

TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, May 25, 2021

Members Present

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

Others Present

Andria Hanson, Acting Town Administrator
Beth Cacciotti, Selectmen's Liaison

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

Agenda: Reading RTK Checklist, Attendance, Selectmen's Liaison, Calendar, Liaison Assignments, Dept. Reviews, Voting Dates and Minutes

Chair Smith took attendance.

Selectman Cacciotti introduced herself and stated that she would be observing the meeting at this time.

Vice Chair Barker had changes that should be made to the calendar:

- Dave Weymouth should be replaced by Andria Hansen
- Ted Houlihan should be replaced by Noriko Yoshida-Travers
- Dave Cressman should be replaced by Andria Hansen
- There may be a change in Elections
- Wendy Barker will be replaced by Ray Fournier for Town Administrator liaison

Vice Chair Barker asked Selectman Cacciotti who was in charge of Building Maintenance

Selectman Cacciotti stated that nothing has been formally changed.

Vice Chair Barker wanted to remind all residents that the Deliberative Session, scheduled for February 5, 2022 at 10:00 a.m., is on the same day that recommendations for changing warrants will take place, if deemed necessary.

Updates

Vice Chair Barker and **Member Torosian** have begun making contact with their departments and will be meeting with them some time in June.

Member Malo gave an update on the document management system. The system has been implemented and documents are being entered into the system. He would like to meet with the Town Clerk, Julianna Hale, to document a plan that will be more comprehensive in hopes that the Budget Committee would have updates, every three months, as to how much money has been spent year-to-date and what has been accomplished. He would like to be able to show savings in, not just space and file cabinets, but productivity also. He would like to provide a more professional plan as to how expenses and benefits are documented. He feels this will allow the Committee to decide on how to consolidate in the process.

Minutes for 04/27/2021

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

Vice Chair Barker seconded the motion. All members were in favor. **Vote: 5/0/1**

Vice Chair Barker asked if the Selectmen have any plans as to hiring a new Town Administrator.

Selectman Cacciotti stated that the Acting Town Administrator is now on a 90-day probation to learn if she will be a good fit for the Town. If she is, she will become the new Town Administrator and the Selectmen will hire a new Assistant Town Administrator.

Vice Chair Barker asked what was going on with the Mediation Building

Selectman Cacciotti said she does not know and has not heard anything about it.

Member Fournier made a motion to adjourn.

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

The Atkinson Budget Committee Meeting adjourned at 7:33 p.m.