

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, October 25, 2016**

Members Present:

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

Others Present:

Alan Phair, Town Administrator
David Weymouth, Bldg Maintenance

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

Agenda: Building Maintenance, 250th Anniversary

Buildings: Mr. David Weymouth came before the Board to present the Buildings Budget. Vice Chair Barker asked if the costs of capital projects, safety issues and preventative maintenance had been split out. Mr. Phair stated he would update the figures.

A line for septic systems was put in all building accounts.

Town Hall Repairs and Maintenance – Account Number 41941:

Electric – Line Number 41941.410.00: level funded

Heat – Line Number 41941.411.00: It is oil for the backup unit.

Septic Systems – Line Number 41941.413.00: \$240.00 is the actual cost to pump each tank and it is done annually in November. \$150 was allocated.

General Maintenance – Line Number 41941.430.00: It is level and is for interior painting of most offices, replace carpets.

Mr. Weymouth explained that money was taken out of the general maintenance lines in all building accounts to repair the bathroom in the Kimball House.

New Equipment – Line Number 41941.740.00: \$1,000 for new chairs for the planning & selectmen office. The chairs in the planning office now are completely worn. \$1,500 is for a new security lock system. There are issues with the door. The lock is three years old. There is a year warranty. Mr. Weymouth changes the battery yearly. The lock does not always reset. It is supposed to lock automatically. The chair for the selectman's office is for the Town Administrator.

Town Garage – Account Number 41942:

Other Professional Services – Line Number 41942.390.00: increased to service overhead door yearly. There are 2 overhead doors in the town garage and nine in the fire station. The current company wants a service contract. Mr. Weymouth would prefer not to because the service contract would not include any maintenance, it is just for inspection. He is basing the cost on the estimate for the service contract and splitting it between the town garage and the fire department. This line includes that has a service contract: the alarm system, the sprinkler system, the generator, the compressor, etc. Vice Chair Barker stated that this is why the budget committee would like to have general maintenance and capital improvements broken out. The doors have not been serviced this year.

General Maintenance – Line Number 41942.430.00: need covered and waterproof fixtures. The Town can no longer procure 8 foot bulbs. All fluorescent bulbs need to be replaced with LEDs and get 4 foot fixtures. The Committee discussed types of LED lights. Replacing the lights will cost \$1,500. It is to

replace the units with 4 foot waterproof fixtures and for LED lights. Also need to paint the ceiling (scaffolding costs).

\$2,000 was taken out of this line for the Kimball House.

Police Station – Account Number 41943:

Septic System – Line Number 41943.413.00: \$240.00 needs to be added.

General Maintenance – Line Number 41943.430.00: \$7,375 estimate on 9/14/16 to repoint bricks on the exterior of the building. \$1,500 is for 2 outside doors. The door to the utility room needs to be replaced and the street door on Maple Avenue.

NOTE: \$4,500 of the 2016 budget was used for Kimball House bathroom repairs.

Fire Station – Account Number 41944:

O.P.S. Alarm System Line Number 41944.390.00: This includes overhead door service work, sprinkler testing, and \$1,600 concrete work around balusters. The interior drain in the building also needs to be replaced. Mr. Weymouth does not have a price yet. It will not be replaced this year. All the concrete balusters in the front need to be replaced. The Committee discussed why the balusters need to be replaced. Pressure washing was \$950.

General Maintenance – Line Number 41944.430.00: Mr. Kimball has gotten a good estimate of \$4,500 to repair floor upstairs and also the landing. There are loose tiles upstairs. There is a \$2,000 estimate for exterior siding rotting/mold.

NOTE: \$3,000 of the 2016 fire station general maintenance budget was used for Kimball House repairs. The Committee questioned why so much money went to repair the bathrooms at Kimball House. Vice Chair Barker questioned if anyone uses that bathroom. Mr. Weymouth explained that Kimball House would be center stage for the 250th Anniversary Celebration.

The Committee discussed window installation. The windows were not flashed when they were installed. This amount is just to repair what is damaged.

Library – Account Number 41945:

Other Professional Services – Line Number: \$200 for rodent control was added.

General Maintenance – Line Number: \$950 for pressure washing. This is the 2013 estimate.

Kimball House – Account Number 441946:

General Maintenance – Line Number 41946.430.00: The amount expended was to repair the bathroom. \$3,200 is to repair rotted stairs and includes final painting of building for the 250th.

Woodlock Park/Hearse House – Account Number 41947:

General Maintenance – Line Number 41947.430.00: \$950 for pressure washing and to install lighting in the building

Septic System – Line Number 41947.413.00: \$240 to pump septic system. The pavilion has 2 bathrooms.

Community Center – Account Number 41948:

Septic System – Line Number 41948.413.00: the septic has been pumped twice and the grease trap cleaned 4 times per year.

General Maintenance – Line Number 41948.430.00: The main hall and floors and meeting room floors need repair

Note: \$8,700 used in 2016 for Kimball House bathroom repairs.

Mr. Weymouth stated that an RFP will be put together and the job will go out to bid. The Committee discussed types of floor. Wooden floors are in the building because of historical issues.

The Committee discussed the bathrooms in the Kimball House.

Family Mediation – Account Number 41949:

General Maintenance – Line Number 41949.430.00: Mr. Weymouth is proposing to install propane. It will cost \$2,000 to remove the oil tank, the shed and siding repair and \$4,800 for new propane boiler. It would cost \$3,800 to repair oil tank plus \$1,500 to take the shed apart. The energy audit recommended propane heat and a 97% efficient boiler. The Committee discussed whether to replace the oil furnace with a new propane boiler or just to repair the oil tank and which would be more cost efficient. Mr. Weymouth pointed out that a new flue would have to be installed for oil heat, too.

Vice Chair Barker pointed out that replacing the oil tank would be a repair and replacing the boiler would be a capital project.

East Road/Conservation – Account Number 41950:

General Maintenance – Line Number 41950.430.00: \$1,400 is proposed to replace the lighting. The money for the 2016 budget went to the Kimball House bathroom.

250th Anniversary – Account Number 45895.680.00: Noriko Yoshida Travers came forward to present the 250th Anniversary budget. There are two lines, expenses and revenue. The donation line will be used within one year, the 2017 celebration year.

Expenses - Line Number 45895.680.00

There are many activities planned. Ms. Yoshida-Travers sent the police chief information on where all the activities would be and when. Activities will start on the Friday before Memorial Day weekend and last throughout the weekend. There are activities in Woodlock Park and Dow Common. Total hours for police details are about 135 hours or \$6,300.

Fireworks are proposed at \$8,000. This amount still has to be finalized. The amount depends on how long the fireworks will last and the caliber. One of the fireworks companies met with the fire chief and recommended 2 or 3 locations.

Banners are proposed at \$9,000 and are to be placed along all major entrances to the Town and all Town buildings. The Committee discussed the cost of brackets.

Ad Book printing fee will be \$1,500.

Parade & Misc. Expense is proposed at \$3,700 (bands/tent rentals/shuttles/entertainment)

Total Expenses: Proposed at \$28,500

Donations 250th Anniversary – Line Number 45896.000.00: All donations must be spent in 2017. Mr. Phair explained how donations would be spent. If a deposit was needed in 2016, the money could be taken from an existing line.

\$15,000 is expected from ad book sales and other donations

\$5,000 for the 2017 budget allocation

\$8,500 will come from the trust funds.

Mr. Phair has spoken with DRA. Vice Chair Barker asked when the Town can start accepting donations. Mr. Phair stated that the Committee can start accepting donations now. If the Committee is looking for large sponsors, then the Committee needs to start accepting donations now.

Other:

Mr. Phair informed the Committee that the Town just received bids for health insurance and they are being reviewed by the Selectmen. There was only one bid. The Committee discussed employee contributions and premiums. Mr. Phair informed the Committee that if the Town stays with the same company, premiums will go up 5.1%. Vice Chair Barker asked who would absorb the 5% increase and if the Town was looking at other options, such as a 70%/30% plan.

Mr. Phair also informed the Committee that the tax rate has been set, the Selectmen raise was taken out of the budget, it was originally a warrant. The Town is still waiting for the assessing contract and the propane contract.

Minutes: October 11, 2016

Last page: Mr. Smith amended the third paragraph as follows:

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.

Also... "Liaisons please make note to contact department heads."

Member Peter Torosian made a motion to accept the minutes of the October 11, 2016 meeting of the Atkinson Budget Committee as amended. Member Sue Carroll seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.

Mr. Phair gave the Committee a sheet with fireworks expenses. The next meeting of the Atkinson Budget Committee will be November 1, 2016. Chair Smith requested that all Committee members review the proposed 2017 Town of Atkinson budget for one time only items.

Member Torosian made a motion to adjourn the October 25, 2016 meeting of the Atkinson Budget Committee at 8:30 PM. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.