

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, November 28, 2017**

Members Present:

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

Others Present:

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

Agenda:

**Minutes:** deferred

**BUILDINGS:**

Vice Chair Barker informed the committee that she has a new copy of the Buildings budget and made copies for the committee. She informed the Committee that the new Buildings budget spreadsheet has been split up the way she requested. There are preventive maintenance, general maintenance and capital improvement categories. Also, the capital improvements in the Buildings spreadsheet are just for FY 18.

The Committee reviewed some of the lines in the Buildings Maintenance accounts. Vice Chair Barker pointed out some discrepancies between the new spreadsheet and the master spreadsheet in the building maintenance accounts.

The Committee agreed to defer the salary lines and discuss the numbers in the master budget spreadsheet because those are the numbers approved by the Select Board.

The Committee deferred discussing the Building Maintenance accounts because of differences in the most recent building maintenance repair 2018 budget and the master budget spreadsheet.

**Cemeteries – Account Number 41951:**

The Committee skipped the first three lines because they are salary lines.

Vice Chair Barker reviewed the account for the Committee. The amounts for Other Professional Services, Line Number 41951.390.00 has increased by \$4,000 because the road washed out.

Care of Grounds, Line Number 41951.650.00 has also increased. Vice Chair Barker informed the Committee that the increase in this account is due to the long term project to increase the size of the cemetery.

The Committee agreed to defer voting on this account until information on a quote for repair the road can be obtained. Vice Chair Barker agreed to discuss the Cemetery budget with the Cemetery Trustee.

**Other Insurance – Account Number 41969:**

**Chair Smith made a motion for the Budget Commission to accept the amounts proposed by the Select Board for Other Insurance, Account Number 41969. Member Torosian seconded the motion. All members of the Budget Committee present voted in favor. Vote: 5/0/0.**

**Advertising and Regional - Account Number:** deferred until there is a full Committee.

**Police Department:** The Budget Committee deferred discussion on all salary lines.

**Legal Services – Line Number 42101.320.00:** Member Worden informed the Committee that the Police Chief has just received a quote for a new legal services contract. The Budget Committee agreed to defer a vote until the new amounts are received.

**Education and Training – Account Number 42104:** Vice Chair Barker informed the Committee that there is nothing that can be changed in the Education and Training Account. Training Instructor pay is a stipend and is flat.

**Chair Smith motion made a motion to accept the amounts proposed by the Select Board for Education and Training, Account Number 42104, in the Police Department budget. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Support Services – Account Number 42105:**

**Member Torosian made a motion to accept the amounts proposed by the Select Board for Support Services, Account Number 42105, in the Police Department budget. Member Worden seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Special Details – Account Number 42106:** This account was not discussed because it all relates to pay.

**Police Building Maintenance – Account Number 42107:**

This account has not changed from FY17 to FY18.

**Chair Smith made motion to accept the amounts proposed by the Select Board for Police Building Maintenance, Account Number 42107, in the Police Department budget. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Discussion:** Member Malo asked about the line number for food. Chair Smith explained that it is for the prisoner detail.

**Cruiser Maintenance – Account Number 42109:**

**Cruiser Gas – Line Number 42109.635.00:**

Chair Smith remarked that gas prices are up from FY 17. The Committee agreed to defer the vote.

**Cruiser Maintenance – Line Number 42109.660.00:**

The numbers are down for FY18.

**New Equipment – Line Number 42109.740.00:** Member Worden informed the Committee that there is a significant decrease because only one cruiser is proposed to be purchased in FY18 and it will be through a warrant article.

The Committee agreed to defer a vote on Cruiser Maintenance, Account Number 42109.

**Elder Services – Account Number 42151:** The first three lines were not reviewed because the Committee has agreed to defer voting on salaries.

**Chair Smith made a motion for the Budget Committee to accept the amounts proposed by the Select Board for the non-salary lines in the Elder Services Budget, Account Number 42151.**

Discussion: Member Torosian remarked that the vehicle maintenance line is not spent every year. There are 5 vehicles. Member Worden explained that the department has 2 new vehicles including the van as well as 3 older vehicles. The Crown Vic failed them. The Subaru is falling apart and only the Toyota is in good condition.

The motion was deferred.

**Ambulance – Account Number 42152:**

This account is held at \$1.

**Chair Smith made a motion for the Budget Committee to accept the amounts proposed by the Select Board for the Ambulance Budget, Account Number 42152. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Fire Department:** Vice Chair Barker informed the Budget Committee that it cannot vote on the first seven lines at this time. The salary lines have not increased. There may be some warrant articles.

**Chair Smith made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for the Fire Department budget: Fire Admin, Account Number 42201; Firefighting, Account Number 42202; Fire Prevention and Inspections, Account Number 42203; Training, Account Number 42204; Communications, Account Number 42205; and Medical Services, Account Number 42207. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Building Inspections – Account Number 42401:** The fee for inspections went up and also the amounts paid to the inspectors went up.

**Chair Smith made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for the Building Inspections budget, Account Number 42401. Member Worden seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Homeland Security – Account Number 42901:**

**Member Torosian made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for the Homeland Security budget, Account Number 42901. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present seconded the motion. Vote: 5/0/0.**

**Dispatch – Account Number 42992:**

This is a contract.

**Chair Smith made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for the Dispatch budget, Account Number 42992. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Highway Department:**

The Committee deferred discussion on Highway Department Administration, Account Number 43111.

**Engineering – Account Number 43112:**

There is a problem with one of the formulas in the cell.

The Committee discussed the increase in Other Professional Services, Line Number 43112.390.00. Member Worden explained that it is for the MS4 permitting process. There is an unfunded mandate from the Federal Government to test all water outfalls and culverts. The question is has the MS4 permitting process been rescinded or is it still required.

A vote was deferred.

**Cleaning and Maintenance – Account Number 43122:**

**Truck Lease – Line Number 43122.660.00:**

The new truck has arrived. There is an increase from \$40,000 to \$60,000. This amount was approved in a warrant article. The Committee discussed whether any other lines were reduced to offset the amounts in the increase the amounts in the truck lease line.

**Snow and Ice Control – Account Number 43125:**

**Contract Labor/Winter – Line Number 43125.890.00:**

This line is down \$10,000. Vice Chair Barker informed the Committee that this line was supposed to decrease in order to offset the increase in the expense for the Truck Lease. \$110,000 was proposed by the Road Agent, the Select Board proposed \$100,000.

**Member Torosian made a motion to change the amounts proposed by the Select Board in Contract Labor, Line Number 43125.890.00, in the Highway Department budget from \$100,000 to \$90,000. Vice Chair Barker seconded the motion.**

Discussion: The Truck Lease Line, Line Number increased \$20,000. The Road Agent informed the Committee that the cost of leasing a new truck would be offset by a reduction in the contract labor line. The proposed amount for the Contract Labor/Winter line is the same as FY17. The Select Board reduced it by \$10,000.

Member Malo stated that in the long run, it might be less expensive for the Town to use contract labor for plowing because of the wear and tear on vehicles. Salaries and medical expenses for Town employees have increase. Instead of paying a Town employee to plow, it will be less expensive to use contract labor instead of the new vehicle.

Member Worden remarked that the Road Agent is a salaried employee and during a snow storm he works 24/7 to clear snow for the Town and will use the new truck. . Member Worden also remarked that FY 17 was a light winter. Member Torosian pointed out that the winter capital account is fully funded. Chair Smith remarked that even if the Contract Labor/Winter line went over \$90,000, there will be other areas in the budget where the differences can be made up.

**Vote: 4/0/1 with Member Malo opposed.**

Chair Smith requested to discuss the rest of the Highway Department Budget other than salaries. Vice Chair Barker explained that the Committee has deferred discussion on Administration and Other Professional Services, but can vote on a portion of the Cleaning and Maintenance Account.

**Cleaning and Maintenance – Account Number 43122:**

Vice Chair Barker informed the Committee that it can vote on Cleaning and Maintenance from the Radio Maintenance Line through Cutting Edges, omitting salary lines. Member Torosian remarked that no money was spent on radio maintenance. The Committee discussed the tree removal line and agreed to accept it.

**Chair Smith made a motion to accept the amounts proposed by the Select Board in the Highway Department budget, Cleaning and Maintenance, Account Number 43122, from Radio Maintenance, Line Number 43122.341 through Cutting Edges, Winter Line Number 43125.740.00. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Street Lighting – Account Number 43163:**

This line has not changed from FY17.

**Chair Smith made a motion to accept the amounts proposed by the Select Board in the Street Lighting budget, Account Number 43163. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Solid Waste – Account Number 43241:** deferred until a new contract is received.

**Recycling – Account Number 43234:** deferred until a new contract is received

**Health Admin – Account Number 44111:** deferred

**Health Agencies:**

Vice Chair Barker informed the Committee that it has received paperwork on Health Agencies.

**Adult and Family Services – Account Number 44152:**

**Community Health Services – Line Number 44152.350.06:** this is down \$200.

**Meals on Wheels – Account Number 44152.350.08:** up \$100

**The Vic Geary Center – Line Number 44156.350.01:** down \$100.

**Chair Smith made a motion to accept the amounts proposed by the Select Board for the Health Agencies Budget. Member Worden seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Animal Control – Account Number 44191:**

Vice Chair Barker questioned why the Animal Control budget has not been moved to the Police Department budget. Chair Smith explained that the Police Chief controls the Animal Control budget. Member Worden explained that the Police Chief did a study and decided to eliminate the Assistant Animal Control position and added another Animal Control Officer. There are not two Animal Control Officers working on a per diem basis. The Assistant Animal Control Officer line should be omitted. Member Worden explained that it is \$16 per diem pay and no COLA was added.

**Member Torosian motion to accept the amounts proposed by the Select Board for the Animal Control budget, Account Number 44191. Member Worden seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**General Assistance – Account Number 44421:**

General Assistance is mandated by the State.

**Vice Chair Barker made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for the General Assistance budget, Account Number 44421. Member Worden seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Recreation – Account Number 45201:**

The Budget Committee agreed not to vote on the salary lines.

**Chair Smith made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board in the Recreation budget, Account Number 45201 in the lines from Telephone, Line number 45201.341.00 to the Contract Labor, Line Number 45201.890.00 as recommended by the Select Board. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Grounds Maintenance – Account Number 45202:**

**Member Torosian made a motion for the Atkinson Budget Committee to reduce the amounts proposed by the Select Board in Line Number 45202.412.00 by \$1,000 and for the Atkinson Budget Committee to propose \$400. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Vice Chair Barker made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board in the Grounds Maintenance budget, Account Number 45202, as amended. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Community Center – Account Number 45208:** The Committee agreed to defer vote on the first four lines. Member Worden asked why the electricity line went up \$600. The rate has not changed. The Committee discussed lighting in the parking lot by Collins Park. The Town agreed to turn the lights off and now there are cars parked there in the dark. Vice Chair Barker informed the Committee that the Electricity Line had already been reduced by \$200.

**Vice Chair Barker made a motion for the Atkinson Budget Committee to accept the amounts for the Community Center Budget, from Electricity, Line Number 45208.341.00 to Minor Equipment, Line Number 45208.740.00. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

Mr. Malo questioned why the telephone and internet contract was with Fairpoint rather than with Comcast. The Committee agreed to ask the Town Manager.

**Library:** Vice Chair Barker informed the Committee that the salary for the Library Director is contracted. Also, the salaries are decided by the Library Trustees. Employee merit is up. Health Insurance is up due to the addition of another employee. The Select Board did not vote on the Library budget and the Budget Committee agreed to wait for the Select Board vote.

**Patriotic Purposes – Account Number 45831:** The account is the same for FY 18 and FY17.

**Chair Smith motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for Patriotic Purposes, Account Number 45831. Member Torosian seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Cable Operations – Account Number 45892:** This account is down 1.84%. There were no comments.

**Chair Smith made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for Cable Operations, Account Number 45892. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**250<sup>th</sup> Anniversary – Account Number 45895:** This was a one time expense. The default column can be reduced by \$20,000.

**Member Torosian made a motion to remove the 250<sup>th</sup> Anniversary account from the Atkinson budget. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Conservation – Account Number 46111:** The requested amounts are usually not spent.

**Member Torosian motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for the Conservation Budget, Account Number 46111. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Long Term Debt Principal – Account Number 47112:**

**Member Torosian made a motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for Long Term Debt Principal, Account Number 47112. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present vote in favor. Vote: 5/0/0.**

**Long Term Debt Interest – Account Number 47211:**

**Member Torosian motion for the Atkinson Budget Committee to accept the amounts proposed by the Select Board for Long Term Debt Interest, Account Number 47211. Chair Smith seconded the motion. All members of the Atkinson Budget Committee present voted in favor. Vote: 5/0/0.**

**Member Worden made a motion to adjourn the November 28, 2017 meeting of the Atkinson Budget Committee. Chair Smith seconded the motion. All members voted in favor. Vote 6/0/0.**

The Tuesday, November 28, 2017 meeting of the Atkinson Budget Committee adjourned at 9:00 PM.