

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, November 13, 2018**

**Members Present**

Bill Smith, Chair  
Wendy Barker, Vice Chair  
Bob Malo  
Dave Paquette  
Peter Torosian  
Bob Worden

**Others Present**

Alan Phair, Town Administrator  
Russell Wolff, Technology Committee Chair

Chair Smith called the meeting to order at 7:30 p.m.

**Agenda:** Town Administration, IT

**Town Administration Minutes:**

Administrator Phair went over the spreadsheet beginning with Accounting and Financial where the Bookkeeper is shown for a 2.68% increase which includes 2.5% COLA and 1.5% longevity for a couple of months (Line 41501.110.00). The Assistant Bookkeeper (Line 41501.120.00) is increasing because last year the budget was for 75 hours and this year it is for 85 hours. The health insurance rate (Line 41501.210.00) went up considerably and is pending the Selectmen's final approval.

**Member Torosian asked if this was the lowest insurance rate and/or are they looking for other insurance companies.**

Administrator Phair said they are looking into better rates and if they don't find any, then the figures on the spreadsheet will remain at 8.41%.

Administrator Phair continued with the spreadsheet stating that with Accounting and Auditing (Line 41502.301.00) the proposed budget is an additional \$5,000. Every five years, a "special thing" is needed to be performed.

**Member Torosian asked for an explanation of the "special thing".**

Administrator Phair explained that it's called GASB-75 (Governmental Accounting Standards Board) and is a labor intensive auditing, over and above our annual audit, required by the federal government every five years

Administrator Phair went on to cover the Assessing (Line 41503.390.00) which is \$36,000 for assessing and \$5,000 for mapping for a total of \$41,000. In regard to the Tax Collector's budget went up because the Selectmen voted for a 2.5% raise for most town employees. It also reflects a 1.5% longevity which is also included in the 4.56% change.

**Vice Chair Barker asked if the Deputy Tax Collector was getting 1.2% in longevity.**

Administrator Phair said no.

**Chair Smith asked if the reason the Deputy's is going up is because of more hours.**

Administrator Phair said yes.

**Chair Smith asked if Administrator Phair would e-mail his latest numbers.**

Administrator Phair said he would but thinks he already did.

Administrator Phair mentioned that the only other increase in Tax Collecting was for Office Supplies (Line 41504.620.00). Basically, it was in regard to purchasing a safe which had been discussed previously.

Administrator Phair asked about the Budget Committee's numbers.

**Chair Smith said there are no changes and everything remains the same as last year.**

**Chair Smith made a motion to approve the same numbers as last year for the Budget Committee department section. Vice Chair Barker seconded the motion. All members voted in favor.**

**Vote: 5/0/0**

### **IT Minutes**

Technology Committee Chair, Russell Wolff, went through the spreadsheet from Software Maintenance through Hardware Maintenance (Lines 40.41406.430.00 to 49.41506.440.00).

**Vice Chair Barker asked about the one-time Software Purchase (Line 40.41506.730.00) for \$7,080. She asked why are we doing this and what it is.**

Technology Committee Chair Wolff said that was not a one-time purchase. That was for licenses for Microsoft and Adobe which are purchased every year.

**Vice Chair Barker is concerned about the high change increases and asked if software can be purchased from a municipal agency.**

Technology Committee Chair Wolff explained that it was less expensive to purchase from Microsoft. He said that there would not be a \$500 charge for one-time use for the computers, but rather a \$60 per user per year for Microsoft 365 Business Essentials. He also said that he had moved numbers from Software Maintenance to Software Purchases as an explanation for the rise in changes.

**Member Malo stated that the Technology Committee will be having a meeting with a Microsoft rep who might explain how Microsoft Office 365 saves money.**

**Chair Smith expressed a desire to hear a price comparison of one copy of Microsoft Office 365 and five copies as permanent licenses for this PC as long as this PC lasts, as opposed to these proposed monthly charges.**

**Member Malo explained that anything beyond 10 licenses will automatically go to a cloud service which requires the monthly fee.**

**Several members discussed, in length, as to whether the new Software was necessary and are hoping that the information from the Technology Committee will shine a light on whether extra expenses are needed.**

**Chair Smith asked how many users are we planning to get Microsoft Office 365 Premium for and how many users would have Microsoft Office 365 Business Essentials.**

Technology Committee Chair Wolff said for Essentials there are 78 which is for all town committees, departments, town hall; essentially, for all town employee e-mail addresses. Microsoft Premium would be for 10 users.

**Chair Smith said that \$1500 for Premium for 10 users came to \$150 per user per year. He asked if there was a possibility of purchasing a copy of Microsoft Office once.**

Technology Committee Chair Wolff said it would be \$200.

**Chair Smith noted that while it was a little bit more, it was a one-time purchase.**

**Member Worden asked if residents would have more online task opportunities with the updated software rather than going to the town hall for their specific needs.**

Technology Committee Chair Wolff said that it is already possible and more forms can be created but it would be more costly to the resident but probably would not be available in the next year or so.

**Vice Chair Barker asked if he would be looking into Google Team and Google Drive which is free.**

Technology Committee Chair Wolff said that can be done now but all e-mails would have to be converted to Google

(g-mail). He also said there wouldn't be any savings since there is a \$5 surcharge per user which would come out to the same expense as using the Business Essentials.

Technology Committee Chair Wolff stated that, under Hardware Purchases (Line 40.41506.740.00), our servers are outdated and are not supported by Microsoft which is why there is an increase for a Power Edge Server.

**Vice Chair Barker asked if it was possible to decrease the numbers by investigating time and labor costs.**

Technology Committee Chair Wolff said that it was mentioned at the Selectmen's meeting that the cost was \$110 an hour compared to the \$140 that is usually charged. That is just projected amounts for budgetary reasons. The price of one server is \$11,000 and we are getting two refurbished servers for that amount.

**Member Torosian asked from which branch of government are the mandates and are they existing mandates or new mandates.**

Technology Committee Chair Wolff said, for security reasons, the mandates are coming from the State.

**Member Torosian asked if there was a copy of the mandate.**

Technology Committee Chair Wolff said there is literature online about the termination of Windows that is on our server. He will e-mail a printout of the mandate.

Technology Committee Chair Wolff explained the Emergency fund was needed due to several printers had to be replace which overextended the budget by more than \$1200. Therefore, money was obtained from software purchases and hardware maintenance

**Vice Chair Barker asked about special projects (New Projects, Line 40.41506.740.01).**

Technology Committee Chair Wolff said that was for labor to install new servers.

Regarding Professional Services (Line 40.41506.890.00), this includes the Comcast bill budgeting for Block5 we were able to get a straight line for fees rather than constant increases making it. For computers, we're getting two laptops for the Community Center which will be used for voting purposes and Sun N Fun. Both laptops will be used for town use.

**Member Worden asked if there was any flexibility or reached for next year's budget.**

Technology Committee Chair Wolff said he had to investigate the Synology for backup and will need to check with Block5.

**Member Worden asked if LiveStream is for live streaming through Facebook.**

Technology Committee Chair Wolff explained that it live streams to Facebook as well as LiveStream as our vendor. It is in a testing phase and keeping it will depend on likes and dislikes.

**Administrator Phair said that if we lower the Software Purchases (Line 41506.730.00) from \$10,830 to \$7,970, it would bring down the total change to 39.62%.**

**Vice Chair Barker asked for a breakdown of \$17,000 in New Projects (Line 41506.740.01).**

**Member Worden suggested a meeting with Block5 to give us a better understanding of the charges.**

**Chair Smith asked if these proposed numbers were the same that the Selectmen agreed on.**

Technology Committee Chair Wolff said yes with the exception of the change in Software Purchases.

Technology Committee Chair Wolff suggested that, going forward for cost reasons, he could create a capital reserve or write a warrant for the increase for the servers.

Administrator Phair continued going through the proposed budget spreadsheets showing the the changes as follows:

	Change
Legal Services (Lines 41531.320.00 – 41532.290.00)	-----
Personnel Admin (Lines 41552.250.00 - 41552.290)	4.86%
Other Insurance (Line41969.520.00)	-1.41%
Advertising.Regional (Line 41974.855.00)	1.24%
Health Agencies (Lines 44151.350.01 – 44156.350.09)	-3.69%
General Assistance (Lines 44421.390.00 – 44421.810.00)	-----
Long-Term Debt Principal (Line 47112.981.01)	-----
Long-Term Debt Interest (Line 47211.981.01)	-10.42%

In regard to Health Insurance, Administrator suggested using incentives and some members liked the idea.

**Chair Smith suggested going over the minutes of October 16, 2018.**

It was determined that these minutes appear to be of two different meetings. Member Malo will investigate the notes and return with a better version(s) of the minutes.

**Chair Smith asked going over the minutes of October 30, 2018. Several corrections were recommended to amend the minutes. Member Torosian made a motion to approve the October 30, 2018 Budget Committee Meeting Minutes as amended. Chair Smith seconded the motion. All members voted in favor. Vote: 6/0/0.**

**Member Worden suggested an agenda be provided ahead of time to prepare for the next meeting. Chair Smith went over the 2019 Budget List and suggested that next week the meeting would address lines under General Government and Public Safety.**

**Member Paquette asked if there was a copy of what the Selectmen use for salary ranges. It was determined that Administrator Phair would have the answer. Chair Smith asked Member Paquette to obtain that information.**

**Member Paquette asked if wage increases started from April 1 or from January 1. It was determined that it takes effect on April 1 but Chair Smith asked Member Paquette to confirm that finding with Administrator Phair.**

**Member Paquette suggested that as the Committee goes through the budgets, line by line, they should review the default at the same time.**

**Member Worden made a motion to adjourn the November 13, 2018, Atkinson Budget Committee Meeting. Member Torosian seconded the motion. All members voted in favor. Vote: 6/0/0.**