

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, November 26, 2019**

Members Present

Bill Smith, Chair

Wendy Barker, Vice Chair

Ray Fournier

Peter Torosian

Bob Malo

Bob Worden

Others Present

David Cressman, Town Administrator

Russell Wolf, IT Coordinator

Chair Smith called the meeting to order at 7:34 p.m.

Agenda: Updates of Town Administration, Computers, Buildings; Minutes

Town Administration – David Cressman

Administrator Cressman shared a memo he sent to the Selectmen that provided suggestions as to where the budget should be focused. After going through his list of suggestions that amount to a total increase of 3.9%, Administrator Cressman feels that the Selectmen should meet with the Budget Committee to come to an agreement.

Vice Chair Barker said that she doesn't think the increase for recreation should be counted because the Recreation Director is increasing her revenue.

Administrator Cressman said the expenditure side and the revenue side should be equally considered.

Member Torosian said that the Budget Committee and the Selectmen don't always agree on the budget. He would not be available on the meeting date suggested (nor will Vice Chair Barker). He added that when the Budget Committee met with the Selectmen, they didn't seem to be interested in what was discussed. Also the Budget Committee is tasked differently due to the fact that they are looking out for the taxpayer.

Administrator Cressman said that his suggestion is to take a look at his list of items if the Budget Committee's goal is to reduce the budget to a certain percentage. He also provided information in regards to a backup system that operates several times a day.

Vice Chair Barker asked if this is an actively performed disaster recovery plan based on backups.

Administrator Cressman said it's a disaster recovery plan to follow if a disaster occurs.

Vice Chair Barker said she would like to see a disaster recovery testing.

Chair Smith clarified that the spreadsheet that Administrator Cressman provided was based on the Budget Committee spreadsheet dated 10/28/2019. Since that date, the Budget Committee has voted on various items and is at a budget increase of 3.06%

Member Torosian cautioned the committee that the 3.06% may probably go up until the first pass is completed.

Patriotic Purposes

Vice Chair Barker said the amount of \$1850 should not have been reduced to \$1500 because the community band's fees increased and also port-o-potties were rented.

Advertising/Regional

Vice Chair Barker shared a letter that states that the dues owed for Advertising/Regional are \$6979 whereas the spreadsheet shows an amount of \$6932.

Health Agencies

Vice Chair Barker said Rockingham Nutrition Line 44152.350.08 has a proposed amount of \$3700. They are requesting \$3811 based on statistics. All members agreed on \$3811 (no vote specifically was made on that line). All other lines show no changes with the exception of the following:

Member Malo made a motion to reduce CASA Line 44156.350.09 to \$0. Member Torosian seconded the motion. All members were in favor. **Vote: 6/0/0**

Member Worden suggested having a \$1 placeholder for CASA.

Member Torosian made a motion to reduce Haven Line 44156.350.04 to \$775. Vice Chair Barker seconded the motion. All members were in favor. **Vote: 6/0/0**

Member Torosian made a motion to reduce Family Mediation Line 44151.350.01 from \$8425 to \$5000.

Member Malo seconded the motion.

Member Worden feels the committee should defer judgment on that line pending on additional documentation.

Administrator Cressman agreed to talk with Debbie DeSimone regarding this subject.

Member Torosian revised his motion to provide a \$1 placeholder for Family Mediation Line 44151.350.01. Member Malo seconded the motion. Five members were in favor, one abstained. **Vote: 5/0/1.**

Member Torosian made a motion to accept all lines for the Health Agencies as read by Chair Smith.

Member Malo seconded the motion. All members were in favor. Vote: 6/0/1

Computers

Member Worden explained his research regarding the documentation system. After extensive research, he came up with a figure of \$46,086 as a cost for the system. His suggestion is to implement this project within a three-year period, thereby costing \$18,362 for the first year.

Member Malo said that \$18,000 was a good start. Since the Technology Committee was asking for \$20,000, he felt that there shouldn't be a problem obtaining the additional \$2,000 if necessary.

Member Torosian asked how many computers the town has.

Administrator Cressman said approximately 36 which include everything but the Library.

Vice Chair Barker said, per a previous meeting, we have 65 licenses for 36 laptops.

Coordinator Wolf said it is for everyone's e-mail address.

Several members asked how much the licenses cost.

Coordinator Wolf said \$5 per month

Chair Smith asked if it was necessary for every police officer to have his/her own e-mail.

Coordinator Wolf said, if they have to file a police report, they can't go to a general e-mail.

Chair Smith accepted the explanation but added that there shouldn't be monthly fees for software rather than buying a one-time subscription fee.

Vice Chair Smith said we are not getting a municipal discount. She asked why are we spending consumer prices and why do we have redundancy when we can downgrade the premium licenses.

Member Worden said it would be good if the coordinator could come back after doing a deeper dive on that subject.

Chair Smith asked that a vote be made tonight.

Vice Chair Barker said she would abstain because she does not have enough information and she would like her questions before she votes on it. She also feels that Member Malo should not vote due to conflict of interest.

Coordinator Wolf asked what was the reduction in hardware.

Member Torosian said he'd like to know exactly how many computers there are and if there's a possibility to reduce that number.

After various discussions, Administrator Cressman said the plan was to replace four computers with iPads, saving money by going paperless.

Chair Smith said that the committee should defer voting for one week. He also asked if Coordinator Wolf would consider the possibility of working with \$140,000 rather than \$147,000.

Buildings

After a long discussion regarding the septic systems, it was explained that since all the buildings' septic systems were pumped this year, they could go safely, without pumping next year.

Chair Smith made a motion to approve **Lines 41941.110.00 through Lines 41950.430.00**, other than those discussed, per the Selectmen, which makes the total 4.08% increase. Member Worden seconded the motion. All members were in favor. **Vote: 6/0/0**

Personnel Administration

Member Torosian made a motion to approve **Line 41552.250.00 through Line 41552.290.00** for a total of \$47,962. Vice Chair Barker seconded the motion. All members were in favor. **Vote: 6/0/0**

Other Insurance

Member Torosian made a motion to approve **Line 41969.520.00** for a total of \$59,973. Chair Smith seconded the motion. All members were in favor. **Vote: 6/0/0**

Minutes of 11/19/2019

Voting deferred to next week.

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

The Atkinson Budget Committee adjourned at 9:40 p.m.