015-20 Playground Repairs**

**Shall the Town vote to raise and appropriate Five Thousand Dollars (\$5,000.00) for repairs to Tyke Towers, such funds to come from the Recreation Capital Reserve Fund, established March 9, 2004 for the purpose of acquisition, design, renovation and development of recreation areas?** As of December 31, 2014, there were Six Thousand Eight Hundred Twenty-Three and 65/100 Dollars (\$6,823.65) in the Recreation Capital Reserve Fund. This is a non-lapsing article and will not lapse until the project is complete or until December 31, 2020, whichever comes first. This article is in addition to Article #2015-4, the Operating Budget.

Discussion: Ms. Snicer explained that the insurance company recommended the Town close the playground if Tyke Towers is not repaired.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Recommended by the Budget Committee: Yes 7, No 0, Abstain 0*

#### **Article #2015-21 Recreation Capital Reserve**

**Shall the Town vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) to be added to the Recreation Capital Reserve Fund, established March 9, 2004 for the purpose of acquisition, design, renovation and development of recreation areas?** This article is in addition to Article #2015-4, the Operating Budget.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Not Recommended by the Budget Committee: Yes 3, No 4, Abstain 0*

#### **Article #2015-22 Tax Collector's Salary Increase**

**Shall the Town Vote to increase the Tax Collector's annual salary from Twenty-seven Thousand Seven Hundred Eighty-five Dollars (\$27,785.00) to Thirty-one Thousand Seven Hundred Eighty-five Dollars (\$31,785.00) effective April 1, 2015, continuing with benefits as identified in the original contractual agreement dated 8/9/1999 relating to the Atkinson Personal Policies and**

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**Procedures Manual?** This is within the average range of Tax Collector's salaries in towns of similar in size to Atkinson in New Hampshire. This will increase the 2015 Operating Budget by Three Thousand Two Hundred Thirty Dollars (\$3,230.00), which includes FICA, & Medicare. This Article is in addition to #2015-4, the Operating Budget.

Discussion: Should the wage be spread over two years. Ms. Snicer explained that elected officials can only request raises in the year they are elected. Ms. Barker asked why it seems this does not always apply. Sometimes the Selectmen vote the position in, sometimes the taxpayers do. Ms. Snicer explained that there was a warrant article years ago stating that elected officials can only ask for raises in the year they are elected. This warrant article was passed because officials were asking for raises every year. The Committee discussed putting the raise in the operating budget. The issue is some elected officials ask for raises through a warrant and some, such as the Road Agent get raises in the operating budget. The Committee agreed to unanimously abstain for tonight, pending another vote on the salary warrant articles for elected officials. Ms. Snicer explained that these votes are preliminary. The final vote is after the public hearing.

*Board of Selectmen: Yes 2, No 1, Abstain 0  
Not Recommended by the Budget Committee: Yes 0, No 0, Abstain 7*

#### **Article #2015-23 Deputy Tax Collector's Hours**

**Shall the Town Vote to increase the Deputy Tax Collector's Hours from a maximum of 250 hours annually to a maximum of 300 hours annually, effective April 1, 2015?** This increase reflects an increase of 50 hours annually. This will increase the 2015 Operating Budget by Seven Hundred Seventy-five Dollars (\$775.00) which includes FICA, & Medicare. This article is in addition to Article 2015-4, the Operating Budget.

*Board of Selectmen: Yes 2, No 1, Abstain 0  
Not Recommended by the Budget Committee: Yes 3, No 4, Abstain 0*

#### **Article #2015-24 250<sup>th</sup> Anniversary Expendable Trust Fund**

**Shall the Town vote to raise and appropriate Two Thousand Five Hundred Dollars (\$2,500.00) to be added to the 250<sup>th</sup> Anniversary Expendable Trust Fund, established March 11, 2014 for the purpose of celebrating the 250<sup>th</sup> Anniversary of Atkinson's incorporation, in 2017, such funds to come from the Undesignated Fund Balance?** No additional tax dollars will be needed to fund this appropriation. This article is in addition to Article #2015-4, the Operating Budget.

Discussion: Recreation will develop and implement the celebration. Nothing definite has been planned.

*Board of Selectmen: Yes 2, No 1, Abstain 0  
Recommended by the Budget Committee: Yes 6, No 0, Abstain 1*

#### **Article #2015-25 Town Hall Generator**

**Shall the Town Vote to raise and appropriate the sum of Seven Thousand Five Hundred Dollars (\$7,500.00), in addition to Article #2013-22 for \$35,000.00, to purchase and install a stand-by generator which will provide enough electricity to power Town Hall in an emergency situation, allowing Town Hall to remain operational during a power outage, such funds to come from the Undesignated Fund Balance?** No additional tax dollars will be needed to fund this appropriation. This article is in addition to Article #2015-4, the Operating Budget.

Discussion: Ms. Snicer explained that people come to the Town Hall for information during a storm and the generator has to be big enough to power the computers. If the money is appropriated, then the Town will apply for a grant to help pay for the generator. The Committee discussed who would write

the grant. Ms. Galloway wrote the grant application for the library generator. The Town emergency plan is on the web site. Also, there are generators at the Police Station, the Community Center and the Library.

*Board of Selectmen: Yes 3, No 0, Abstain 0  
Not Recommended by the Budget Committee: Yes 2, No 5, Abstain*

#### **Article #2015-26 Town Clerk's Salary Increase**

**Shall the Town vote to increase the Town Clerk's salary from Forty-six Thousand Six Hundred Fifty-four Dollars (\$46,654.00) to Fifty Thousand Five Hundred Ninety-two Dollars (\$50,592.00) effective April 1, 2015, continuing with the Full-time benefits as identified in the Atkinson Personnel Policies and Procedures Handbook?** This increase is the mid-range for the Clerk's salary in towns of our size in New Hampshire. This will increase the 2015 Operating Budget by Three Thousand Five Hundred Ten Dollars (\$3,510.00), which includes FICA, Medicare and the NH Retirement benefits. This article is in addition to Article #2015-4, the Operating Budget.

Discussion: The Town Clerk raise in the budget has been taken out. The Committee agreed that raises for the Town Clerk, the Tax Collector and the Road Agent be given using the same procedure. The Committee agreed to unanimously abstain for tonight, pending another vote on the salary warrant articles for elected officials.

*Board of Selectmen: Yes 2, No 1, Abstain 0  
Not Recommended by the Budget Committee: Yes 0, No 0, Abstain 7*

#### **Article #2015-27 Treasurer/Deputy Treasurer Stipend Increase**

**Shall the Town vote to increase the Treasurer' and Deputy Treasurer's stipends as follows: Treasurer from Two Thousand Dollars (\$2,000.00) to Two Thousand Five Hundred Dollars (2,500.00) per year; Deputy Treasurer from One Thousand Two Hundred Fifty Dollars (\$1,250.00) to One Thousand Seven Hundred Fifty Dollars (\$1,750.00) per year, effective April 1, 2015?** This will increase the Operating Budget by One Thousand Dollars (\$1,000.00) annually. This article is in addition to Article #2015-4, the Operating Budget.

Discussion: Mr. Smith would like to know if the Selectmen would break out the salary for the Road Agent from the operating budget and make it a warrant article in order that it will be consistent with the procedure for the Town Clerk, the Tax Collector and the Treasurer.. Mr. Consentino will call DRA in the morning. The Committee agreed to unanimously abstain for tonight, pending another vote on the salary warrant articles for elected officials.

*Board of Selectmen: Yes 2, No 0, Abstain 1  
Not Recommended by the Budget Committee: Yes 0, No 0, Abstain 7*

#### **Town of Atkinson 2015 Budget:**

The budget has been adjusted to a 2% increase from the 2014 budget. Mr. Schuster stated that the Committee will have to meet Thursday, January 15, 2015 at 7:00 PM in order to solidify the operating budget.

**Minutes:** December 23, 2014 and January 6, 2015

**December 23, 2014:**

- Page 2 - put Atkinson Planning Board instead of Atkinson Budget Committee,

- Discussion: should say - Station Manager Dave Williams appeared

- Page 4 - Should say Sue Carroll commented that only 10% used it, not Mr. Innes.

**Member Kay Galloway made a motion to approve the minutes of the December 23, 2014 meeting of the Atkinson Budget Committee as amended. Member Craig Schuster seconded the motion. The Atkinson Budget Committee voted 6 in favor and one abstaining. Vote: 6/0/1.**

January 6, 2015 - deferred

**Member Craig Schuster made a motion to adjourn the Tuesday, January 13, 2015 meeting of the Town of Atkinson Budget Committee at 9:00 PM. Chair Bill Smith seconded the motion. All members present voted in favor. Vote: 7/0.**

The next meeting will be Thursday, January 15, 2015 at 7:00 PM in the Atkinson Town Hall.