

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, October 6, 2020**

**Members Present**

Bill Smith, Chair  
Wendy Barker, Vice Chair  
Ray Fournier

Peter Torosian  
Bob Malo  
Mark Sakakeeny

**Others Present**

Dave Cressman, Town Administrator  
Bob Worden, Selectmen Liaison  
Bill Innes, Building Needs Chair

Chair Smith called the meeting to order at 7:07 p.m.

**Agenda:** Reading RTK Checklist, Attendance, Dept. Liaisons' Reports, Department Discussions

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

## **Town Administration – Dave Cressman**

**Administrator Cressman** reported the following:

- A year ago the Board of Selectmen asked the Building Needs committee to make an assessment of the Town buildings except for the Police Station. The Building Needs Committee reviewed and adjusted the draft reports of the contractor, EMG.

## **Building Needs – Bill Innes**

**Chair Innes** reported the following:

- There are seven (7) finalized reports that can be found on the Town website. Each report is approximately 30-40 pages.
- There is a 25-year projection based on the contractors' schedule.
- There are seven (7) people on the team: an architect, contractor, business people, Scott Sullivan, Town Inspector.
- Between now and the end of the year, EMG will make a presentation to the Selectmen, the Building Needs and the Budget Committee.
- The Building Needs Committee will present their findings by the end of November.

**Chair Smith** asked for the cost of the Library siding repair.

**Chair Innes** said it was around \$400,000+. The committee researched further with two entities and came up with a figure of approximately \$240,000. The committee is recommending a 10% contingency on the \$240,000 plus a 5% to hire an individual to help write the specs on the work that needs to be done to review the bids that come in. One example of the work that can be done by Town employees is having Ted Stewart's crew canter the ground around the building so that water runs away from the building.

**Chair Smith** notes that the \$240,000 will add to the Library budget and will not be considered for a warrant article.

**Chair Innes** stated that it is a maintenance issue. The Clerk of the Works cut corners which ultimately put the building in jeopardy.

**Administrator Cressman** stated the final number for the Library project amounts to \$276,000.

**Member Torosian** asked several questions regarding the product failure, the architect's report, PVC cost, waterproof materials. He stated that, considering the amount of money involved, he would be more comfortable if the project was put on a warrant.

**Administrator Cressman** stated that the architect's report may be on the website. If not, he will get it to the committee.

**Member Sakakeeny** suggests taking off the siding and the Tyvek to see what's behind it.

**Chair Innes** stated that the siding was removed in some areas and found rusty nails and water.

**Administrator Cressman** said he would get back to the committee on that suggestion.

## **Town Administration Cont'd – Dave Cressman**

**Administrator Cressman** reported the following for the Town Hall repairs and maintenance:

- Salary is zeroed out, Cleaning Service was reduced, General Maintenance was reduced
- New Equipment – facility assessment of \$8,000 for front door deck, add gutters for \$1,500, ventilation for \$20,000

**Member Torosian** asked, regarding ventilation, if anything has changed in the last couple of years.

**Administrator Cressman** said that nothing has changed.

**Vice Chair Barker** asked the exact location of the front door deck and what was the \$8,000 based on.

**Administrator Cressman** said the \$8,000 was based on the assessment of the Building Needs Committee.

**Vice Chair Barker** stated her concern for the Cleaning Services had gone down for the Town Hall but all other departments went up.

**Administrator Cressman** reported the following for the Town Hall Garage:

- General Maintenance – access ladder, \$5,000 for exhaust system, \$540 drainage gutters, \$475 strobe light and fire pole, \$200 general maintenance. Total of \$7,015.

**Administrator Cressman** reported the following for the Police Station:

- General Maintenance – to the \$2,650 added for a possible generator

**Member Torosian** asked if the generator is now operational.

**Administrator Cressman** said it has not been working on an exercise basis. It has not been tested regularly. The last time it was used was in August.

**Member Torosian** asked for how many hours are on the unit,

**Vice Chair Barker** suggested that maybe all department generators should be tested regularly by one contractor.

**Administrator Cressman** reported the following for the Fire Station:

- General Maintenance – added \$17,000 for an interior floor drain, \$4,500 for a generator transfer switch, and \$5,000 for general maintenance

**Administrator Cressman** reported the following for the Library:

- Increased Other Professional Services, did not increase general maintenance but should be taking a look at the HVAC system

**Administrator Cressman** reported the following for the Kimball House:

- General Maintenance - \$5,000 chimney repairs, \$4,000 for painting, \$2,000 foundation repairs

**Member Torosian** asked if some of the repairs can be done before the end of 2020.

**Administrator Cressman** said he would like to do that but he is concerned about setting the tax rate due in November.

## **Town Administration Cont'd – Dave Cressman**

**Administrator Cressman** reported the following for the Hearst House:

- Painting needed, wishing well repairs may be donated, fence needs attention

**Administrator Cressman** reported the following for Woodlock Park:

- General maintenance - a lot of work has been donated; dugout roofs, joists are in poor condition and will need to be looked at.

**Administrator Cressman** reported the following for the Community Center:

- General maintenance - Added \$16,000 to replace the floors in the two largest rooms, \$3,000 to address the gutters, \$1,900 for the stairs

**Vice Chair Barker** feels the Community Center has minimal usage this year and probably next year, the floors are fairly new, and floors don't need to be replaced; they can just use the polyurethane to cover them. She also has a safety concern for the back entrance where there's a big gap that is only covered by wood.

**Administrator Cressman** will take a look and report back.

**Member Torosian** asked about selling the Family Mediation building

**Chair Innes** said there are several repairs needed to bring the building up to code. His recommendation is to get rid of the building but the Building Needs Committee will have their final report by the end of November/beginning of December.

**Administrator Cressman** reported the following for Solid Waste:

- The contract is from July 2020 to July 2021, so he factored in the cost from August to December 2021 which came to \$308,000 for the year. He added the tonnage cost of \$215,000 (price x ton). Recycling is at \$55 per ton which comes to 678 tons equaling \$37,000. This all adds up to \$561,014. Additionally, there is \$45,928 for the price of the carts and pickup can run up to \$12,000. This all totals \$618,942.
- There was an increase of 4.5% for recycling tonnage from January through August 2020. There was an increase of 11% for trash tonnage.

**Member Torosian** asked what that does to our cost.

**Administrator Cressman** said we're looking at 2700 tons.

**Member Torosian** asked if we exceed a certain limit, do we pay a bump up charge.

**Administrator Cressman** said we would just pay the tonnage price.

**Chair Smith** stated that the Solid Waste Expended through September is 2/3 with 1/4 of the year left.

**Administrator Cressman** said that does not include the expenses of September.

**Selectman Worden** reported the following:

- A part-time crossing guard was hired at \$13.50 per hour
- The Selectmen have combined Noriko Yoshida-Travers position as Director of Recreation and Community Services to include Elder Services at a salary of \$49,539 effective January 1, 2021.
- Our Bookkeeper, Pat Macomber, will have her position renamed as Finance Director, effective January 1, 2021, with an increase of \$1 per hour (\$25.78 to \$26.78 eff. 1/1/2021 and \$27.78 eff. 1/1/2022) .
- The Atkinson Recreational Basketball Fund, the Woodlock Park Irrigation Fund and the Elder Services Vehicle Expendable Trust were terminated due to low usage. There may be a couple more trusts that will be dissolved for the sake of better management.

**Member Torosian** asked what Noriko's salary was for this year.

**Selectman Worden** said \$45,649.

**Member Torosian** asked for the total of the change in the trust funds.

**Selectman Worden** said four cents, \$57.71, and \$19.37.

**Chair Smith** stated that after meeting with some departments, so far, they have requested a 2.57% budget increase. The Selectmen have approved a 0.98% increase.

**Member Torosian** said there maybe a little room for reduction with some of his departments. He is a bit discouraged with the numbers he heard and hopes that there will be opportunities to lower these numbers.

**Vice Chair Barker** said she is against replacing the Community Center floors; is concerned about the cemetery; and is concerned about the health agencies.

**Chair Smith** suggests we look through the spreadsheet for next week. Also departments coming in next week are the Library and the Highway Department.

**Member Torosian** asks that the members try to find places to lower the budget numbers.

#### **Minutes for 9/29/2020**

**Chair Smith** made a motion to approve the minutes as amended; **Member Torosian** seconded the motion. All members were in favor. **Vote: 6/0/0**

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

The Atkinson Budget Committee Meeting adjourned at 8:48 p.m.