

TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, September 21, 2021

Members Present

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

Others Present

Julianna Hale, Town Clerk
Noriko Yoshida-Travers, Recreation Director
Dave Williams, CCTV Director

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

Agenda: Attendance, Department Presentations per Calendar, and Minutes

Chair Smith took attendance.

Town Clerk – Julianna Hale

Director Hale reported the following:

- Salaries went down by 11.52%
- 20 OT hours is lower than previous years
- Dues and memberships went down
- Office supplies went down to 25.93%
- New Equipment: planning to purchase two credit card machines (\$550 each). They may possibly be purchased this year.
- Education: Requesting training which has been canceled for the last two years
- Overall is a 9.09% reduction

Community Center – Noriko Yoshida-Travers

Director Yoshida-Travers reported the following:

- Overall is an 8.57% increase
- Director’s salary has increased but the Elder Services Director salary has decreased
- Postage has decreased from \$200 to \$60
- Custodial service has decreased
- **Line 45208.390.00 Other Professional Services Pope** needs to be updated to remove the word “Pope”

Recreation – Noriko Yoshida-Travers

Director Yoshida-Travers reported the following:

- Overall is a 21.06% decrease
- Outdoor expenses have increased due to repairs but may change if repaired this year.

Cable Television – Dave Williams

Director Williams reported the following:

- The budget is basically flat with the exception of changes in payroll.
- **Line 45892.341.00 Telephone** should be deleted including other Telephone Lines throughout the spreadsheet.
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Minutes for 09/07/2021 – Second draft revised by Member Malo

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

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

Minutes for 09/14/2021

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

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

Member Sakakeeny reported on the Purchasing Policy as follows:

- The policy was warmly received by the Board of Selectmen
- The levels 0-1000, 1000-3000, and 3,000-5,000 was changed to 0-5,000
- The purchasing guide was raised from \$500 to \$1,000
- The same people who sign the original contract spec should also be required to sign the modification spec
- Whoever is inspecting should also sign off on the invoice
- The Board of Selectmen is expected to vote on the policy at a future meeting.

Chair Smith made a motion to adjourn.

Vice Chair Barker seconded the motion. All members were in favor. **Vote: 6/0/0**

The Atkinson Budget Committee Meeting adjourned at 8:40 p.m.