

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, November 10, 2015**

**Members Present:**

Bill Smith, Chair  
Wendy Barker, Vice Chair  
Sue Carroll  
Peter Torosian  
Tom Mealey  
Kay Galloway  
Harold Morse, Selectmen Liaison

**Others Present:**

Bill Innes, Town Administrator

Chair Bill Smith called the meeting to order at 7:00 pm.

Agenda: Review minutes, review budget

General Discussion: Buildings, Care of Grounds

Chair Smith informed the Committee that he had received over 25 emails regarding the library. Also, he received an email from the librarian stating that \$7,000 has been cut from the library budget.

The first two lines in buildings have been adjusted to remove the 2% COLA increase.

Chair Smith reviewed changes to the budget. The budget is currently 2.63% more than last year. He informed the Committee that in order to get to a 2% increase, \$27,000 needed to be taken out and for a 1% increase, \$70,000 needed to be taken out.

Buildings:

Mr. Mealey asked if the heat and electric line for all the buildings have been changed. Selectman Morse agreed to go through the heat and electric lines. The Police electric line has not changed. The Committee reviewed the heat and electric lines.

The Fire Department estimated electric and heat costs for 2016 showed the current bids.

Police Department Electricity - Line Number 42107.410.00: The electrical cost in 2015 was \$5,950 x 1.21 equals \$7,199 an estimated electric cost for 2016. \$7,252 was requested for electricity for 2016.

Police Department Heating Oil - Line Number 42107.411.00: The Committee calculated the new estimated cost of heating oil for the Police Department using the new bid for propane.

**The requested amount was \$4,775 and the Selectmen recommended \$4,775. Member Torosian made a motion for the Budget Committee to recommend \$4,100 for Police Department Heating, Line Number 42107.411.00. Member Sue Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Conflict of Interest - Account Number 41305: \$100 was proposed for the Other/New line. The Selectmen recommended removing \$100 from the Other/New line. The Budget Committee agreed.

Town Hall - The electric cost was calculated using the new bid for the Town Hall, Family Mediation Building. There was no change.

Kimball House There was a 22.5% increase in the electricity line. Electric usage is up. Mr. Innes informed the Committee that Kimball House and Family Mediation are in the Buildings account.

Next, the Committee discussed electric usage for the Community Center. It is occupied from 8:00 - 5:00 and most nights during the week and on weekends. The Community Center is already over budget for electricity for 2015. Vice Chair Barker explained that the new pole in the front and lights in the back could be a factor. Chair

Smith suggested leaving the line alone. The projected cost of electricity for 2015 is \$4,600. It is \$50 a month for the pole in front. The requested amount for heat dropped 4%. The Committee made no changes.

Buildings:

Ms. Carroll asked Selectman Morse about the increase under Pest Control, Alarm and Sprinkler for the Town Hall \$1,600 was proposed and the Selectmen recommended \$1,700.

Mr. Innes explained that he took a one year look from August 2014 to July 2015, first taking out the big items.

Town Hall - Other Professional Services Line Number 41941.390: \$1,616 spent was spent for for 2015. Mr. Innes rounded that number to \$1,700. Heat pump service is going up.

For special projects, Mr. Innes would also like to replace the entry carpet in the front and back need to be replaced and a geothermal frequency drive is needed for the geothermal heating system.

Town Hall - General Maintenance Line Number 41941.430: This figure is a combination of projects and work to be done for the year. \$10,700 was requested for 2016 General Maintenance and the Selectmen recommended \$10,700. Mr. Innes agreed that the line can be brought down to \$6,500. \$12,882 was spent through October. Mr. Innes took figures from August 2014 to July 2015. It is an annualized number.

**Chair Smith made a motion for the Budget Committee to recommend \$6,500 for the Town Hall General Maintenance Line Number 49431.430.00. Member Torosian seconded the motion. All members of the Budget Committee voted in favor. Vote: 7/0/0.**

**Chair Smith made a motion for the Atkinson Budget Committee to recommend the same amount as the Selectmen for the following lines in the Town Hall Buildings account.**

41941.341.00	Telephone		400	400		400
41941.360.00	Cleaning Service		8,736	8,736		8,736
41941.390.00	O.P.S. - Pest Control/Alarm/Sprinkler		1,600	1,700		1,700
41941.413.00	Septic System		150	150		150
41941.430.01	Equipment Repairs		1	1		1
41941.640.00	Household Supplies		500	500		500
41941.690.00	Miscellaneous		500	500		500
41941.720.00	Mechanical		1	1		1

**Member Sue Carroll seconded the motion. All in favor. Vote: 7/0/0.**

Town Garage - Account Number 41942:

General Maintenance - Line Number 41942.430: Mr. Innes explained that the money budgeted for painting the walls in 2015 was used for shoveling roofs, repairing roofs and snow plowing. \$8,400 was proposed for general maintenance. Most of the amount is for cleaning and painting the walls. It was decided that the work would be done by Town employees instead of by an outside contractor. Mr. Innes explained that \$3, 500 is estimated for cleaning the walls, \$2,000 represents the cost of renting equipment and scaffolding. The request for waterproof lights was also taken out.

**\$8,400 was proposed for general maintenance. The Selectmen recommended \$6,900. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$6,900 for Town Garage General Maintenance Line Number 41942.130, the same as the Selectmen. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Police Station - Account Number 41943:

**\$17,050 was proposed for the Police Station Buildings account. The Selectmen recommended \$11,425. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$11,425, the same as the Selectmen. Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Fire Station - Account Number 41944: Mr. Innes informed the Committee that the second floor tile needs to be replaced. The Town has a bid for \$3,700 to \$3,800.

**\$14,250 was proposed for the total Fire Station buildings account. \$14,250 was recommended by the Selectmen. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$14,250, the same as the Selectmen. Member Kay Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Library - Account Number 41945: Mr. Innes stated it is the best maintained and newest building in Atkinson. The air conditioner unit in IT room needs to be replaced, but it will be done under the 2015 budget, if possible.

Mr. Mealey asked about professional services. \$1,800 was requested. Mr. Innes explained it is for fire extinguisher and sprinkler testing.

**\$5,450 was proposed for the Library Account Number 41945. The Selectmen recommended \$5,450. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$5,450. Member Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Kimball House - Account Number 41946: It was not painted last year, as planned. Mr. Innes recommends painting 2 sides this year. The cost of painting two sides is \$5,000. The paint is starting to peel and wear. The Committee discussed vinyl siding. It is one of the oldest buildings in Town but not on the historical register, so vinyl siding is a possibility. The Committee decided claps are more authentic and agreed two sides should be painted this year. Ms. Galloway commented that the Historical Society is putting shutters on.

**\$8,935 was proposed for Kimball House Account Number 41945 building maintenance. The Selectmen recommended \$8,935. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$8,935, the same as the Selectmen. Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Woodlock Park/Hearse House - Account Number 41947: Mr. Innes would like to pressure wash and paint the bathrooms. Also, put in an epoxy floor, a primer on the walls and a high quality paint. It would cost about \$3,500.

Last year \$2,900 was spent and \$5,400 was requested. Mr. Innes informed the Committee no more was being spent. The bathrooms need to be cleaned up. There was a lot of rot, so the peaks of the building were redone with plastic board and the vents were replaced. The outside looks good. Ms. Galloway suggested a nubby finish which will deter graffiti. It is locked up at night. The season starts just before Memorial Day and it was just closed for the season.

**\$5,900 total was proposed for Woodlock Park/Hearse House, Account Number 41947. The Selectmen recommended \$5,900. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$5,900, the same as the Selectmen. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Community Center - Account Number 41948: The grease trap needs to be drained and cleaned 4 times a year. It was just replaced this year. \$1,250 is to repair/replace the lally columns. The biggest item is refinishing the floors. The floor should be polyurethaned yearly. New chairs are needed, too. Mr. Innes is going to request new chairs from the 2015 budget if there is money left at the end of the year. They can be purchased from Office Exchange for about \$25 each with a total cost about \$3,000. The Committee discussed Community Center revenue.

Ms. Carroll asked Mr. Innes about the electrical work - Mr. Innes explained that it was done in 2015. There will be more electrical work for 2016. Mr. Innes explained that there is one more Boy Scout project this year. Everything has been cleaned, shelves are being put in and they are putting in a storage room to store files. Also, an inventory system and cleaning record to keep track of Elder Services equipment. Two new lights and outlet needs to be put in. A laptop will also be put in to track and inventory equipment. The walls have been pointed, new gutters have been put in with pipes and a French drain have been put in to drain water away from the building. A dehumidifier has also been purchased. The doghouse has been sheet rocked and insulated and a light and hand rail has been put in. The Community Center revenue is \$53,617 yearly. This includes Sun and Fun.

Ms. Carroll asked about the other repair line for \$1,725. Mr. Innes explained that a lot of minor repairs were lumped into that line.

**\$18,550 was proposed for the Community Center, Account Number 41948. The Selectmen recommended \$18,850. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$18,850, the same as the Selectmen. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Family Mediation - Account Number 41949

General Maintenance - Line Number 41949.430:

Mr. Innes explained that the roof was replaced, and some joists were repaired or replaced. It needs insulation. There is no mold. The line can be reduced from \$3,500 to \$1,600. No repairs on the walls are needed, just some painting.

**\$3,500 was proposed for Family Mediation General Maintenance, Line Number 41949.430. The Selectmen recommended \$3,500. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$1,600. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Other Professional Services - Line Number 41949.390:

**\$925 was proposed for Family Mediation Buildings Account, Other Professional Services, Line Number 41949.390. The Selectmen recommended \$925. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$925, the same as the Selectmen. Vice Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Conservation East Road Building - Account Number 41950: The East Road building is very dark, there are no windows - Mr. Innes would like to put in a couple of lights and a motion sensor light switch.

**\$1,400 was proposed for the Conservation East Road Building, Account Number 41950. The Selectmen recommended \$1,400. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$1,400. Ms. Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Grounds Maintenance- Account Number 45202: Mr. Innes stated that the bids just came in and requested to wait until Thursday.

**Executive:**

Mr. Smith explained that the Merit line was increased to 2% and the COLA line was removed from the salary lines. The Merit covers all employees in Town with the exception of the Police Department, the Building Inspectors and the Treasurer.

Board of Selectmen - Account Number 41301:

Selectmen Salaries - Line Number 41301.130: There are more Selectmen so the amount is going up.

There is no big change in the other lines. Chair Smith asked if there were any questions.

Professional and Technical Services - Line Number 41301.390: \$10,000 was budgeted for 2015 and \$5,200 was expended. The line is for the minute taker, registry of deed copies, background checks and other expenses. Chair Smith asked if it could be reduced another \$1,000.

**\$8,000 was proposed for Professional and Technical Services, Line Number 41301.390.00. The Selectmen recommended \$8,000. Chair Smith made a motion for the Budget Committee to recommend \$7,000. Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Chair Smith made a motion for the Atkinson Budget Committee to recommend the same amount as the Selectmen for the following lines in the Board of Selectmen account.**

<b>41301.550.00</b>	<b>Printing/Town Reports</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>41301.690.00</b>	<b>Miscellaneous</b>	<b>1,500</b>	<b>1,200</b>	<b>1,200</b>
<b>41301.820.00</b>	<b>Mileage/Gas/Maintenance</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>41301.850.00</b>	<b>Education/Conferences</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>41301.860.00</b>	<b>Public Notices</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>

**Member Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Town Administrator - Account Number 41302:

Equipment repairs - Line Number 41302.430: It is for the copier or other equipment. There have been no repairs this year.

**Ms. Galloway made a motion for the Atkinson Budget Committee to recommend the same amount as the Selectmen for the following lines in the Town Administrator account.**

<b>41302.341.00</b>	<b>Telephone</b>	<b>6,706</b>	<b>6,706</b>	<b>6,706</b>
<b>41302.342.00</b>	<b>Data Processing Supplies (delete line)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>41302.430.00</b>	<b>Equipment Repairs</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>41302.440.00</b>	<b>Rental/Leases - (Postage meter)</b>	<b>1,885</b>	<b>1,885</b>	<b>1,885</b>
<b>41302.560.00</b>	<b>Dues/Subs./Memberships</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>41302.620.00</b>	<b>Office Supplies</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>41302.625.00</b>	<b>Postage</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</b>
<b>41302.720.00</b>	<b>Service Contracts</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>41302.740.00</b>	<b>New Equipment/Supplies</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>41302.850.00</b>	<b>Education/Conferences/Dues</b>	<b>550</b>	<b>500</b>	<b>500</b>
	<b>Other/New</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Ms. Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Clerical - Account Number 41304:

**\$1 was proposed for the Clerical Retirement Line Number 41304.230.00. The Selectmen recommended \$1. Chair Smith made a motion for the Budget Committee to recommend \$1, the same as the Selectmen. Ms. Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Conflict of Interest Committee - Account Number 41305:

**\$211.00 was proposed by the Conflicts of Interest Committee. The Board of Selectmen recommended \$211.00 Chair Smith made a motion for the Atkinson Budget Committee to recommend \$211. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Elections and Registration**

Town Clerk - Account Number 41401:

Discussion: Whether the Town Clerk salary increase should be a warrant or if the Selectmen can determine it. There are two different legal opinions, one is that the salaries for elected officials should be on a warrant. The other is that because the budget is a warrant it can be included in the Budget warrant.

Chair Smith stated that the Budget Committee would like a warrant and asked if they could do it. Mr. Innes stated that the salary is appropriate for the position. Member Torosian stated that the Town Clerk salary increase went to warrant last year and was voted down. Ms. Carroll stated that the Budget Committee can recommend taking the money out with a caveat that the salary increases go to warrant.

Ms. Barker asked why the Selectmen gave the Town Clerk a 10% raise. Mr. Innes explained that she is not part of the performance rating system because she is an elected official. Selectman Morse explained that the 10% raise brings the salary in line with Town Clerk Salaries in other Towns.

Chair Smith recommended a 2% raise and suggest a warrant for the rest. Mr. Innes asked if the raise goes to a warrant, if the Budget Committee would support it. Mr. Innes explained that the salary number would be the same in the warrant as in the proposed budget. Mr. Innes informed the Committee that the Town Clerk has not had a raise, with the exception of a couple of COLA raises in 8 years.

**Chair Smith made a motion to recommend a 2% increase for the Town Clerk Salary Line Number 41401.130 to \$47,588 and with any additional increase to go to a warrant.**

Discussion: Mr. Innes asked the Committee if they would support a warrant for 8%. Six members of the Committee would support the warrant at 8%. Ms. Carroll stated she would support a smaller raise. The Town Clerk position is not up for vote for 2016. Ms. Barker asked if someone with less experience were elected, would the salary go down. The consensus is yes.

**Member Carroll seconded the motion. 5 members of the Atkinson Budget Committee voted in favor, with one opposed and one abstaining. Vote 5/1/1.**

Chair Smith will adjust FICA, Medicare accordingly.

Chair Smith asked about the rest of the lines.

**Chair Smith made a motion for the Atkinson Budget Committee to recommend the same amount as the Selectmen for the following lines in the Town Clerk budget.**

<b>41401.341.00</b>	<b>Telephone</b>	<b>1,279</b>	<b>1,279</b>	<b>1,279</b>
<b>41401.355.00</b>	<b>Microfilm</b>	<b>125</b>	<b>125</b>	<b>125</b>

41401.390.00	Other Professional Services	500	500	500
41401.430.00	Equipment Repairs	1	1	1
41401.440.00	Service Contracts	1	1	1
41401.550.00	Printing & Binding	1	1	1
41401.560.00	Dues/Subs./Memberships	45	45	45
41401.620.00	Office Supplies	3,100	3,100	3,100
41401.625.00	Postage	5,666	5,666	5,666
41401.740.00	New Equipment	500	500	500
41401.820.00	Mileage	1,500	1,500	1,500
41401.850.00	Education/Conferences	589	589	589

Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.

**Financial Administration**

Bookkeeper - Line Number 41501.110: The Committee discussed her salary. Mr. Innes explained that he multiplied hours times hourly rate plus 50 hours of overtime to arrive at \$48,236.

Assistant Bookkeeper - Line Number 41501.120: This line is reduced. Sue Coppeta will serve as Assistant Bookkeeper and Planning Administrator.

**\$92,300 was proposed for the Accounting and Financial Account Number 41501. The Selectmen recommended \$85,136. Chair Smith made a motion for the Budget Committee to recommend \$85,136, the same as the Selectmen. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Assessing - Account Number 41503: Remove lines 41503.110.00 through 41503.230.00. There is no more Assessing Clerk, it is now a contract.

Tax Collector - Account Number 41504:

Tax Collector Salary - Line Number 41504.130.00:

**\$27,785 was proposed for the Tax Collector Salary. The Selectmen recommended \$30,564, a 10% increase. Member Sue Carroll made a motion for the Budget Committee to recommend a 2% increase for the Tax Collector Salary, Line Number 41504.130.00 to \$28,341 with any additional increase to go to a warrant. Member Torosian seconded the motion. The Atkinson Budget Committee voted five in favor, one opposed and one abstained. Vote: 5/1/1.**

Chair Smith made a motion for the Atkinson Budget Committee to recommend the same as the Selectmen for rest of the lines as follows:

41504.341.00	Telephone	600	600	600
41504.342.00	Data Processing Supplies	0	0	0
41504.355.00	Microfilming	1	1	1
41504.390.00	Other Professional Services	3,540	3,540	3,540
41504.430.00	Equipment Repairs	1	1	1

41504.560.00	Dues/Subs/Memberships	170	170	170
41504.620.00	Office Supplies	800	800	800
41504.625.00	Postage	3,800	3,800	3,800
41504.740.00	New Equipment	1	1	1
41504.820.00	Mileage	100	100	100
41504.850.00	Education/Conferences	550	550	550
	Other/New	0	0	0

**Member Peter Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Treasury - Account Number 41505:

Treasurer, Line Number 41505.130 and Assistant Treasurer Line Number 41505.110:

**The total proposed amount is \$3,250. The Selectmen recommended \$3,575 a 10%. Member Peter Torosian made a motion for the Budget Committee to recommend a 2% merit increase to \$3,315 for the Treasurer, Line Number 41505.130 and Assistant Treasurer, Line Number 41505.110 with any additional increase to go to a warrant. Chair Smith seconded the motion. The Atkinson Budget Committee voted five in favor, one opposed and one abstaining. Vote: 5/1/1.**

FICA and Medicare to change correspondingly.

**Member Sue Carroll made a motion to recommend the same as the Selectmen for the following lines in the Treasury Account:**

41505.340.00	Bank Services/FAX	511	511	511
41505.560.00	Dues/Subs./Memberships	50	50	50
41505.820.00	Mileage	475	475	475
41505.850.00	Education/Conferences	100	100	100
	Other/New	0	0	0

**Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Computers - Account Number 41506: IT services is going back out to bid. The Committee discussed software maintenance. \$24,000 was proposed. Mr. Innes explained that it was due to the number of new servers.

**\$79,002 was proposed for the total Computers 2016 budget, Account Number 41506. The Selectmen recommended \$81,752 Chair Smith made a motion for the Atkinson Budget Committee to recommend \$81,752, the same as the Selectmen. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Legal Services - Account Number 41531: Mr. Innes explained that \$28,500 is a retainer and the \$7,500 is for other professional services.



**\$36,000** was proposed for the Legal Services Account Number 41531. The Selectmen recommended \$36,000. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$36,000. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.

Defense Proceedings - Account Number 41532:

**\$36,250** was proposed for Defense Proceedings, Account Number 41532, for the 2016 budget. The Selectmen recommended \$36,250. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$36,250. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.

Personnel Administration - Account Number 41552:

**\$72,710** was proposed for the 2016 Personnel Administration Budget, Account Number 41552. The Selectmen recommended \$72,710. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$72,710, the same as the Selectmen. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.

Minutes: September 29, 2015, October 27, 2015 , November 3, 2015 - deferred

Chair Smith made a motion to adjourn the November 10, 2015 meeting of the Atkinson Budget Committee at 9:25 PM. Member Sue Carroll seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 7/0/0.

The next meeting will be Thursday, November 13, 2015. The Library budget will be discussed.