

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, November 15, 2016**

Members Present:

Bill Smith, Chair
Wendy Barker, Vice Chair
Peter Torosian
Kate Galloway

Others Present:

Jim Cobb, Library Trustee
Kathy Watson, Asst. Library Director

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

Agenda: review budget, review minutes

The Budget Committee reviewed the 2017 budget. The Selectmen have not yet voted on salaries. The Budget Committee has not recommended any lines with salaries. The Committee recommended splitting the telephone lines to show amounts paid for cell phones, VOIP and land lines.

Fire Department

Fire Administration – Account Number 42201:

The Budget Committee reviewed the Fire Department budget. The first seven or eight lines involve wages that have not been reviewed by the Selectmen. Telephone is up a little, heat is down, and the water contract is up.

Fire Fighting – Account Number 42202:

New Equipment – Line Number 42202.630.00: has doubled because money was moved from the minor equipment line number 42205.630.00 to the new equipment line.

Medical Services – Account Number 42207: The professional services line has increased because of the maintenance contract for the new defibrillator.

Fire Inspectors – Line Number 42203.110.00: Selectmen recommended a lower amount.

Chief Smith stated that the Budget Committee would recommend the Fire Department budget once wages have been decided.

There was no vote.

Building Inspections – Account Number 42401: The proposed amount for education and conferences was \$2,000. The Selectmen recommended \$500. The proposed amount was for training for the new building inspector but it is not needed.

There was no vote.

Homeland Security – Account Number 42901: The Budget Committee discussed the Homeland Security Budget.

The proposed amount for the 2017 Homeland Security budget, Account Number 42901 is \$650.00. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$650. Member Galloway seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 4/0/0.

Dispatch - Account Number 42992.390.00: The Budget Committee discussed the 2017 dispatch budget. It is a contract.

The proposed amount for the 2017 Dispatch budget, Account Number is \$42,800. The Atkinson Board of Selectmen recommend \$42,800. Member Torosian made a motion for

the Atkinson Budget Committee to recommend \$42,800. Member Galloway seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 4/0/0.

Highway Department

Administration – Account Number 43111:

The Assistant Road Agent salaries increased for \$8,000. The Road Agent Salary will increase \$5,000 for a combined total of \$13,000. The Committee discussed the change in salary. The September 27, 2016 minutes state the increase in the Assistant Road Agent salary was due to overtime.

The Committee discussed the Road Agent salary increase and decided to wait for a decision by the Selectmen to make a recommendation.

Telephone has increased 6%.

Other/New – Retirement – Line Number 43111.230.00: this line number or name should be changed. It is for New Hampshire retirement. A line number is needed for highway department retirement. Member Galloway stated that the line number should be 43111.230.00. Chair Smith stated that this is the correct number on the bookkeeper's expense account.

Engineering – Account Number 43112: No discussion.

Cleaning/Maintenance – Account Number 43122: Vice Chair Barker questioned the cleaning/maintenance labor line.

Equipment Repairs - Line Number -43122.430.00: – The 2016 expended amount is a negative number of -\$2,631. The Budget Committee will check.

Signs and Line Paintings – Line Number – 43122.875.00: is going out to bid.

Tree Removal – Line Number 43122.890.01: needs to be reviewed. According to the September 27, 2016 budget the Road Agent was over budget for tree removal in 2016. More trees still need to be taken down. The Budget Committee feels that once \$15,000 has been expended, no more trees should be taken down.

Snow and Ice Control – Account Number 43125: The Budget Committee discussed contract labor and salt/winter. There was no vote.

Street Lights – Account Number 43162: The Budget Committee already voted to recommend the Street Lights budget for 2017.

Recycling – Account Number 43234:

Custodial – Line Number 43234.120.00: This line increased to \$14,508. The September 27, 2016 minutes state that the Road Agent would like to hire a new employee. The Committee will ask the Road Agent.

Other Professional Services – Line Number 43234.390: The September 27, 2016 minutes state that it is for hazardous waste and one town backed out.

Contract Labor and Equipment – Line Number 43234.890: This line has gone up. The Budget Committee will ask the Road Agent.

Solid Waste Disposal – Account Number 43241: The Budget Committee voted previously to recommend the proposed amount of \$412,275 for the 2017 budget.

Health Administration – Account Number 44411:

The proposed amount for the 2017 Health Administration budget, Account Number 44411 is \$7,029. The Atkinson Board of Selectmen recommended \$7,029. Member Galloway made a motion for the Atkinson Budget Committee to recommend \$7,029. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 4/0/0.

Health Agencies

Family Mediation/Juvenile Services – Account Number 44151: The Budget Committee did not recommend any changes.

Adult & Family Services – Account Number 44152:

Rockingham Community Action – Line Number 44512.350.03: The proposed amount was increased to \$2,000. Vice Chair Barker stated that the Budget Committee should recommend \$1,000. She believes that Rockingham Community Action provides redundant services to Atkinson Elder Services. The recorder read the minutes of the October 18, 2016 Budget Committee meeting. Vice Chair Barker read from the figures given by Mr. Phair. 161 Atkinson residents were served.

Vic Geary Center – Line Number 44156.350.01: The Committee reviewed contributions to Atkinson residents by the Vic Geary Center. Vice Chair Barker read the letter from Vic Geary Center listing the services given to Atkinson residents.

Further discussion was deferred. There was no vote.

Animal Control – Account Number 44191: Expenditures were less than last year. The Budget Committee discussed the 2017 Animal Control budget. The Budget Committee voted to approve but may return to the figure.

The proposed total amount for the 2017 Animal Control budget, Account Number 44191 is \$16,706. Member Torosian made a motion for the Atkinson Budget Committee to recommend \$16,706. Vice Chair Barker seconded the motion. All members present voted in favor. Vote: 4/0/0.

General Assistance 44421.290:

Vice Chair Barker made a motion to recommend \$17,500 for the total 2017 General Assistance Budget Account Number 44421.290. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 4/0/0.

Recreation – Account Number 45201: deferred

Grounds Maintenance – Account Number 45202: The Budget Committee discussed the \$1,000 increase. The additional \$1,000 is for the 250th Anniversary celebrations.

The proposed total amount for the 2017 Grounds Maintenance Budget, Account Number 45202 is \$41,400. The Atkinson Board of Selectmen recommended \$41,400. Member Torosian made a motion for the Atkinson Budget Committee to recommend \$41,400. Member Galloway seconded the motion. All members present voted in favor. Vote: 4/0/0.

Community Center – Account Number 45208: A vote was deferred until the Board of Selectmen make a decision on wages and salaries.

Library

Library Admin – Account Number 45501: Mr. Cobb, Library Trustee came before the Budget Committee to discuss the 2017 Library budget. The main issues are salaries for the Director and Assistant Director.

Library Director Salary – Line Number 45501.110.01: Vice Chair Barker asked if the Library Director salary had been negotiated. This is a contract and has been negotiated.

Childrens' Librarian – Line Number 45501.110.02: The title of this line needs to be changed to Assistant Director. The Library Trustees raised the salary of the Assistant/Director to comply with Federal Regulations regarding exempt approval. The Library Trustees would like the Assistant Director to remain an exempt employee. This salary is not part of the merit pool. The Selectmen have not made a decision on the Assistant/Director Salary.

Library Aides – Line Number 45501.110.03: not discussed

Health Insurance – Line Number 45501.210.00: The Selectmen have not received the final numbers. This line does not reflect the proposed increase for 2017. The overall increase for the pool is 5% but the librarian and assistant librarian are paying 5% more for health insurance in 2017.

Mr. Cobb explained that aside from wages and salaries, the biggest increases are for the security issues with the HVAC and the IT contract. The Library was getting below cost because it was a public service, the Town wanted the Library rate, instead the vendor started charging the Library the same rate as the Town. The vendor was low bidder and is a good company. The HVAC system expense is a one-time expense. Vice Chair Barker informed the Committee that the HVAC and IT services are a contract. There were several bidders and the current contractor is a good provider.

There was no vote.

Patriotic Purposes: up due to the 250th Anniversary celebrations – the numbers have not been received.

Memorial Day - Account Number 45831 and Flags – Account Number 45832:

The proposed amount for the 2017 Patriotic Purposes budget, Memorial Day - Account Number 45831 and Flags – Account Number 45832 is \$3,775. The Atkinson Board of Selectmen recommended \$3,775. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$3,775 for the Patriotic Purposes budget. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 4/0/0.

Cable Operations – Account Number 45892: This account was previously voted by the Atkinson Budget Committee.

250th Anniversary – Account Number 45895.680.00: The Budget Committee discussed the changes in the line. It was originally budgeted at \$5,000 the amount needed to be funded by the Town. However, the number was changed to show the total expense, which should be reimbursed from contributions.

The proposed amount for the 2017 250th Anniversary budget, Account Number 45895.680.00 was \$20,000. The Atkinson Board of Selectmen recommended \$20,000. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$20,000 for the 2017 250th Anniversary Budget, Account Number 45895.680.00. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 4/0/0.

Conservation – Account Number 46111: The Budget Committee discussed the \$2,500 expense. It is for an appraisal for a proposed purchase of three lots to be added to the Town Forest.

The proposed total amount for the 2017 Conservation budget, Account Number 46111 is \$9,027. The Atkinson Board of Selectmen voted to recommend \$9,027. Vice Chair Barker made a motion for the Atkinson Budget Committee to recommend \$9,027. Member Galloway seconded the motion. All members present voted in favor. Vote: 4/0/0.

Minutes: November 10, 2016 - deferred

Member Galloway made a motion to adjourn the November 15, 2016 meeting of the Atkinson Budget Committee at 10:00 PM. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 4/0/0.