

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, October 11, 2016**

Members Present:

Bill Smith, Chair
Wendy Barker, Vice Chair
Sue Carroll
Kay Galloway
Tom Mealey
Peter Torosian

Others Present:

Alan Phair, Town Administrator
Alan Phair, Planning and Zoning
Building Inspectors, Alan Phair
Russell Wolfe, ~~IT~~ **Technology Comm.**
Jim Cobb, Chair-Library Trustees
Diane Heer, Library Director

Chair Smith called the meeting to order at 7:30 pm.

Agenda: Library, Planning and Zoning, Building Inspectors, IT

Library: Ms. Diane Heer, Library Director and Mr. Jim Cobb, Chair-Library Trustees came before the Budget Committee to present the Library budget.

Library Administration – Account Number 45501:

Library Director Salary – Line Number 45501.110.01: waiting for contract

Children’s Librarian – Line Number 45501.110.02: The title has been changed to Assistant Director/Youth Services Director. Chair Smith stated he would change the line.

This has always been an exempt position. The new FLSA regulation (Fair Labor Standards Act) goes into effect December 1, 2016, and requires that if you are in exempt position you must make a minimum amount of pay. The current minimum wage for an exempt position is \$24,000 and it will be raised to \$47,146. The Selectmen took it out because they were not aware of the new regulation. The amount has to be brought up \$1,716 to be exempt. The current wage is \$45,760 and the wage has to be \$47,476 by December 1, 2016 in order for the position to remain exempt. The five year merit raise of 1.2% is effective January 1st and will be \$549 based on the previous salary of \$45,760. Ms. Heer informed the Committee that the Assistant Library Director works approximately 43 hours per week and if the Library were to pay overtime for hours over 40 per week, the total yearly amount would be \$4,200.

The proposed amount is \$1,716 over the 2016 budget.

Library Aides – Line number 45501.110.03: The proposed amount is \$120,277. It is a total of \$117,919 plus the merit raises for 2016 of \$2,358.

Employee Merit – Line Number 45501.110.04: The proposed amount is \$2,406.

Health Insurance – Line Number 45501.210.00: This should be lower because the Director and Assistant Director will be paying 5% more for health insurance.

Fica/Medicare: Dependent on wages.

Retirement – Line Number 45501.230.00:

Telephone – Line Number 45501.341.00: – level

Cleaning Services – Line Number 45501.360.00: out to bid

Electricity – Line Number 45501.410.00: no increase this year

Heat – Line Number 45501.411.00: This line is level at \$1.59 per gallon.

Dues and Memberships Line Number 45501.560.00: This is for professional memberships and is level at \$570.

Library Supplies – Line Number 45501.610.00: This line is level at \$4,750.

Postage – Line Number 45501.625.00: This is lower because the Library is sending out electronic notices. The proposed amount for 2017 is \$200.

Materials of Trade – Line Number 45501.670.00: This line is level at \$35,000.

Equipment and Maintenance – 45501.740.00: This line is going up. The IT Company, which is Block 5, the IT Company for the whole Town, has requested that all library computers run on XP. The IT Company has requested that the computer that runs the heating and electric system needs be removed and replaced with a computer that can be logged into remotely. It will cost \$4,490 to upgrade the whole system. This is a one-time fee. It is going to a cloud based service so a stand-alone computer will not be needed. It does need its own IP address. The Committee questioned if it was necessary to have a computer that could be accessed from a smart phone. Mr. Cobb explained that the software for the computer is only supported by XP. Also, the IP address for the new computer is shared by the library and the IT Company and will have its own access.

Mileage – Line Number 45501.820.00: This line is level at \$1,000.

Youth Programs – Line Number 45501.840.00: This line is level at \$1,000.

Education/Conferences – Line Number 45501.850.00: This line is level at \$2,000.

Library Miscellaneous – Account Number 45502:

Other Professional services – Line Number 45502.390.00: This line went up because of the new IT contract. The Library portion of the Town contract went up. Last year the budget was \$13,500.

Water line/fire protection – Line Number 45502.412.00: This line is level at \$2,800.

Custodial – Line Number 45502.640.00: This line is level at \$1,000.

Computer software – Line Number 45502.730: This line is level at \$6,500.

Computer hardware – Line Number 45502.740.00: This line is lower because the Library equipment is currently up to date. \$3,000 gives the Library some money to buy new computers.

Mr. Cobb explained that the two biggest increases were for HVAC and equipment maintenance, and for the IT contract.

Ms. Barker asked if there were a fee for the HVAC upgrade to the cloud. Ms. Heer explained that there was no fee.

Mr. Mealey asked about the aides and Ms. Heer explained that there is one full time aide and the rest are part time. Ms. Heer explained that they are all sent to conferences so that they can get library training. Not all aides go to training, it is on an as needed basis.

There were no more questions.

Planning and Zoning – Account Numbers 41911-41913: Alan Phair came before the Board to present the Planning and Zoning Budget. Ms. Coppeta was unable to attend.

Planning & Development Control – Account Number 41911:

Recording Clerk – Line Number 41911.110.00: This line is reduced \$500 from the 2016 because there are fewer anticipated meetings. There is no FICA or Medicare.

Telephone – Line Number 41911.341.00: This line is reduced \$150 from \$750 to \$600 due to the average trend over the past few years.

Other Professional Services – Line Number 41911.390.00: This line is increased \$500. \$200 of the increase is in the circuit rider contract plus another \$300 for other related increases.

Printing and Binding – Line Number 41911.550.00: This is for the ZBA books. The last books were produced in 2012. There have been quite a few changes and a lot more will come into effect in the coming months. 50 copies cost is \$500. The books are used for planners, the Town Administrator has one. The book is also on line.

There is a 2.07% or \$348 increase.

Zoning Appeals – Account Number 41913:

Recording and Clerk Line Number 41913.110.00: This line is for 12 planned meetings and is a flat rate.

The total for Planning and Zoning is a 2.47% increase.

Building Inspectors – Account Number :

The Code Officer Salary Line Number 42401.110.01: is based on a guaranteed 10 hours per week or 520 hours per year at \$19 per hour.

Building Inspector, Plumbing Inspector, Electrical Inspector – 42401.110.02, 03, 04: inspections have increase because of new building in Town. A 25% increase has been budgeted for each position. There are many permits for each inspection and is also revenue positive. There are at least 50 new foundations planned for the Sawmill Ridge development.

The Budget Committee requested a report of all revenue from all departments. The Budget Committee also asked about fees for inspections.

Education/Conferences – Line Number 42401.850.00: The Department is proposing \$2,000. The Town wants the Code Officer to have ICC certification. Mr. Phair discovered most of the Code Enforcement Officers do not have ICC certification. The Selectmen voted to take out ICC certification so the amount dropped to \$500.

Health Administration – Account Number 44111:

Health inspector – Line Number 44111.110.00: up 25% due to new developments and is offset by revenue.

The Budget Committee had no more questions.

The Committee asked when the electric and heat bids would come in and Mr. Phair responded it should be in the next few weeks.

IT – Account Number : not discussed

Minutes: October 4, 2016

Last page: end of paragraph should be \$96,024.

Fire Department: The Committee discussed the 2% reduction and took that phrase out of the minutes.

Member Torosian made a motion to accept the minutes of the October 4, 2016 meeting of the Atkinson Budget Committee as amended. Member Galloway seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Mr. Mealey asked about the cost of the Police Department laptops at \$5,000 each. Mr. Phair said he would check with the IT Committee.

Chair Smith informed the Committee that Ms. Cavalear, Town Clerk, requested \$1,000 additional for the assistant's overtime and Chair Smith added the proposed amount to line 41401.110.00. Ms. Cavalear also had a question about the retirement line. For 2016 the amount was \$5,316. She requested \$9,880 for 2017. She overspent and was not aware that the amount for 2016 was reduced. Chair Smith checked his notes and it stated that 11.17% of just Town Clerk's salary was specified by Mr. Innes. Therefore, Chair Smith reduced the amount accordingly for 2016. Mr. Phair informed the Committee that Patty will check it out. Mr. Phair informed the Committee that the Selectmen approved the over expenditure. Member Torosian explained that part of the raise for the Town Clerk Assistant Salary was supposed to go into a warrant.

Chair Smith is requesting that when the Budget Committee goes through the adjustments, liaisons please make note to contact their department heads.

The Budget Committee continued to discuss the discrepancy.

Next week: Town Administrator, General Government Buildings, IT and 250th Anniversary.

Member Torosian made a motion to adjourn the October 11, 2016 meeting of the Atkinson Budget Committee at 8:30 PM. Chair Smith seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.