

TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, April 13, 2021

Members Present

Bill Smith, Elected Chair
Wendy Barker, Elected Vice Chair
Bob Malo
Peter Torosian
Mark Sakakeeny
Ray Fournier

Others Present

Chair Smith called the meeting to order at 7:03 p.m.

Agenda: Reading RTK Checklist, Attendance, Elect Officers, Create 2021 Draft Schedule and Minutes

Chair Smith read the public notice regarding COVID-19.
Attendance was taken.

Elections

Member Torosian nominated Bill Smith for Chairperson.

Mark Sakakeeny seconded the nomination

Incumbent Smith nominated Wendy Barker for Vice Chairperson.

Member Malo seconded the nomination.

All members were in favor of the nominations. **Vote: 4/0/2**

Minutes for 01/30/2021

Member Torosian made a motion to approve the minutes as written.

Member Fournier seconded the motion. All members were in favor. **Vote: 5/0/1**

All members discussed several ways of improving communications between the Committee and Department Managers, such as:

- Distributing the schedule to department managers to make them aware of the Committee schedule and facilitate adjusting the schedule as needed
- Committee member liaisons attending department meetings, Board of Selectmen meetings, Building Needs Committee meetings, and contract negotiations
- Using Excel formulas for COLA, FICA, and Healthcare for all salaries except departments under contract (**Member Fournier** requested that department heads, as a budgeting simplification, in their initial proposed budgets, please use 2021 historical salary numbers without including 2022 COLA. Then, when COLA is later decided, it can be consistently applied to all relevant department salaries via formula.)
- Relabeling Calendar lines to clearly designate end-of-month meeting dates, when the Committee plans to hold initial votes on budgets of those departments that were reviewed earlier in the month, so interested department managers can attend, if so desired.

- Asking department managers to put two dates on their calendars: When the Budget Committee will review their department budget, and the end-of-month date when the Budget Committee will initially vote on their department budget.
- Asking liaisons to remind department managers of their departments' two dates.

Member Malo volunteered to attend the next Board of Selectmen's (BOS) meeting. He will send an email to the Selectmen and the Town Administrator stating that he will be the initial liaison to the BOS.

Chair Smith suggested all liaisons meet the department managers in person, get to know their departments, and remind the managers of the new schedule.

The Budget Committee schedule was tentatively decided for the year and will be posted along with the minutes.

Member Sakakeeny asked if an action item log and a list of items to be discussed with the Selectmen would be helpful. **Chair Smith** thought both could be helpful, and possibly included in the minutes and/or maintained separately.

Member Malo discussed the Family Mediation building, expressing hope that the Selectmen might decide early (rather than in January) on its future status, including whether the building might possibly be sold and the proceeds used to help pay for town capital improvements.

Vice Chair Barker suggested speaking with the Town Bookkeeper, Pat Macomber, to learn if she can provide more detailed reports.

Member Torosian suggested inviting Pat Macomber to the next meeting, April 27, 2021.

Member Torosian suggested thinking about which departments each member would like to be a liaison, and discussing possible adjustments and optional secondary liaison designations at the next meeting.

Chair Smith made a motion to adjourn.

Member Fournier seconded the motion. All members were in favor. **Vote: 6/0/0**

The Atkinson Budget Committee Meeting adjourned at 8:31 p.m.