

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, November 29, 2016  
AMENDED**

Members Present:

Bill Smith, Chair  
Wendy Barker, Vice Chair  
Peter Torosian  
Kate Galloway  
Susan Carroll  
Tom Mealey

Others Present:

Alan Phair, Town Administrator  
David Weymouth, Bldg Maint.

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

**Agenda:** Review budget, review minutes

The Budget Committee reviewed the 2017 budget.

**Building Maintenance:**

Mr. Phair and Mr. Weymouth appeared before the Budget Committee and gave the Budget Committee a spreadsheet of 2016 building maintenance priorities as well as some other handouts.

Town Hall – Account Number 41941:

The Committee asked why the scheduled maintenance budget on the sheet Mr. Weymouth gave the Committee is \$3,854. Mr. Weymouth replied that if you take \$3,854 and add scheduled projects for 2017 it would total around \$6,100.

The Committee asked about maintenance priorities for 2016 and 2017. One priority is painting interior walls.

Another is installing a variable frequency drive for the geothermal heat. This way, the pump would not run 100% of the time, 12 hours a day. The VFD will sense when the wall units call for heat and only run then. The Committee asked if any savings would result from installing it.

Miscellaneous – Line Number 41941.690.00: There is a total of \$500 budgeted for miscellaneous expense. Mr. Weymouth explained that the line is for things like salt. Ms. Barker suggested renaming the miscellaneous line to maintenance supplies. Mr. Weymouth stated that the general maintenance line buys things like keys, bolts and screws.

General Maintenance – Line Number 41941.430.00: The Committee suggested reducing the general maintenance line by the \$683 general miscellaneous amount and moving that amount to the new maintenance supplies line. The total for the new maintenance supply line would be \$1,183. The total for the General Maintenance line would be \$5,800.

New Equipment – Line Number 41941.740: \$2,500 is budgeted. It is for new chairs for the Selectmen and for the Town Administrator.

Next, the Committee asked about the list of priorities given to them by Mr. Phair. Mr. Weymouth explained that not all the items on the handout given to the Committee for Town Hall maintenance are on the master budget sheet.

Town Garage – Account Number 41942:

The Committee asked about the generator and waterproof lights. Mr. Weymouth explained that a generator is needed because the town garage needs electricity when there is a power outage.

Mr. Weymouth explained that presently, the ends of the lights are corroding due to moisture and many of them are not working. Installing moisture proof LED fixtures would be safer.

General Maintenance – Line Number 41942.430.00: The Committee would like to take \$55.00 out of the general maintenance line and put it in a new line called maintenance supplies. This would make the general maintenance line total \$5,445.

The Committee discussed the water proof lights. \$5,500 is the proposed amount for general maintenance but the total in the priority hand out is different. Mr. Phair replied that not all building maintenance projects would be completed.

Police Station – Account Number 41943:

General Maintenance – Line Number 41943.430.00: The Committee discussed the general maintenance line. There is another discrepancy between the handout and the proposed amount on the master budget sheet. \$11,185 is the proposed amount on the master budget spreadsheet. \$7,375 is to repaint the bricks. \$1,500 is other work. The Committee questioned what other work is planned.

Fire Department – Account Number 41944:

General Maintenance – Line Number 49144.430.00: The Committee discussed the general maintenance line.

The Committee discussed leaks and the overhead door. Mr. Weymouth explained that there are still leaks.

The Committee questioned the generator service line. Part is the annual contract maintenance. Also, the frame is rusting out and needs to be replaced.

Also, the overhead door needs to be maintained annually.

QFP service is Quality Fire Protection. This is a contract to do all the checking for the fire extinguishers.

There is also another \$631 work for doors under elevator repairs. Mr. Weymouth explained that work has been done on both interior and outside doors. Some of the locks have been replaced.

The miscellaneous expense is for siding repair is to repair siding and to repair the flooring. There is also \$2,300 to repair siding listed. Mr. Weymouth explained that it is to repair the siding around the windows on the east side of the building because the windows are leaking.

Library – Account Number 41945:

General Maintenance – Line Number 41945.430.00: Concrete repair is needed. Winter salt rots it. Other projects are painting the large meeting room and pressure washing the building.

The lights in the Library cost more because the lights are on more often than in other departments. There are more fluorescents. The bulbs and batteries are for the exit lights.

Kimball House – Account Number 41946:

There are two boilers and two HVAC systems in the building. The Town painted two sides of the building in 2016 and will paint the other two sides for 2017. The steps have been fixed.

Community Center – Account Number – 41948:

General Maintenance – Line Number 41948.430: The total amount on the master spread sheet is \$15,000. The repair of the lally columns is still in progress. The other project is repairing and refinishing the floors. The Town has an estimate of \$8,500.

Family Mediation – Account Number 41949:

General Maintenance – Line Number 41949.430.00: The Town received a new estimate to repair and replace the oil tank for \$3,800. The total amount for the line in the master budget sheet is \$3,600.

Woodlock Park – Account Number 41947:

General Maintenance - Line Number 41947:430: The amount in the budget is \$1,500. The bathrooms need to be repaired. Crushed stone is getting into the toilets.

Salaries:

Mr. Phair explained that the Selectmen voted to go with a 2% COLA raise for Town employees with the exception of those with contracts and negotiated salaries. The Police will receive a 3% COLA raise because that percent raise is in their contract.

Salaries for all departments will be defined at the next meeting.

The Library Director takes the total COLA amount for her employees and gives them raises based on merit.

The Committee asked about the employee merit amount of \$21,000. Since the Selectmen decided to give COLA raises, the employee merit amount should be removed from the default budget.

Next, the Committee asked about salaries for the Selectmen. That has not been decided.

The Committee discussed the Road Agent salary and the amount paid by the Town for the use of the Road Agent truck for plowing. Mr. Phair explained that the amount paid for plowing is not part of the Road Agent salary. Mr. Phair explained that he did an analysis of the Road Agent salary. Mr. Phair also explained that the Town uses the Road Agent truck on average of 10 days per year for plowing. The average daily cost is \$700.

The Budget Committee discussed whether the Road Agent salary and all elected official salaries should be subject to a vote and if a raise is necessary.

Minutes: November 22, 2016

November 22, 2016

Mr. Phair informed the Committee that the heating contract for the Town has not been awarded as stated in the November 22, 2016 minutes because there was a tie in the bid.

**Member Torosian made a motion to approve the November 22, 2016 minutes of the Atkinson Budget Committee as amended. Member Carroll seconded the motion. All members present voted in favor. Vote: 6/0/0.**

The Committee discussed when to finalize recommendations for salaries.

**Member Carroll made a motion to adjourn the November 29, 2016 meeting of the Atkinson Budget Committee at 8:45 PM. Member Galloway seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 6/0/0.**