

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, November 21, 2017**

Members Present:

Bill Smith, Chair
Wendy Barker, Vice Chair
Sue Carroll
Bob Worden
Peter Torosian
Bob Malo

Others Present:

Alan Phair, Town Administrator

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

Agenda: 2nd Pass Through

Minutes:

November 7, 2017

Member Torosian made a motion to accept the minutes of the November 7, 2017 meeting of the Atkinson Budget Committee as amended. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present at the November 7, 2017 meeting voted in favor. Vote: 5/0/1.

November 14, 2017

Member Carroll made a motion to accept the minutes of the November 14, 2017 meeting of the Atkinson Budget Committee as amended. Member Worden seconded the motion. All members present voted in favor. Vote: 6/0/0.

Elections & Registration

Town Clerk – Account Number 41401:

Vice Chair Barker asked about salaries for Town Clerk Assistants, Line Number 41401.110.00. Mr. Phair explained that the difference is to account for 1000 hours of overtime plus 53 weeks. Mr. Phair explained that it should be 1000 dollars of overtime plus 53 weeks. The correct figure should be \$56,996.

Member Torosian requested to discuss which Town employees are paid annual salary and which are paid hourly. Member Torosian also stated that an annual salary should be divided by the number of weeks in the year, either 52 or 53 because an annual salary is annual. The recorder read the comments for the Town Clerk salary, Line Number 41401.130.00, on the electronic spread sheet for the Committee. The increase is for a 1.2% longevity increase plus the 53rd week. The Town Clerk does not get overtime.

The Committee continued to discuss hourly and annual salaries, part time workers, stipends and contractors. Part time workers are hourly. Member Worden stated that to him a stipend is a stipend, but employees who are feeding their families should not be penalized for the extra week. Member Torosian stated that they get paid annually so there is no penalty. Chair Smith explained that the amounts spent yearly may vary, but it averages the same. Member Torosian reiterated that if you are paid an annual salary, it should be the same every year. Chair Smith explained again that the budgeted amount is the same every year, but the expended amount will change from year to year due to quirks in the calendar. Chair Smith agreed that the budgeted amount should not be adjusted for quirks in the calendar. Mr. Phair explained that. Mr. Torosian explained that for an annual salary, it can be divided by

52 weeks or 53 weeks, and the end result will be the same annual amount. Mr. Worden that in his company, the amount evens out.

The Committee continued to discuss whether the salary for employees paid annually should vary based on the number of weeks in the calendar year.

Vice Chair Barker requested to discuss the 4% increase in the Town Clerk salary.

Mr. Phair stated that he would check with Patty regarding paying employees with an annual salary for a 53rd week. Chair Smith said he would talk to the Town Accountant and do some research on the subject.

Vice Chair Barker stated that she added the 53rd week to the Town Clerk salary and the 1.2% longevity increase and came up with a different figure.

Member Carroll asked about the 6% increase in FICA and Medicare. Mr. Phair explained that it reflects the increases for all three employees in the Town Clerk's office. Mr. Phair clarified the rates for FICA, Medicare and retirement.

Vice Chair Barker asked about the Equipment Repair and Professional Services lines which are being held at \$1. Mr. Phair stated that he was not sure.

Chair Smith requested a vote omitting the first six lines.

Chair Smith made a motion to accept the amounts proposed by the Select Board for the following non-salary, FICA and Medicare lines in the Town Clerk's budget:

41401.341.00	Telephone
41401.355.00	Microfilm
41401.390.00	Other Professional Services
41401.430.00	Equipment Repairs
41401.440.00	Service Contracts
41401.550.00	Printing & Binding
41401.560.00	Dues/Subs./Memberships
41401.620.00	Office Supplies
41401.625.00	Postage
41401.740.00	New Equipment
41401.820.00	Mileage
41401.850.00	Education/Conferences

Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Moderator – Account Number 41402:

The Committee discussed the number of elections in FY18. There are 3 elections. In FY 17 there was only one election. There is a Presidential primary in January; there are Town elections in March, and State elections all in FY18 for a total of three elections.

Member Carroll made a motion to accept the amounts proposed by the Select Board for the FY18 Moderator budget – Account Number 41402. Chair Smith seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Election Administration – Account Number 41403:

Chair Smith made a motion to accept the Election Administration, Account Number 41403, FY18 budget as proposed by the Select Board. Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Financial Administration:

Accounting and Financial – Account Number 41501:

The Budget Committee agreed to skip the salary, FICA and Medicare, and health insurance lines in the Accounting and Financial Budget.

Vice Chair Barker asked about the Education and Conferences line. Mr. Phair explained that it includes \$900 for the Tyler Systems accounting software training. Their national conference and training is in Boston. This is the actual cost for registration and training. It does not include mileage, hotels and meals. The Bookkeeper will be commuting with others.

Vice Chair Barker made a motion to accept the Accounting and Financial budget, Account Number 41501 excluding salary, FICA, Medicare and health insurance lines. Chair Smith seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Auditing – Account Number 41502 and Assessing – Account Number 41503:

Vice Chair Barker asked if the Assessors Contract went up and Mr. Phair replied that it did.

Member Carroll made a motion to accept the Auditing Budget, Account Number 41502, and the Assessing Budget, Account Number 41503 as proposed by the Selectmen. Chair Smith seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Tax Collecting – Account Number 41504:

Chair Smith recommended not discussing the first four lines, salary, Medicare and FICA. There is also a 154% increase in education and conferences. Mr. Phair stated he would find the reason for the increase and The Budget Committee decided to discuss the Tax Collecting budget at another meeting.

Treasury – Account Number 41505:

There is no change.

Chair Smith made a motion to accept the Treasury, Account Number 41505 budget as proposed by the Selectmen. Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Computers – Account Number 41506:

Member Torosian questioned the increase in costs in order to make the systems consistent and also the increase in the service contract. Vice Chair Barker informed the Committee that the contract went out

to bid and the current contractor gave the lowest bid. The contractor is now supporting more licensing, more assets in the Town, a server room, and special systems at the Police Station. It is important to get a new email system for security reasons. Chair Smith remarked that Windows 7 will be supported until 2020.

Vice Chair Barker made a motion to accept the Computer Budget, Account Number 41506 as proposed by the Selectmen. Member Torosian seconded the motion. The Budget Committee voted four in favor and two against. Vote: 4/2/0. The motion carried.

Vice Chair Barker asked if the Town has gotten a trash contract and Mr. Phair replied no.

Member Malo remarked that the current budget process is reactive and would like to see it become more proactive. Mr. Phair and Vice Chair Barker explained that the Budget liaisons work with the departments on their budgets. Member Malo stated that the Committee needs to look at a business model with variables such as population density and number of employees. For example, using credit cards instead of cash. Accepting credit cards would save labor costs. Mr. Phair stated that he would like to go to a paperless system for keeping Town documents. Vice Chair Barker informed the Committee that the Technology Committee made a proposal for a paperless system 8 years ago and it was denied. Mr. Malo informed the Committee that his company digitized all plans and reduced the time to finish a plan from 5 weeks to real time. Digitizing plans would save a lot of time and money for the Planning Board. Working at home would also save money and space. Vice Chair Barker stated that the State is still on microfiche. Another issue is offsite backups. Mr. Phair informed that PDFA is considered to be a legal copy in New Hampshire. The Committee discussed meeting every month or two or three times a month to discuss new systems for the Town in order to save money.

Budget Committee – Account Number 41519:

Chair Smith made a motion to accept the numbers proposed by the Selectmen.

Discussion: Member Torosian asked about the Education and Conferences Line.

Education and Conferences Line Number 41519.850:

Member Torosian made a motion to propose \$1 for Education and Conferences – Line Number 41519.850. Chair Smith seconded the motion. All members of the Budget Committee voted in favor. Vote: 6/0/0.

Budget Committee Clerk – Line Number 41519.110:

Chair Smith informed the Committee that in FY15 the Budget Committee over expending the line and the Committee discussed whether to change the line. The Committee decided not to change the line. There was no vote.

Chair Smith made a motion to accept the Budget Committee lines as proposed by the Selectmen with the Exception of Education and Conferences, Line Number 41519.850 at \$1. Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Legal Services – Account Number 41531 and Defense Proceedings – Account Number 41532:

Vice Chair Barker made a motion to accept the Legal Services budget, Account Number 41531 and the Defense Proceedings budget, Account Number 41532 as proposed by the Select Board. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Personnel Administration – Account Number 41552:

Vice Chair Barker made a motion to accept the Personnel Administration Budget, Account Number 41552 as proposed by the Select Board. Chair Smith seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 6/0/0.

Planning and Zoning Account Numbers 41911 and 41913:

Vice Chair Barker remarked that office supplies are up \$200 and Member Torosian stated that the department is already over expended for FY17.

Member Torosian made a motion for the Budget Committee to accept the Planning and Development Control budget, Account Number 41911 and the Zoning Appeals budget, Account Number 41913 as proposed by the Selectmen. Member Carroll seconded the motion. Vote: 6/0/0.

Chair Smith asked the Committee if they were aware that the Fire Chief is proposing a warrant to hire four full time employees for the Fire Department. He has applied for a grant which will pay for 75% of the pay for the first and second year and 35% for the third year.

Mr. Phair informed the Committee that the Town has gotten the propane contract. It went from \$1.245 per gallon to \$1.43 per gallon for FY18.

Chair Smith made a motion to adjourn the November 21, 2017 meeting of the Atkinson Budget Committee. Vice Chair Barker seconded the motion. All members voted in favor. Vote 6/0/0.

The Tuesday, November 14, 2017 meeting of the Atkinson Budget Committee adjourned at 9:00 PM.