

Town of Atkinson  
 Budget Committee Meeting Minutes  
 November 3, 2009

Attending: Jim Blackadar – Chairman, Steve Giangregorio Vice Chairman,  
 Harold Morse, Dave Paquette, Fred Thompson, & Valerie  
 Tobin

Jim called the meeting to order at 7:01 PM. Jim informed the Board that last week’s minutes were not done yet. He also informed the Board that in addition to the Library, Building Inspectors, Elections, Town Clerk and General Government Buildings would be presenting tonight. Bob Jones, Building Inspector presented his budget as follows:

	<u>2009</u>	<u>2010</u>	<u>\$ Delta</u>	<u>% Delta</u>
Clerk	1,500	1,500	-	0.0%
Code Officer	5,000	5,000	-	0.0%
Building Inspector	18,000	18,000	-	0.0%
Plumbing Inspector	5,500	5,500	-	0.0%
Electrical Inspector	12,000	10,000	(2,000)	-16.7%
FICA	2,604	2,604	-	0.0%
Medi	609	609	-	0.0%
Telephone	1,650	1,650	-	0.0%
OPS	150	150	-	0.0%
Office Supplies	1,200	1,500	300	25.0%
Postage	100	100	-	0.0%
New Equip	100	100	-	0.0%
Milage	100	100	-	0.0%
Education	500	400	(100)	-20.0%
<b>Total</b>	<b><u>\$ 49,013</u></b>	<b><u>\$ 47,213</u></b>	<b><u>\$ (1,800)</u></b>	<b><u>-3.7%</u></b>

Bob informed the Board that building in Town is still down due to the slow economy and has reduced his budget accordingly. Bob has requested an increase in the supplies line to cover expected needs in 2010.

Diane Heer, Librarian and Alan Phair, Library Trustee presented the Library's budget as follows:

<b><u>Library Admin</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>\$ Delta</u></b>	<b><u>% Delta</u></b>
Librarian	55,000	55,000	-	0.0%
Children's Librarian	34,074	34,074	-	0.0%
Aides	107,500	121,020	13,520	12.6%
Health Insurance	29,173	25,468	(3,705)	-12.7%
Fica	12,450	13,026	576	4.6%
Medicare	2,912	3,046	134	4.6%
Retirement	8,031	8,067	36	0.4%
Telephone	3,200	3,000	(200)	-6.3%
Cleaning Service	10,400	11,700	1,300	12.5%
Electricity	13,200	13,200	-	0.0%
Heat	21,000	23,000	2,000	9.5%
Dues/Subs/Memberships	470	470	-	0.0%
Library Supplies	4,500	4,500	-	0.0%
Postage	450	450	-	0.0%
Materials of Trade	30,000	30,000	-	0.0%
Equipment/Maintenance	3,600	6,600	3,000	83.3%
Mileage	1,000	1,000	-	0.0%
Education/Conferences	2,500	2,500	-	0.0%
Subtotal	339,460	356,121	16,661	4.9%
<b><u>Library Misc</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>\$ Delta</u></b>	<b><u>% De</u></b>
Other Prof Services	10,000	11,000	1,000	1
Custodial Supplies	900	900	-	
Computer Software	3,000	3,000	-	
Computer Hardware	650	650	-	
Water	3,500	3,500	-	
Subtotal	18,050	19,050	1,000	
<b>Total Library</b>	<b>357,096</b>	<b>375,201</b>	<b>18,105</b>	

Notes:

1. The proposed increase is for 20 additional hours a week for the aides. Diane explained that circulation is up as well as the number of patrons and meetings held at the library. Alan also stated that they aides are working extra time and not being compensated. It was determined that the extra time is at the aide's discretion and not a requirement. The

Board asked about volunteerism. Diane informed that there is a program in place and mostly included High School students. She also added that the students can't check out books due to certain regulations. She also stated that her time is taken away by performing these tasks and that the additional hours for the aides would allow her to spend more time on her assigned duties. The Board requested that Diane provide a schedule for the entire staff with job descriptions.

2. Health insurance decrease is based on only requiring 2 single plans.
3. Long distant use is down; further deductions may result from the new contract.
4. To cover 3 cleanings a week which was approved by the Selectmen last year. The Library will work with the Selectmen to determine the best approach for this year's cleaning bid.
5. Diane is requesting an addition 1,000 gallons at \$2 a gallon as buffer to ensure there is enough funding.
6. Increase is to cover the cost for a maintenance contract of \$3,000 with the existing contractor. Diane explained that the HVAC system is very complex and the maintenance contract will cover much of the routine maintenance and will put the Town higher on the priority list if an emergency happens.
7. The increase will cover the existing IT contract. This line also includes costs for backup of the system IP addresses and firewall protection.

Fred informed the Board concerning the meeting that he had with the Library prior to their presentation. Fred pointed out that the Library does have other sources of income through several grants (the Grants are restrictive to their uses) as well as funds supplied from The Friends of the Library 5013c charitable organization. Diane stated that they receive \$750 from the Laboose (sp) Grant which is for books, and only the interest accrues from the Ruth Cambel Grant which is for special projects and items not in the budget. Lastly, the Friends of the Library pay for many of the programs offered at the library (museum passes). The annual donation for 2009 was \$3,200. Fred, in closing, stated that should we be expanding services in these times?

Martha McDonald presented the Supervisors of the Checklist Budget as follows:

	<u>2009</u>	<u>2010</u>	<u>\$ Delta</u>	<u>% Delta</u>
<b>Checklist Supr</b>	<b>3,800</b>	<b>2,500</b>	<b>(1,300)</b>	<b>-34.2%</b>
<b>Office Supplies</b>	<b>250</b>	<b>200</b>	<b>(50)</b>	<b>-20.0%</b>
<b>Postage</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>0.0%</b>
<b>New Equip</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>0.0%</b>
<b>Total</b>	<b><u>\$4,350</u></b>	<b><u>\$3,000</u></b>	<b><u>\$(1,350)</u></b>	<b><u>-31.0%</u></b>

Martha stated that there will be 3 elections in 2010 versus the 4 in 2009. The budget is down because addition time was spent in 2009 for conversion to a new system.

Rose Cavalier, Town Clerk presented her budget as follows:

	<u>2009</u>	<u>2010</u>	<u>\$ Delta</u>	<u>% Delta</u>
Town Clerk Assistants	43,000	43,000	-	0.00%
Town Clerk Salary	43,015	43,015	-	0.00%
Health Insurance	14,586	16,979	2,393	16.41%
Fica	5,333	5,333	-	0.00%
Medicare	1,247	1,247	-	0.00%
Retirement	3,835	3,940	105	2.74%
Telephone	3,300	3,300	-	0.00%
Microfilm	150	125	(25)	-16.67%
Other Professional Services	2,904	3,144	240	8.26%
Equipment Repairs	500	500	-	0.00%
Service Contracts	4,269	4,243	(26)	-0.61%
Printing & Binding	3,000	1,500	(1,500)	-50.00%
Dues/Subs./Memberships	375	210	(165)	-44.00%
Office Supplies	2,200	2,650	450	20.45%
Postage	4,500	5,466	966	21.47%
New Equipment	2,600	2,640	40	1.54%
Mileage	1,304	1,304	-	0.00%
Education/Conferences	<u>1,500</u>	<u>1,600</u>	<u>100</u>	<u>6.67%</u>
	<u>137,618</u>	<u>140,196</u>	<u>2,578</u>	<u>1.87%</u>

Notes:

1. Health insurance and retirement is up, numbers were provided by the Town's bookkeeper.
2. Increase will allow residents to pay car registrations with a credit card.
3. Reduced base on Selectmen's recommendation. Rose will determine

how much printing and binding needs to be done.

4. Rose is proposing to purchase a new Folding Machine to replace the old one that is in constant failure.

Dave Weymouth presented the General Government Buildings as follows:

	<u>2009</u>	<u>2010</u>	<u>\$ Delta</u>	<u>% Delta</u>
Town Hall	83,333	50,993	(32,340)	-38.8%
Town Garage	3,200	5,550	2,350	73.4%
Police Station	4,900	4,150	(750)	-15.3%
Fire Station	12,750	12,950	200	1.5%
Library	2,300	2,150	(150)	-6.5%
Kimbal House	10,700	5,150	(5,550)	-51.8%
Woodlocke Park - Hearse House	1,700	1,700	-	0.0%
Community Center	4,280	3,900	(380)	-8.8%
Family Mediation	1,200	1,200	-	0.0%
Conservation	250	250	-	0.0%
	<u>124,613</u>	<u>87,993</u>	<u>(36,620)</u>	<u>-29.3%</u>

Notes: The above budgets provide for the general maintenance of all the town's buildings. Specific items are identified in the notes below.

1. The decrease in the Town Hall is due predominantly to the new roof that was in the 2009 budget. Addition improvements include re-keying the doors.
2. New garage door estimated at \$3,300.
3. Includes replacing 1 door.
4. Includes cost to repair the roof.
5. Costs are down significantly due to the realized utility expenses and that the foundation repair has been completed.
6. Dave could not recall what the increase was for but stated he'd get back to us.

The next meeting is scheduled for November 10, 2009 at 7:00 PM and will be in the planning office due to scheduling conflict. Harold will confirm with the Fire Chief that he will be able to present. Steve will coordinate with Cemetery and Animal Control to see if they will be able to come. Dave also mentioned that we need to discuss possibly changing the Cruiser Lease to Cruiser Buy.

**Fred motioned to adjourn the meeting/Seconded by Valerie/Unanimous 6-0. Jim adjourned the meeting at 9:05 PM.**

Respectively submitted,

kjb