

TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, May 19, 2020

Members Present

Bill Smith, Chair
Wendy Barker, Vice Chair (phone)
Ray Fournier
Peter Torosian
Bob Malo
Mark Sakakeeny

Others Present

David Cressman, Town Administrator
Dave Williams, ACTV Station Manager
Bob Worden, Selectmen Liaison

Chair Smith called the meeting to order at 7:00 p.m.

Agenda: Reading RTK Checklist, Attendance, Election of Officers, Select Dept. Liaisons, Set Tentative Fall Meeting Dates

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

Election of Officers

Incumbent Vice Chair Barker nominated Bill Smith for Chairperson of the Budget Committee; Member Torosian seconded the nominations.

Incumbent Chair Smith nominated Wendy Baker for Vice Chairperson; Member Malo seconded the nomination.

All members voted to approve the nominations. **Vote: 4/0/2**

Calendar of Future Meetings

Summer Dates: 2nd Tuesday of June, July, August

Fall/Winter Dates:

September: 8th, 15th, 22nd, 29th

October: 6th, 13th, 20th, 27th

November: 3rd, 10th, 17th, 24th

December: 1st, 8th, 15th, 22nd, 29th

January 2021: 5th, 12th, 19th, 26th

Deliberative: January 30, 2021

Warrant revisit: February 2, 2021

Meeting Times

Member Malo asked if the meetings will continue to start at 7:30 p.m.

All members agreed to starting the meetings at 7:00 p.m.

Department Contacts

Member Malo mentioned that the Library contact is now Karen Brown. Vice Chair Barker feels that Tom Kelley will still be involved. Chair Smith stated that he will record the contacts as Karen Brown/Tom Kelley.

Department Liaisons

Member Sakakeeny agreed to take over as liaison for the departments previously managed by Bob Worden.

All other members agreed to continue to be liaisons for their previously assigned departments.

Member Torosian stated that it would be healthy to rotate departments from time to time.

Chair Smith suggested that all members should contact department heads to get to know them and learn their needs.

Member Torosian suggested that the committee be proactive considering this is a challenging year. He suggests taking a look at the employment and revenue projections in comparison to last year.

Selectman Liaison, Bob Worden, informed the committee that he would be approaching his position with the Budget Committee differently than in the past. He would like to be first on the agenda to give comments from the selectmen and answer the committee's questions. He will not be a voting member of the committee. Once his portion of the meeting is complete, he will dismiss himself and not engage in any discussions of each line item.

He mentioned his concerns that the Town is experiencing a decrease in revenue; there is a concern about tax collections; the dept. heads were asked to cut 5% of their operating budget. The Town Administrator's office is moving into the Inspection Office; Sun 'n Fun has been cancelled, The Tax Collector/Town Clerk Study Committee has been initiated.

Vice Chair Barker asked Selectman Worden if there was a possibility of the department heads cutting their operating budget to 10% and, if so, does he have any ideas or suggestions.

Selectman Worden said they would have to look at revenues after tax collection. The one thing they do have is a healthy "rainy day" fund of 8%.

Member Torosian asked if there would be some relief for those residents who are unable to pay their taxes due to the present conditions.

Administrator Cressman said the Governor allowed abatement for interest charges on all taxpayers and not selective.

Member Torosian was under the impression that the Town could pick and choose who would need the relief.

He also asked Selectman Worden what is the timetable for re-opening the Town government, specifically the Town Hall, in order to have our meetings and for the Town Clerk having the ability to tend to business in person.

Selectman Worden said that first they need to protect the employees. As soon as we're safe and everyone is trained, he thinks possibly early-June.

Administrator Cressman believes it would be mid-June. Due to the unavailability of Lexan, contractors are unable to finish the project.

Member Sakakeeny asked how much the project was going to cost.

Administrator Cressman said the budget is \$15,600 which will come out of the Cares Act. The Governor has allocated \$165,000 to Atkinson under the Cares Act which can only be spent on items above the budget.

Member Sakakeeny asked if we should be putting together an action item list of what's to be done. Should there be a revenue projection for the balance of the year?

Member Torosian said we should access the Town Clerk's records for this year and compare it to last year's.

Selectman Worden said he would bring those figures to the next Budget Committee meeting.

Chair Smith made a motion to adjourn. Vice Chair Barker and Member Torosian simultaneously seconded the motion. All members were in favor. **Vote: 6/0/0**

The Atkinson Budget Committee Meeting adjourned at 7:47 p.m.