

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, October 31, 2017**

Members Present:

Bill Smith, Chair
Wendy Barker, Vice Chair
Sue Carroll
Bob Malo
Bob Worden
Peter Torosian

Others Present:

Alan Phair, Town Administrator
Dave Weymouth, Buildings

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

Agenda: Buildings,

Buildings: Dave Weymouth and Alan Phair came before the Atkinson Budget Committee to present the proposed Atkinson Buildings budget for FY19

Town Hall Repair and Maintenance – Account Number 49141:

Town Hall – Maintenance Supervisor – Line Number 49141.110.00: A 2% COLA increase and an increase in hours to 25 hours per week. Mr. Weymouth works an average of 25 hours per week.

Other Professional Services – Line Number 49141.390.00: On going maintenance and a breakdown of possible projects.

Telephone – Line Number 49141.341.00: a slight increase.

Electricity – Line Number 49141.410: a slight decrease due to the rate decrease and the new lights.

Heat – Line Number 49141.411.00: Mr. Weymouth explained the heat pump system. The water is drawn from the well. Mr. Weymouth explained that the Atkinson Town Hall sprinkler system is built to 13R specifications. The fire suppression system is insufficient for current requirements. When the building was built, it met NFPA requirements. When it was originally built, it was built to 13R specifications and pond water was used for the sprinkler and heating systems. Now the sprinkler system is tied into the well. The sediment in the pond water burned out the pumps. It needs to be upgraded.

Vice Chair Barker stated that one issue that concerns her is document conservation. The Atkinson Town Hall contains many valuable and historic documents. Mr. Weymouth explained that the sprinkler system project may not be done in FY18. The projects list is not included in the FY18 budget, with the exception of the entryway projects.

Chair Smith asked about a possible bathroom remodel and a new fire suppression system. They are projected expenses. The only project budgeted for FY 18 are new carpets for the entryway.

New Equipment – Line Number 49141.740.00: Chair Smith requested to look at the spreadsheet of expenses for FY18. Mr. Malo asked about the desks and Mr. Weymouth explained that the \$2,500 is for two desks in the administrator office.

Town Garage – Account Number 41942: \$17,000 was proposed, the Selectmen cut \$4,000. The money is for a new roof for the salt shed. The Selectmen took out \$4,000 for waterproof lights. Mr. Weymouth requests a generator every year. He would like a generator with an automatic switch. Now, when the power goes out, the garage door has to be opened manually. Once it is open, it is left open. The waterproof lights will be done in FY17. The roof needs to be replaced.

Police Station – Account Number 41943: Mr. Weymouth would like to repaint the walls. The cost would be \$8,500. If he can get an RFP, the walls will be repainted for FY17 and the expense will be taken out of the FY18 budget. The Committee discussed why the Police Station building budget is the same for FY18 as for FY17. It was explained that repainting the walls was in the FY17 budget, but instead, a pump and the doors had to be replaced. Mr. Weymouth explained that \$11,185 was the total budget for Police Station maintenance but it may change.

Fire Station – Account Number 41944: 10.78% less. Mr. Phair informed the Committee that there have been no bids for repair to the Fire Station. Mr. Weymouth explained that \$200,000 was put in the budget as a guess, there have been no bids.

Library – Account Number 41945:

Other Professional Services – Line Number 41945.390.00: A couple of inspections were underbudgeted. The Town does not own the Library propane tanks. They were transferred from one vendor to the other when propane vendors were changed.

Kimball House – Account Number 41946:

Other Professional Services Line Number 41046.390.00: Up a little. The cost is to paint one wall of the building.

Vice Chair Barker asked about the handicap ramp. Mr. Weymouth explained that there has never been one. Mr. Weymouth explained that the ramp has to be a certain size along with the door. Mr. Phair explained that it is not an historical building. Vice Chair Barker asked if the ramp could be an Eagle Scout project. Member Carroll asked about getting someone in house to do the door. Mr. Weymouth stated that it is an old building and there could be problems so a contractor would be better.

Woodlock Park/Hearse House – Account Number 41947: Mr. Phair asked if Hearse House should be part of the Cemetery budget. The Cemetery Trustees use the building. They usually do the repairs, but the money comes from the Buildings account.

Woodlock – Account Number 41947: There is 200% increase. The bathrooms need pressure washing and painting. The other cost is for vinyl siding for the corners. Brighter lights are also included. The Committee discussed the vandalism at Woodlock. Vice Chair Barker requested to discuss security. The building gets vandalized every year. Mr. Weymouth suggested that the Road Agent open the building in the morning and closed by the Police Department at night. The coach can check out a key to open and close the building during games and would be responsible for the building. One issue is sometimes the Police forget to lock the door. Another issue is having too many keys out. The park is closed during the winter. People can still go into the building but there is no power. The Committee discussed security cameras. Mr. Phair stated that security cameras are cheap.

There is a baseball building on the right by the entrance to the park. \$200 is budgeted to pressure wash the exterior of the building. The road agent has equipment in the building. It was built for the baseball teams but the Town is responsible for them.

Community Center – Account Number 41948: Everything except the maintenance line is the same. The Community Center director would like to be able to expand or reduce room 2 by opening up one wall and putting in a partition. The floor in that room needs to be repaired, too. Mr. Weymouth is proposing to replace the tile floor with indoor/outdoor carpet. Mr. Weymouth got a rough estimate of \$10,000.

Vice Chair Barker asked about the split system AC and Mr. Weymouth explained that it is in the line budget. The \$8,500 for the air conditioning system. The Director would like to install an air conditioning system. Some factors are the labor, the current system is inefficient and the fact that a couple of the

window air conditioners need to be replaced. The Community Center is currently being cooled with window air conditioner units. Under the new system, there will be a two-zone AC/heat Community Center Area. One area will be smaller, so that the entire meeting area will not need to be air conditioned. Vice Chair Barker has asked the Community Center Director for some figures on the savings.

Family Remediation – Account Number 41949: repoint chimney: Mr. Weymouth has an estimate and may be able finish the project in FY17. If the project can be finished in FY17, the \$2,500 cost can be taken from the FY18 budget.

Conservation/East Road – Account Number 41950: most of the money in the budget was spent for inside lighting.

Other Business:

The Committee discussed issues with the Fire Station repairs. Mr. Torosian stated it may be the ducting but Mr. Weymouth informed him that all the ducting is in the attic.

\$240,000 is one estimate for siding for the Fire House. The Committee also discussed whether the Town could sue the builder, one issue is that it has been 18 years since the building was built.

Mr. Phair informed the Committee that the Selectmen have decided on salaries. No elected officials will get raises. There is a 5% increase for the Town Administrator contract. He does not get benefits. All other raises were 2%. Anyone working less than one year got no increase. The Sun and Fun employees were not included in the 2% raise. Mr. Phair stated he believes that Sun and Fun councilors will get a wage increase and he will double check. Mr. Worden informed the Committee that the Selectmen approved the increase of \$.75 per hour requested in the Sun and Fun budget.

There was also discussion about longevity. The longevity raises have always applied to elected officials. The Selectmen did not take them out. The Tax Collector and The Town clerk are both eligible for longevity increases this year. The Tax Collector is up for reelection for 2018. There is also a 2% COLA increase.

Conflict of Interest Committee – Account Number 41305: Mr. Phair has not heard from them. The default budget is \$100 and Mr. Phair proposed leaving it in.

Mr. Phair will have the figures for solid waste on 11/16 and propane on 11/13.

Minutes: October 17, 2017

Chair Smith made a motion to accept the minutes of the October 17, 2017 meeting as amended. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Minutes: October 24, 2017

Chair Smith made a motion to accept the minutes of the October 24, 2017 meeting as amended, Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Chair Smith made a motion to adjourn the October 24, 2017 meeting of the Atkinson Budget Committee. Member Carroll seconded the motion. All members voted in favor. Vote 6/0/0.

The Tuesday, October 31, 2017 meeting of the Atkinson Budget Committee adjourned at 8:47 PM.