

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, December 6, 2016
AMENDED**

Members Present:

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

Others Present:

Alan Phair, Town Administrator
Diane Heer, Library Director

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

Agenda: Review budget, review minutes

The Budget Committee reviewed the 2017 budget.

The Town Manager informed the Committee that the Board of Selectmen had approved a 2% COLA raise for all Town employees with the exception of those under contract.

Member Tom Mealey made a motion for the Atkinson Budget Committee not to recommend any salary increases and/or a 2% COLA raise for Atkinson Town employees with the exception of those under contract. Member Sue Carroll seconded the motion.

Discussion: Vice Chair Barker stated that many Atkinson residents are on Social Security and Social Security payments are scheduled to rise .03%. At the same time, the cost of Medicaid and Medicare went up.

Mr. Phair responded that taxes have gone up because home values have gone up, not because of the tax rate.

Member Carroll agreed that a COLA raise for Town employees was not necessary.

Member Torosian stated that the Budget Committee agreed on merit raises last year instead of across the board COLA raises.

Vice Chair Barker asked why the Selectmen received a 2% merit raise when they get a stipend. Mr. Phair stated that the 2% raise for the Selectmen can be taken out.

Chair Smith also agreed that the Budget Committee should not recommend 2% COLA raises stating that real economic growth is only about 1% and not all Town residents are affluent.

Member Torosian would prefer merit raises.

The Committee agreed that comparing salaries to salaries paid by other Towns should not be done.

The total of the Selectmen's column in the budget spreadsheet last week was \$4,536,181.

\$4,575,318 is the total this week, which is about \$39,000 more.

Chair Smith requested the Committee look at the spreadsheet and requested to know the cost of the 2% COLA. Subtracting the total of the proposed budget figures for last week from this week's totals gives \$39,000. Less the change in the Town Administrator's salary of \$5,000, the total cost of the COLA raises is \$34,000. This brings the budget increase to 2.95%.

There was no more discussion.

Chair Smith requested a vote.

All members of the Atkinson Budget Committee present voted not to recommend a 2% COLA increase for any Town employees. Vote: 5/0/0.

The Budget Committee returned to a discussion of merit raises. Mr. Mealey recommended setting goals as a step to establishing a merit system.

Chair Smith reiterated the reasons not to recommend COLA raises for any Town employees and that the Budget Committee prefers merit raises. Chair Smith informed the Committee that the Selectmen decide what raises to give Town employees. The Budget Committee can only recommend not funding the raises. Vice Chair Barker informed the Budget Committee that the total COLA raises is \$20,930.

General Government:

Selectmen's Salaries – Line Number 41301.110.04:

The proposed amount is \$17,239. The Selectmen voted to recommend \$17,239. Member Carroll made a motion not to recommend a 2% increase for Selectmen's' salaries and for the Budget Committee to recommend \$16,901 for Selectmen's' Salaries. Member Torosian seconded the motion. All members present voted not to recommend. Vote: 5/0/0 not to recommend.

Chair Smith adjusted FICA and Medicare lines accordingly.

Miscellaneous – Line Number 41301.601: Vice Chair Barker questioned the line. The Town Administrator informed the Committee that the line was for things like plaques and awards. The Budget Committee recommended changing the line name to Recognitions. There was no vote.

Public Notices – Line Number 41301.860.00: \$1,524 was spent in 2016. The proposed amount is \$5,000. Mr. Phair explained that the Town will be mailing more notices next year due to the E911 process.

Chair Smith made a motion for the Budget Committee to recommend the Board of Selectmen budget with the exception of Selectmen's' salaries, line number 41301110.04. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted to recommend the 2017 Board of Selectmen budget as amended. Vote: 5/0/0.

Town Administrator – Account Number 41302:

The Committee asked if the cell phone and land line accounts had been separated.

Assistant Town Administrator – Line Number 41302.120.00: The Assistant Town Administrator salary shows a 7.2% increase. Mr. Phair explained that she gets a 2% merit increase and a 1.2% longevity increase. Ms. Heer explained that Town policy is to give employees a 1.2% longevity increase every fifth year. Since the Budget Committee will not fund the 2% COLA raises, then the Assistant Town Administrator pay increase should be 5.2%, which includes the longevity increases and overtime. The total for the Assistant Town Administrator salary would be \$48,687.

Chair Smith will change FICA at 1.06%, Medicare and Retirement lines accordingly.

Telephone – Line Number 41302.341.00: Mr. Phair does not have an answer.

The Budget Committee requested that the telephone line for each department be split into cell phone and land line phones. Member Torosian made a suggestion for Town employees to use their own phones.

Postage – Line Number 41302.625.00: \$8,700 was proposed. The highest it has ever been is \$4,700.

The proposed amount for postage, line number 41302.625.00 is \$8,700. The Board of Selectmen recommend \$8,700. Member Carroll made a motion for the Budget Committee to recommend \$5,750. Vice Chair Barker seconded the motion.

Discussion: commercial mailing went up.

The Atkinson Budget Committee voted four in favor, none against and Chair Smith abstaining. Vote: 4/0/1.

Service Contracts – Line Number 41302.720.00: The major expense is for the copier.

Vice Chair Barker recommended that the telephone land line and cell phone contracts be split into two budget lines.

\$8,700 was proposed for Service Contracts, Line Number 41302.720.00. The Board of Selectmen recommended \$8,700. Member Carroll made a motion to for the budget committee to recommend \$1,300. Member Torosian seconded the motion. All members present voted to recommend \$1,300. Vote: 5/0/0.

The Budget Committee voted on the total Town Administrator budget.

The total proposed Town Administrator Budget is \$193,521. The Board of Selectmen recommended \$193,521. Member Torosian made a motion for the Budget Committee to recommend the Town Administrator budget less the recommended changes to the Assistant Town Administrator Salary Line Number 41302.120.00, including FICA, Medicare and Retirement and Service Contracts, Line Number 41302.720.00. Member Carroll seconded the motion. All members present voted to recommend the Town Administrator budget as amended. Vote: 5/0/0.

Clerical – Account Number 41304:

Planning Assistant – Line Number 41304.110.00: \$15,015 was the budget amount for 2016. The proposed amount for the 2017 Planning Assistant salary is \$15,971. The Board of Selectmen recommend \$15,971. The Budget Committee recommends \$15,671.

Discussion: This is the 2016 budgeted amount plus 4.37% equaling \$15,671, the proposed 6.37 percent increase less the 2% COLA increase.

\$15,015 was the budget amount for 2016. The proposed amount for the 2017 Planning Assistant salary is \$15,971. The Board of Selectmen recommend \$15,971. Member Torosian made a motion for the Budget Committee to recommend \$15,671. Vice Chair Barker seconded the motion. All members present voted to recommend \$15,671. Vote: 5/0/0.

The proposed amount for the Clerical Account, Line Number 41304 is \$17,194.00. The Board of Selectmen recommended \$17,194. Member Torosian made a motion to recommend for the Clerical Account, Account Number 41304 with the amendments to the Planning Assistant Salary, FICA, and Medicare. Member Carroll seconded the motion. All members of the Atkinson Budget Committee present voted to recommend the Clerical Account as amended. Vote: 5/0/0.

All other portions of the Executive budget were approved. The Budget Committee moved to Elections and Registration.

Elections and Registration:

Town Clerk – Account Number 41401:

Town Clerk Salary – Line Number 41401.130:

The Town Clerk salary would remain \$51,321, the same as the 2016 budgeted amount. \$53,842 was proposed for 2017.

Town Clerk Assistant – Line Number 41401.110.00.

The proposed amount is \$53,842. The Board of Selectmen recommended \$53,842. The Budget Committee recommends \$52,806, which is the default amount less 2%.

The total proposed amount for the Town Clerk budget, Account Number 41401 is \$166,913. The Board of Selectmen recommended \$166,914. Chair Smith made a motion for the Budget Committee to recommend \$166,913 less the 2% COLA raises for the Town Clerk, Line Number 41401.130 and the Town Clerk Assistants, Line Number 41401.110.00, adjusting FICA, Medicare and Retirement accordingly. Member Torosian seconded the motion. All members present voted to recommend the Elections and Registration Budget as amended. Vote: 5/0/0.

Moderator: Already approved.

Accounting and Financial:

Bookkeeper – Line Number 41501.110.00: The 2016 budgeted amount is \$46,236. The proposed amount is 49,670, which is a 5.43% increase. The Budget Committee recommends \$48,747.00

Assistant Bookkeeper – Line Number 41501.120.00: The 4.17% increase is for the additional 25 cent an hour increase.

The proposed amount for the 2017 Accounting and Financial budget is \$81,509. The Board of Selectmen recommended \$81,509. Member Torosian made a motion for the Budget committee to recommend the Accounting and Financial 2017 budget as amended. Member Mealey seconded the motion. All members of the Atkinson Budget Committee present voted to recommend the Accounting and Financial budget as amended. Vote: 5/0/0.

Assessing – Account Number 41503:

The proposed amount for the 2017 Assessing budget is \$40,300. The Board of Selectmen recommended \$40,300. Vice Chair Barker made a motion for the Budget Committee to recommend \$40,300. Chair Smith seconded the motion. All members present voted to recommend \$40,300 for the 2017 Assessing Budget. Vote: 5/0/0.

Tax Collecting:

Deputy Tax Collector – Line Number 41504.110.00: There is a 4.06% increase and the Budget Committee reduced the increase by 2% and questioned the additional 2.06% increase.

The proposed amount is \$4,033. The Selectmen recommend \$4,033. Chair Smith made a motion for The Budget Committee to recommend \$3,955, a 2.06% increase, rather than a 4.06% increase. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$3,955. Vote: 5/0/0.

Tax Collector – Line Number 41504.130.00:

The 2016 budget amount is \$30,564. The proposed amount is \$31,175. The Board of Selectmen recommend \$31,175. The Budget Committee recommends \$30,564. All members of the Atkinson Budget Committee voted to recommend \$30,564 for the 2017 Tax Collector, Line Number 41504.130.00. Vote: 5/0/0.

Office Supplies – Line Number 41504.620.00: The proposed 2017 amount is up 37.5%, a \$300 increase.

Other Professional Services – Line Number 41504.390.00: The 2017 increase in the proposed amount is for preprinted certified mailers.

The total proposed amount for the 2017 Atkinson Tax Collecting budget is \$48,238. The Board of Selectmen recommend \$48,238. Chair Smith made a motion for Atkinson Budget Committee to recommend the proposed Atkinson Tax Collecting Budget as amended. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted to recommend the Atkinson Tax Collector budget as amended. Vote: 5/0/0.

Treasury – Account Number 41505:

Assistant Treasurer – Line Number 41505.110.00: The default amount is \$1,375.

The proposed amount for the 2017 Assistant Treasurer, Line Number 41505.110.00 is \$1,403. The Board of Selectmen recommend \$1,403. Vice Chair Barker made a motion for the Budget Committee to recommend \$1,375. All members of the Atkinson Budget Committee voted to recommend \$1,375. Vote: 5/0/0.

Treasurer – Line Number 41505.130.00: \$2,200 is the default amount for the Treasurer.

Bank Services/Fax - Line Number 41505.340.00: A \$300 increase. There has been a refund for 2015 and 2016.

The proposed amount for Bank Services/Fax, Line Number 41505.340.00 is \$800. The Board of Selectmen recommended \$800. Member Torosian made a motion for the Atkinson Budget Committee to recommend \$500. Vice Chair Barker second the motion. All members of the Atkinson Budget Committee voted to recommend \$511.00. Vote: 5/0/0.

The proposed total Treasury budget, Account Number 41505 is \$5,075. The Board of Selectmen recommend \$5,075. Member Torosian made a motion to recommend the total Treasury budget, Account Number 41505 less the amendments. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted to recommend the total proposed Treasury budget, Account Number 41505 less amendments. Vote: 5/0/0.

Computers – Account Number 41506:

Hardware Purchase – Line Number 41506.740.00: The Budget Committee recommend that the proposed laptops for the Police Department cruisers go to warrant. The cost of the laptops is approximately \$10,000. The total proposed amount for Hardware Purchases, line number 41506.740.00 is \$19,000.

The proposed amount for Hardware Purchases, Line Number 41506.740.00 is \$19,000. The Board of Selectmen recommend \$19,000. Vice Chair Barker made a motion for the Atkinson Budget Committee to recommend \$10,000 for Hardware purchases, Line Number 41506.740.00. Member Torosian seconded the motion.

Discussion: The \$9,000 is the amount proposed for police department laptops which will go to a warrant.

All members of the Atkinson Budget Committee present voted to recommend \$10,000. Vote: 5/0/0.

Member Torosian made a motion to recommend the 2017 Computer Account Number 41506 as amended. Chair Smith seconded the motion. The Atkinson Budget Committee voted to recommend the 2017 Computer Account Number 41506 as amended. Vote 4/0/1 with Vice Chair Barker abstaining.

Personnel Administration – Account Number 41552:

The total proposed amount for the 2017 Personnel Administration, Account Number 41552 is \$45,484. The Board of Selectmen recommend \$45,484. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$45,484. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$45,484. Vote: 5/0/0.

Buildings:

Town Hall Repairs and Maint. – Account Number 41941:

Maintenance Supervisor – Line Number 41941.110.00: A 3.4% increase. This includes the 2% COLA increase.

The proposed amount for Maintenance Supervisor, Line Number 41941.110.00 is \$20,009. The Board of Selectmen recommend \$20,009. Vice Chair Barker made a motion for the Atkinson Budget Committee to recommend \$19,620, which is the proposed amount less the proposed 2% COLA raise. All members of the Atkinson Budget Committee voted to recommend \$19,620 for the 2017 Maintenance Supervisor, Line Number 41941.110. Vote: 5/0/0.

General Maintenance – Line Number 41941.430.00:

New Equipment – Line Number 41941.740.00: For locks

The total proposed amount is \$59,148 for the 2017 Town Hall Repairs and Maintenance budget, account number 41941. The Board of Selectmen voted to recommend \$59,148. Chair Smith made a motion to approve the Town Hall Repairs and Maintenance, Account Number 41941 2017 budget with the change in salaries. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$59,148 less the changes in salaries, FICA, Medicare and Retirement. Vote: 5/0/0.

Town Garage – Account Number 41942:

The Committee discussed the proposed generator.

General Maintenance – Line Number 41942.430.00:

The proposed amount for the 2017 budget for General Maintenance, Line Number 41942.430.00 is \$6,500. The Board of Selectmen recommend \$6,500. Member Sue Carroll made a motion for the Budget Committee to recommend \$4,000. Member Mealey seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$4,000 for the 2017 budget for General Maintenance, Line Number 41942.430.00. Vote: 5/0/0.

Vice Chair Barker made a motion to recommend the 2017 budget for Town Garage, Account Number 41942 as amended. Member Sue Carroll seconded the motion. All

members of the Atkinson Budget Committee present voted to recommend the 2017 budget for the Town Garage, Account Number 41942 as amended. Vote: 5/0/0.

Police Station – Account Number 41943: The Budget Committee discussed repointing the bricks.

The 2017 proposed amount for the Police Station, Account Number 49143 is \$12,675. The Board of Selectmen recommend \$12,675. Member Torosian made a motion for the Budget Committee to recommend \$12,675. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted to recommend \$12,675 for the Police Station, Account Number 41943. Vote: 5/0/0.

Fire Station – Account Number 41944:

O.P.S Alarm System – Line Number 41944: The Budget Committee discussed what items are included in the Other Professional Services line.

Member Mealey made a motion to recommend \$775. It was tabled.

The 2017 proposed amount for the Fire Station, Account Number 41944 is \$14,840. The Board of Selectmen voted to recommend \$14,840. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$14,840. Member Mealey seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$14,840.00 for the Fire Station, Account Number 41944. Vote: 5/0/0.

Library – Account Number 41945: The Committee discussed if there were any issues with the septic system.

The total proposed amount for the 2017 budget for the Library, Account Number 41945 is \$6,940. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$6,940 for the Library, Account Number 41945. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$6,940 for the 2017 Library, Account Number 41945. Vote: 5/0/0.

Kimball House – Account Number 41946:

General Maintenance – Line Number 41946.430: The Committee discussed the items requested for general maintenance of the Kimball House. The amount is to fix the steps and paint two sides of the building.

The proposed amount for 2017 General Maintenance, Line Number 41946.430 is \$8,500. Chair Smith made a motion to recommend \$6,701. Member Mealey seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$6,701 for 2017 General Maintenance, Line Number 41946.430. Vote: 5/0/0.

The total proposed amount for the 2017 Kimball House, Account Number 49146 is \$12,175. The Board of Selectmen recommended \$12,175. Chair Smith made a motion for the Atkinson Budget Committee to recommend the 2017 Kimball House, Account Number 49146 as amended. Member Carroll seconded the motion. All members of the Atkinson Budget Committee present voted to recommend the 2017 Kimball House budget, Account Number 49146, as amended. Vote: 5/0/0.

Woodlock Park/Hearse House – Account Number 41947:

The proposed amount for the 2017 Woodlock Park/Hearse House budget, Account Number 49147 is \$2,490. The Board of Selectmen recommended \$2,490. Vice Chair Barker made a motion for the Atkinson Budget Committee to recommend \$2,940.

Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$2,940. Vote: 5/0/0.

Community Center – Account Number 41948:

The proposed amount for the 2017 Community Center budget, Account Number 49148 is \$17,100. The Board of Selectmen recommended \$17,100. Member Torosian voted for the Budget Committee to recommend \$17,100. Chair Smith seconded the motion.

Discussion:

General Maintenance – Line Number 41948.430.00:

The Committee discussed repairing the floors in the Community Center. Chair Smith recommended padding for the chair and table legs before the floor is repaired. The Town Administrator stated that padding for the chair and table legs would be on before the floor is done. The Committee discussed the cost of new feet for chairs and tables and recommended \$2,000 for the General Maintenance, Line Number 491948.430.

The Budget Committee discussed the procedure for replacing/refinishing the floor.

The proposed amount for the 2017 Community Center General Maintenance Line Number 41948.43.00 is \$15,000. The Board of Selectmen recommended \$15,000. Chair Smith made a motion for the Budget Committee to recommend \$9,000. Member Mealey seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$9,000 for the 2017 Community Center budget, Account Number 49148. Vote: 5/0/0.

Family Mediation – Account Number 41949:

The proposed amount for the 2017 Family Mediation budget, Account Number 49149 is \$4,765. The Board of Selectmen recommend \$4,765. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$4,765. Member Carroll seconded the motion. All members of the Atkinson Budget Committee present voted to recommend \$4,765 for the 2017 Family Mediation budget, Account Number 49149. Vote: 5/0/0.

East Road – Account Number 41950:

Member Mealey made a motion to remove \$650 to install electricity in the building and for the Budget Committee to recommend \$750.

Discussion: Town employees do not use the building at night. The total amount includes \$750 for a pressure wash and \$650 for the lighting. Vice Chair Barker stated that she would prefer that the electricity be installed because it is a safety issue. The soccer players have to get into the basement to put away their equipment.

Chair Smith seconded the motion. All members voted in favor. Vote: 5/0/0.

The total proposed amount for the 2017 East Road/Conservation budget, Account Number 41950 is \$1,400. Chair Smith made a motion for the Atkinson Budget Committee to recommend \$750. Member Torosian seconded the motion. All members voted to recommend \$750 for the 2017 East Road/Conservation budget, Account Number 41950. Vote: 5/0/0.

Chair Smith made a motion to adjourn the December 6, 2016 meeting of the Atkinson Budget Committee at 9:55 PM. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.