

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Thursday, January 15, 2015**

Members Present:

Bill Smith, Chair  
Wendy Barker, Vice Chair  
Kay Galloway  
Sue Carroll  
Tom Mealey,  
Phil Consentino, Selectman Liaison

Others Present:

Chairman Bill Smith opened the meeting at 7:00 PM, Thursday, January 15, 2015.

**Proposed Articles for the 2015 Warrant:** continued from the Tuesday, January 13, 2015 meeting. The Committee reviewed and voted on the following 2015 Warrant Articles in addition to the Warrant Articles voted on at the Tuesday, January 13, 2015 meeting.

Discussion: Chair Smith read aloud an email to the Town Clerk from David Scanlon, Assistant Secretary of State regarding raises for Town elected officials. The email stated that he is not aware of any statute stating that raises for elected Town officials must be a separate Warrant Article and either way would be satisfactory in his opinion. Chair Smith also read aloud Article 4 from the 1972 Town Meeting regarding raises for only the Tax Collector, the Town Clerk and the Treasurer. The Article states that raises for the Tax Collector, the Town Clerk and the Treasurer can only be considered at the same time the office is open for election. The Article carried with no discussion.

**Article #2015-24 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 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: All members of the Budget Committee abstained at the Tuesday, January 13, 2015 meeting. Mr. Mealey asked about consistency for the Road Agent. Mr. Consentino explained that the only time an elected official can get a raise is the year that they are up for election. The salary increase for the Tax Collector is not in the operating budget.

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

**Article #2015-28 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: There is money for a raise in the operating budget, too. The lines in the spreadsheet for the Town Clerk's salary increase need to be taken out. Mr. Consentino believes the salary increases for the Town Clerk and the Tax Collector should be part of the operating budget. The Committee pointed out that another warrant to put the raises into the operating budget would be needed. Mr. Consentino remarked that according to the Secretary of State, there is nothing in the RSA's. The Committee agreed to leave in the Warrant Articles and work on the issue for the 2016 budget.

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

#### **Article #2015-29 Treasurer/Deputy Treasurer Stipend Increase**

**Shall the Town vote to increase the Treasurer's 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: none

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

#### **Article #2015-16 Highway Department Contract Labor**

**Shall the Town vote to raise and appropriate the sum of Twenty-six Thousand Dollars (\$26,000.00) to be added to the Highway Department Snow and Ice Control's Contract Labor and Equipment/Winter (A/C #40.43125.890.000) if and only if Article #2015-15 to purchase a Highway Department truck fails to pass? This article is in addition to Article #2015-4, the Operating Budget.**

Discussion: none

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

#### **Article #2015-20 Mosquito Control**

**Shall the Town vote to raise and appropriate Forty-nine Thousand Three Hundred Ninety Dollars (\$49,390.00) for the purpose of insect control, such funds to be put into the Mosquito Control Expendable Trust Fund, established in 2006 for that purpose and to name the Selectmen as agents to expend this money? As of December 31, 2014, there were Two Thousand Nine Hundred Thirty-six and 16/100 Dollars (\$2,936.16) in the Mosquito Control Expendable Trust Fund. This is in addition to Article #2015-4, the Operating Budget.**

Discussion: Sue Carroll feels it should be under contract. Mr. Consentino stated that Atkinson has been completely free of EEE due to the continued maintenance. The Committee will ask Ms. Snicer if the amount should be \$2,396.16 or \$2,936.13.

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

The Committee checked the votes on the handout from Ms. Snicer listing the current warrant article against their notes. There were discrepancies in the Budget Committee vote for Article #2015-2, Article #2015-17.

Minutes: January 6, 2015 and January 13, 2015

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Selectman Liaison Consentino left the meeting.

January 6, 2014: The Budget Committee made the following amendments:

- Page 1 - Craig Schuster needs to be added to the members present;
- David Smith should be David Williams throughout the minutes;
- Page 1 - underneath Town of Atkinson 2015 Budget it should say "recommendations by the Budget Committee"... not "the Selectmen"; and
- Page 4 in the 3rd paragraph - 1.02% should be 2.00%.

Those were all the changes.

**Member Sue Carroll made a motion to approve the minutes of the January 6, 2014 meeting of the Atkinson Budget Committee as amended. Member Kay Galloway seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0.**

January 13, 2015

- Page 1: Add: 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.
- Page 4: take out the Article number and wording after Article #2015-15, Highway Department Truck and state it as follows: "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. "
- Member Sue Carroll asked if the Cemetery Capital Reserve fund was to purchase new land. There were no changes to the minutes.
- Page 5, Article 2015-19 - remove parentheses.
- Page 6, Article 2015-22 add the following to the discussion: The Committee agreed to unanimously abstain for tonight, pending another vote on the salary warrant articles for elected officials. Add this phrase to Article 2015-26 and 2015-27 in the January 13, 2015 minutes.
- Page 8, last line: change the date to Thursday, January 15, 2015.
- Next, the Committee checked the votes. There were no changes.
- Change the warrant article numbering to correspond with the handout from the Selectmen.

**Chair Bill Smith made a motion to accept the minutes of the January 13, 2015 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.**

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

The proposed and recommended amounts for the Town Clerk's Salary - Line Number 41401.130.00 in the Elections and Registration Account of the Atkinson Budget should be \$46,655 because it was made a warrant with corresponding adjustments for FICA - Line Number 41401.220.00 and Medicare - Line Number 41401.225.00, the same as in the 2014 operating budget.

**Chair Bill Smith made a motion to make the adjustment to the Town Clerk's Salary, Line Number 41401.130.00 and corresponding adjustments to FICA - Line Number 41401.220.00 and Medicare - Line Number 41401.225.00. Member Kay Galloway seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0.**

Chair Smith will speak with Barbara Snicer regarding one-time expenses.

**Member Kay Galloway made a motion to adjourn the Thursday, January 15, 2015 meeting of the Town of Atkinson Budget Committee at 8:00 PM. Member Sue Carroll seconded the motion. All members present voted in favor. Vote: 5/0.**

The next meeting will be a Public Meeting on Tuesday, January 20, 2015 at 7:00 PM in the Atkinson Town Hall.