

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Thursday, November 10, 2016**

Members Present:

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

Others Present:

Alan Phair, Town Administrator

Chair Smith called the meeting to order at 7:35 pm.

Agenda: Review Budget, review minutes

The Budget Committee reviewed the 2017 budget.

250th Anniversary – Line Number 45895.650.00: Mr. Phair informed the Committee that there was an issue with the trust for the 250th Anniversary. A purpose restricted fund should be established to expire at the end of next year. There is \$8,500 in the expendable trust fund. The total cost of the project was estimated at \$28,500. The 250th Anniversary Committee anticipates 15,000 in revenue from advertising. The Committee was informed previously that only the \$5,000 to be paid for by the Town should go into the 2017 budget. Of the \$20,000 to be put in the budget, at least \$15,000 should be reimbursed through donations and ad sales. He was informed by the Assistant State Attorney General that the Committee should budget the \$20,000 even though \$15,000 in revenue is generated. A purpose restricted fund will be established by the Selectmen, with someone designated to make payments. The expiration date for the purpose restricted fund will be at the end of 2017. Chair Smith pointed out that \$28,500 would be spent. \$8,500 will come from the trust fund. Of the \$20,000 to be requested in the 2017 budget, \$15,000 in donations is expected and \$5,000 will come from Town funds. Chair Smith requested that Mr. Phair talk to the Town Accountant. Chair Smith asked about a line for donations in the budget. Chair Smith changed the line to \$20,000

Bank Services/Fax – Line Number: 41505.340.00: There is a negative number. The \$300 is an adjustment for a bank refund.

Chair Smith explained that the proposed numbers are the amounts approved by the Board of Selectmen. The Budget Committee has approved some budget items.

There is still not enough data to review employee salary lines. There are no merit increases, any increases are COLA increases.

Board of Selectmen – Account Number 41301:

Selectmen's Salaries – Line Number 41301.130.00: Mr. Phair explained that the salary increases follow the warrant articles. The Committee agreed that any salary increases should go to a warrant. Mr. Phair agreed to correct the numbers after the Board of Selectmen meet on Monday. The question is whether the Selectmen will do performance reviews and give merit increases or give a COLA increase. Mr. Phair responded that performance reviews have been done for every employee. There are two issues, one is the pool; how much is to be allocated among employees.

Town Administrator – Account Number 41302:

Health Insurance – Line Number 41302.210.00: The Selectmen have the numbers. Mr. Phair will give Chair Smith the information. There is a 5.3% increase in the master policy. Some employees will have a 15% co pay instead of a 10% co pay which will offset the increase.

The Committee went through the sections, with the exception of the salary lines. The Committee agreed to go back to the Selectmen's account.

Telephone – Line Number 41302.341.00: This is a firm number. Mr. Phair met with a Verizon representative regarding cell phones. The Committee asked Mr. Phair what phones are covered under this line and how many are land lines and how many are cell phones. There are two vendors, Verizon and Bay Ring. Verizon is not a contract; the Town gets the government rate. The cell phones are from Verizon.

Service Contracts – Line Number 41302.720.00: Member Mealey asked about service contracts. \$1,750 is proposed. Mr. Phair stated that for example, the Service contract for the copier is \$945.00. Mr. Mealey pointed out that there is an RSP for a new copier. Mr. Phair agreed to go back to the line if a new copier is purchased.

Dues and Memberships- Line Number 41302.560.00: Vice Chair Barker asked about the \$7500 expense for dues and memberships – Mr. Phair stated that the Town has spent over \$7,000 for 2016.

Postage – Line Number 41302.625.00: went from \$750 to \$8700. Mr. Phair said he would check the line.

Clerical – Account Number 41304: This account is for the Planning Assistant salary.

Conflict of Interest Committee – Account Number 41305: Mr. Phair still has not heard anything.

Elections and Registration:

Town Clerk – Account Number 41401: retirement is up.

Telephone – Line Number 41401.341.00: flat – just a land line

Office Supplies – Line Number 41401.620.00: down

The increase is due to the retirement increase.

Moderator – Account Number 41402: This account is going down because there is just one election in 2017.

The proposed total amount for the 2017 Moderator budget, Account Number 41402 is \$6,606. The Board of Selectmen recommended \$6,606. Chair Smith made a motion for the Budget Committee to recommend \$6,606. Member Torosian seconded the motion. All members present voted in favor. Vote: 5/0/0.

Elections Administration – Account Number 41403: The proposed amount for this account is less for the 2017 budget.

The proposed total amount for the 2017 Elections Administration budget, Account Number 41403 is \$1,738. The Board of Selectmen recommended \$1,738. Chair Smith made a motion for the Budget Committee to recommend \$1,738. Vice Chair Barker seconded the motion. All members present voted in favor. Vote: 5/0/0.

Accounting and Auditing – Line Number 41502.301.00: This is a contract.

The proposed amount for the 2017 Accounting and Auditing budget, Line Number 41502.301.00 is \$13,200. The Board of Selectmen recommended \$13,200. Chair Smith

motion for the Budget Committee to recommend \$13,200. . Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.

Assessing – Account Number 41503: Mr. Phair informed the Committee that the 2017 assessing contract was approved today. The proposed amount for the assessor is \$36,000. Postage is proposed at \$650. The Selectmen have approved the assessor contract but it has not been signed. This amount will be the same from 2017 to 2020. It will jump in 2021.

The proposed amount for the 2017 Assessing budget, Account Number 41503 is \$36,650. The Board of Selectmen recommended \$36,650. Chair Smith made a motion for the Budget Committee to recommend \$36,650 for the Assessing Account Number 41503. Vice Chair Barker seconded the motion. All members of the Budget Committee voted in favor. Vote: 5/0/0.

Tax Collecting – Account Number 41504: the Committee questioned the other professional services line as well as the telephone line.

Treasury – Account Number 41505: no decisions

Police Department: nothing back on the laptops. Vice Chair Barker still has questions about the laptops and tablets.

Budget Committee – Account Number 41509: Member Mealey informed the Committee that he would not be running for the Budget Committee for 2017. The Committee discussed if any other members would need to go to class in 2017 and decided to add \$80 to the conferences line.

\$1,881 was proposed for the 2017 Budget Committee budget, Account - Number 41509. Chair Smith made a motion for the Budget Committee to propose \$1961, an \$80 increase to send one member to class. Member Torosian seconded the motion. All members voted in favor. Vote: 5/0/0.

Legal Services:

Legal Department Operations – Account Number 41531: Mr. Phair explained that he anticipates more cases from the building department so the other professional services line is higher for 2017.

\$38,500 is proposed for the Legal Department Operations 2017 budget, Account Number 41521. The Board of Selectmen recommended \$38,500. Member Torosian made a motion for the Budget Committee to recommend \$38,500. Vice Chair Barker seconded the motion. All members of the Budget Committee present voted in favor. Vote: 5/0/0.

Personnel Administration – Account Number 41552:

Workmen’s Comp – Line Number 41552.250.00: has not been approved by the Selectmen

Unemployment – Line Number 41552.260.00: there are no figures for unemployment.

Sick Leave Bank Line Number 41552.290.00: no numbers

Planning and Zoning:

The other professional services line has increased \$500. Vice Chair Barker requested that the miscellaneous line be removed. There is only a \$1 place holder in the line. Vice Chair Barker also questioned the new equipment maintenance line with a \$1 place holder in the line. The Committee agreed to remove the miscellaneous line but to leave the new equipment maintenance line.

The Committee reviewed the Zoning Appeals budget. There were no recommendations.

The proposed total amount for the 2017 Planning & Zoning budget, Account Numbers 41911 and 41913 is \$22,700. The Board of Selectmen recommended \$22,700. Member Torosian made a motion for the Budget Committee to recommend \$22,700 Planning and Zoning budget with Miscellaneous line number 41911.690.00 being removed. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.

Cemeteries – Account Number 41951:

The Committee discussed the telephone line. The computer software line will be moved to the IT budget. Also, the money for the laptop in the cemetery budget can be taken out and put in the IT budget.

Vice Chair Barker made a motion to delete the computer software/deeds line number 41951.342.00 from the Cemetery Account because it is in the IT budget and is redundant. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.

Other Insurance – Line Number 41969.520.00:

The proposed amount for the Other Insurance 2017 budget, Line Number 41969.520.00 is \$64,445. The Board of Selectmen recommended \$64,445. Member Torosian made a motion for the Atkinson Budget Committee to recommend \$64,445. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.

Advertising Regional – Line Number 41974.855.00:

\$6,655 was proposed for the 2017 Advertising Regional budget, Line Number 41974.855.00. The Board of Selectmen recommended \$6,655. Vice Chair Barker made a motion for the Atkinson Budget Committee to recommend \$6,655. Chair Smith seconded the motion. The Atkinson Budget Committee voted one member in favor, two opposed and two abstaining. Vote: 1/2/2. The motion did not carry.

Sue Carroll believes that it is part of Agenda 2030 and that there are too many strings attached to the grant. It was pointed out that Rockingham Planning Commission offers many services that would cost much more to the town if paid for separately.

Police Department:

The Budget Committee discussed the Police Department Budget. Most of the lines are salary related. Mr. Phair explained that the Police Chief made a proposal to the Selectmen to promote two Sergeants. It has not yet been approved. It was later determined that Chief Brackett is proposing one sergeant to lieutenant.

Member Torosian asked about purchasing two cruisers this year. It was explained that one is being purchased through the detail account and the other is being paid for by the taxpayers.

The Committee also discussed if one of the old cruisers is going to Elder Services. Vice Chair Barker asked if the old Crown Vic is going to Elder Services.

The Committee continued to review the Police Department budget.

Education and Training - Line Number 42104: \$10,000 was proposed. Vice Chair Barker asked why only \$3,137 has been spent in 2016. Mr. Phair agreed to check.

Support Services - New Equipment Line Number 42105: The proposed amount is \$48,360. It is for new weapons and 2 new radios.

The lines for the Juvenile Department were removed from the accounting database and Chair Smith will remove them from the Atkinson Budget Committee spreadsheet.

The Committee discussed office supplies, line number 42105.620, under the support services account.

The Committee also discussed cruiser gas, line number 42109.635.00 under the cruiser maintenance account. \$25,000 was proposed for 2017 and \$13,266 was expended in 2016. Also, with two new vehicles, cruiser maintenance should be less.

No votes were taken.

Elder Services – Account Number 42151:

The Committee discussed the Director's salary. Mr. Phair explained that the increase in salaries was because \$12,000 was moved from the director salary line to the payroll line. Member Mealey questioned Other Professional Services, Line Number 42151.390.00. Mr. Phair explained that the amount budgeted for Other Professional Services is for postage, envelopes and office supplies to mail the newsletter as well as a background check.

The Committee discussed salaries.

Ambulance – Account Number 42152:

The proposed amount for the Ambulance 2017 budget, Account Number 42152 is \$1. The Board of Selectmen recommended \$1. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$1. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.

Minutes: November 1, 2016

Member Torosian made a motion to approve the minutes of the Tuesday, November 1, 2016 meeting of the Atkinson Budget Committee as written. Chair Smith seconded the motion. The Atkinson Budget voted four in favor with one member abstaining. Vote: 4/0/1.

Chair Smith made a motion to adjourn the November 10, 2016 meeting of the Atkinson Budget Committee at 10:00 PM. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.