

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, November 27, 2018**

Members Present

Bill Smith, Chair
Wendy Barker, Vice Chair
Bob Malo
Dave Paquette
Peter Torosian
Bob Worden

Others Present

Alan Phair, Town Administrator
Debra DeSimone, Tax Collector
Jim Cobb, Chair Library Trustees

Chair Smith called the meeting to order at 7:32 p.m.

Agenda: Tax Collector, Town Budget Spreadsheets

Chair Smith stated that the Town Budget could be at 8.30% increase over last year, not counting Dispatch.

Administrator Phair said that he will get the exact numbers for Dispatch but he believes that the new amount would be 44,889 which would raise the budget.

Tax Collector Minutes:

Tax Collector DeSimone stated that most changes were beyond her control and Lines 41504.110.00 through 41504.620.00 showed minimal increases, decreases or stayed the same. She originally decided not to increase Postage (Line 41504.625.00) but was recently informed that it will be going up by 10% in January 2019; therefore, she is adding 390 to that line. While she over-expended mileage by \$50 this year, she will not be increasing the budget because she feels there will be fewer trips to the bank and she does not put in for miles when she travels. For Office Supplies (Line 41504.620.00), she would like to keep it the same because she needs to buy a safe for \$800. She is proposing that 800 be subtracted from the 2800 to make it an even 2000.

Chair Smith made a motion to approve the proposed change. Vice Chair seconded the motion. All members voted in favor. Vote: 6/0/0

While there was much discussion and calculating for the salaries of the Tax Collector and Deputy Tax Collector, the Committee was unable to validate the numbers. Chair Smith suggested deferring the discussion and leaving it as an open issue.

Chair Smith made a motion to approve the increase of postage by \$390. Member Worden seconded the motion. All members voted in favor. Vote: 6/0/0

Library Budget Minutes

Vice Chair Barker presented three changes for the Library Budget as follows:

Health Insurance (Line 45501.210.00) changed from 41,634 to 46,005
Other Professional Services (Line 45502.390.00) changed from 34,900 to 31,600
Computer Hardware (Line 45502.740.00) changed from 15,758 to 13,258

Chair Smith calculated the changes decreased the Library unit total from 11.94% to 10.72%.

Board of Selectmen Budget

There are basically no changes in the Board of Selectmen's budget with the exception of the following outstanding lines:

Line 41301.110.04: There is no 53rd week in 2019; therefore there really isn't any change in the budget

Line 41301.550.00: The change is due to a higher demand in printing town reports.

Chair Smith made a motion to accept the Board of Selectmen proposed budget. Member Worden seconded the motion. All members voted in favor. Vote: 6/0/0

Town Administrator Budget

Member Worden stated that since Administrator Phair is retiring there may be a significant rise in the budget. Administrator Phair did not require health insurance and donated much of his time which may not be the case with a new Administrator.

Chair Smith asked who receives health insurance and what type of insurance.

Administrator Phair said that he does not receive an insurance plan from the Town and the Assistant Town Administrator and her husband receive a 2-person health insurance plan.

Member Torosian asked about why the Service Contracts (Line 41302.720.00) went from 1 to 1000.

Administrator Phair said he would get back to the Committee with the answer.

Member Paquette asked if the cost for finding a new Town Administrator lies with the Board of Selectmen.

Administrator Phair said that it is the Selectmen's responsibility.

After much discussion and due to the fact that there are too many variables, the Committee did not vote to approve the Board of Selectmen's budget.

Clerical Budget

Vice Chair Barker made a motion to accept the Clerical budget. Chair Smith seconded the motion. All members voted in favor. Vote: 6/0/0

Chair Smith asked if the Committee wanted to discuss COLAs.

The Committee decided to discuss the COLAs after completing the list of budgets.

Conflict of Interest Budget

Member Torosian made a motion to approve the Conflict of Interest budget. Member Worden seconded the motion. All members voted in favor. Vote: 6/0/0

In addition to the approval of the Conflict of Interest budget, Member Torosian proposed that \$1 place holders be put on each line (Lines 41305.110.00 to 41305.850.00), amounting to \$8. All members voted in favor. Vote: 6/0/0

Safety and Energy Committees Budget

Chair Smith made a motion to approve \$1 for the Safety Committee and \$1 for the Energy Committee. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0

Town Clerk Budget

Administrator Phair stated that the Town Clerk is retiring as of December 31, 2018. The Assistant Town Clerk will take over as Interim Town Clerk as of December 14, 2018, until a new Town Clerk is elected. A new Assistant Town Clerk will be hired.

The Committee decided not to approve the Town Clerk budget until all the variables have been settled.

Moderator Budget

The Committee approved the Moderator budget previously.

Accounting and Financial Budget

Member Paquette made a motion to cut the Telephone budget from 500 to 400. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0

Member Paquette asked why the Education Conferences went up last year.

Administrator Phair stated that he would verify the information and get back to the Committee.

Auditing Budget

Member Torosian made a motion to reduce Line 41502.301.00 from 18,200 to 17,100. Vice Chair Barker seconded the motion. All members voted in favor. Vote: 6/0/0

Assessing Budget

Member Torosian made a motion to approve the Assessing budget for 41,500. Vice Chair Barker seconded the motion. All members voted in favor. Vote: 6/0/0

Treasury Budget

Chair Smith made a motion to approve the Treasury budget for 4,699. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0

Computers Budget

Due to the fact that there is much to be discussed, the Committee has passed on the Computers budget for a later date.

Budget Committee Budget

The Committee approved the Budget Committee budget previously.

Legal Services Budget

Member Torosian made a motion to approve the Legal Services for 38,200. Vice Chair Barker seconded the motion. All members voted in favor. Vote: 6/0/0

Personnel Admin Budget

Vice Chair Barker made a motion to approve the Personnel Admin budget as is. Member Torosian seconded the motion. All members voted in favor. 6/0/0

Planning and Zoning Budget

The Committee approved the Planning and Zoning budget previously.

Other Insurance and Advertizing/Regional Budgets

Member Worden made a motion to approve the Other Insurance budget as proposed for 61,164 and Advertising/Regional budget as proposed for 6,832. Vice Chair Barker seconded the motion. All members voted in favor. Vote: 6/0/0

Ambulance Budget

Chair Smith made a motion to approve the Ambulance budget. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0

Homeland Security Budget

Chair Smith made a motion to cut the Homeland Security Budget from 500 to 200. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0

Dispatch Budget

Chair Smith made a motion to approve the Dispatch budget for 44,889. Member Worden seconded the motion. All members voted in favor. Vote: 6/0/0

Chair Smith asked to go over the minutes of October 16, 2018.

Member Paquette made a motion to accept the minutes as amended. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0

Chair Smith asked to go over the minutes of November 13, 2018.

Member Worden made a motion to accept the minutes as amended. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0

Member Worden asked for next week's agenda:

- Police Department
- Library
- Recreation
- Community Center

Member Worden made a motion to adjourn the November 27, 2018, Atkinson Budget Committee Meeting. Vice Chair Barker seconded the motion. All members voted in favor. Vote: 6/0/0.