

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, December 19, 2017**

Members Present:

Bill Smith, Chair  
Wendy Barker, Vice Chair  
Sue Carroll  
Bob Worden  
Peter Torosian  
Bob Malo  
Jason Grosky, Selectman Ex-Officio

Others Present:

Diane Heer, Library Director

**Minutes:** deferred

Chair Smith called the meeting to order at 7:30 pm. Chair Smith informed the Committee that the percent increase for FY 18 is 4.81%.

A new, one-time only fifty-third week line was tentatively added at the top of the spreadsheet Executive tab.

**Chair Smith made a motion for the Budget Committee to recommend line number 41301.110.06 for \$33,782, a one-time only 53<sup>rd</sup> week, pay FICA and Medicare, and all the adjustments in payroll lines in other departments be proposed. Member Carroll seconded the motion.**

Discussion: Chair Smith explained that the 53<sup>rd</sup> week line was added because it is a one-time expense. The line will not be in the FY18 default budget.

**All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Tax Collector – Account Number 41504:**

**Education and Conferences – Line Number 41504.850.00:** This line went from \$550 to \$1400. Chair Smith has call the Tax Collector but she has not responded. Chair Smith asked the Committee for a vote on the rest of the lines. Vice Chair Barker stated that she would prefer to propose \$550 for this line.

**Vice Chair Barker made a motion for the Atkinson Budget Committee to propose \$550 for Education and Conferences, Line Number 41504.850.00. \$1400 was proposed and the Select Board proposed \$1,400. Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Member Torosian noted that \$3,900 was requested Other Professional Services, Line Number 41504.390.00 and historically less than \$2,900 is spent annually. Chair Smith requested a motion.

**Member Torosian made a motion for the Atkinson Budget Committee to propose \$2,900 for Tax Collector - Other Professional Services, Line Number 41504.390.00. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Chair Smith made a motion for the Atkinson Budget Committee to propose the same as the Select Board for the rest of the lines in Tax Collector, Account Number 41504. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Highway Department:**

**Highway Department Administration – Account Number 43111:**

**Assistant Road Agent Overtime – Line Number 43111.140.00:** The Committee discussed whether \$8,500 was too much for this line. Member Torosian remarked that \$3,000 was budgeted for FY17 and it has not been spent. Selectman Ex Officio Grosky informed the Budget Committee first, it is a newer position. He does not believe the line is correct at being zero expended. Also, the Road Agent has attempted to get a second full time employee but the Select Board instead proposed more overtime for the Assistant Road Agent. Member Torosian asked if the line could be less. Member Worden informed the Committee that last year was the first year the Town had an Assistant Road Agent and the line was overspent by 300%. Also, the surrounding towns allow 21% for overtime. Selectman Ex Officio Grosky reminded the Committee that the plow rates have also gone up. It should be an additional \$12,000 - \$13,000. Member Torosian asked the Committee if the line could be reduced to \$7,500. Vice Chair Barker would prefer that costs for public safety be left alone.

**Member Torosian made a motion for the Atkinson Budget Committee to proposed \$7,500. The Select Board proposed \$8,500. \$8,500 was requested. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Highway Department:**

The Committee returned to the Highway Department. Chair Smith informed the Committee that the first seven lines were not voted on because they involved the 53<sup>rd</sup> week.

**Member Torosian made a motion for the Budget Committee to propose the following:**

<b>Assistant Road Agent – Line Number 43111.110.00</b>	<b>\$57,240</b>
<b>Road Agent – Line Number 43111.130.01</b>	<b>\$57,243</b>
<b>FICA – Line Number 43111.220.00</b>	<b>\$ 7,615</b>
<b>Medicare – Line Number 43111.225.00</b>	<b>\$ 1,781</b>
<b>Retirement – Line Number 43111.230.00</b>	<b>\$12,598</b>

**Chair Smith seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Selectman Ex Officio Grosky informed the Committee that the Trash contracts would be before the Select Board at their next meeting.

**Police Department:**

**Cruiser Maintenance – Account Number 42109:** Chair Smith read an email from Chief Bracket to the Town Administrator which stated that Cruiser Gas – Line Number 42109.635.00 was budgeted for 10,000 gallons of gas at \$2.30 per gallon. Member Worden stated that gas prices are currently \$2.49 per gallon so the Police Chief's estimate is low. The Budget Committee agreed.

**Selectman Ex Officio Grosky made a motion for the Budget Committee to propose \$23,000 for Cruiser Gas, Line Number 42109.635.00 the same as the Select Board and to propose \$13,400 for Cruiser Maintenance, Line Number 42109.660.00.**

Discussion: The Budget Committee discussed if the Cruiser Maintenance account could be cut. Chair Smith read an email from Chief Brackett regarding a blown transmission in one of the cruisers. Selectman Ex Officio Grosky remarked that the increases in the Police Department budget are wages and those are contracted.

**Member Torosian seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Elder Services – Account Number 42151:**

Member Carroll informed the Committee that she spoke to the Elder Services Director regarding the 4% increase in salaries. The increase should reflect the 2% COLA raise. The Elder Services Director informed her that she did not have an answer and would speak to the Town Administrator. Member Carroll informed her that the Director put in 2% and another 2% COLA was added.

Chair Smith read an email from the Elder Services Director requesting that the Budget Committee propose a \$500 cut in Vehicle Gas, Line Number 42151.635.00. The Budget Committee agreed.

**Member Torosian made a motion for the Budget Committee to propose \$8,000 for Elder Services Vehicle Gas, Line Number 42151.635.00. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Recycling – Account Number 43234:** There are people who staff the recycling center. The 1.92% is the extra paycheck. They get a COLA. Vice Chair Barker asked about Education/Conferences. It was explained that they need to do some training.

**Contract Labor/Equipment – Line Number 43234.890.00:** \$3,750 was spent in FY17 and \$8,000 was proposed. Vice Chair Barker asked if it was Atkinson's turn to host. It is not.

**Member Torosian made a motion to propose \$6,000 for contract labor, line number 43234.890.00. The Select Board proposed \$8,000. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Chair Smith made a motion for the Budget Committee to propose the same amounts as the Select Board for the remaining lines in Recycling, Account Number 43234. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Computers – Account Number 41506:**

**Software Maintenance – Line Number 41506.430.00:** The Budget Committee discussed whether to propose \$41,000 but decided to leave it at \$45,000. There was no vote.

**Conflict of Interest Postage – Line Number 41305.625.00:** The Accountant informed the Committee that the PO Box cost is \$76 and requested the Budget Committee fund the line at more than one dollar. The Budget Committee agreed to fund the line at \$76.00.

**Member Torosian made a motion for the Budget Committee to propose \$76.00 for Conflict of Interest Postage, Line Number 41305.625.00. Vice Chair Barker seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Board of Selectmen – Miscellaneous – Line Number 41301.690.00:**

**Member Torosian made a motion for the Budget Committee to propose \$1,200 for Board of Selectmen – Miscellaneous, Line Number 41301.690.00.**

Vice Chair Barker asked why there was still a miscellaneous line in the budget.

**Vice Chair Barker seconded the motion.**

Discussion: Selectman Ex Officio Grosky commented that the line is being spent at an average of \$1,400. The Town has spent \$995 through November. Member Worden pointed out that the average for the past four years is \$1,400. The Recorder informed the Committee that the line was named Recognitions on the Electronic spreadsheet.

**The Budget Committee voted three in favor, two opposed and one abstaining. Vote: 3/2/1.**

**Town Administrator – Rental Lease – Line Number 41302.440.00:**

**Member Torosian made a motion for the Budget Committee to propose \$1,400 for Town Administrator, Rental Lease, Line Number 41302.440.00. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Town Administrator – Office Supplies – Line Number 41302.620.00:**

**Member Torosian made a motion for the Budget Committee to propose \$5,000 for Town Administrator, Office Supplies, Line Number 41302.620.00. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Town Administrator – Education Conferences and Dues – Line Number 41302.850.00:**

**Member Torosian made a motion for the Budget Committee to recommend \$650 for Town Administrator, Education Conferences and Dues, Line Number 41302.850.00. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Discussion: Vice Chair Barker remarked that there are two lines, Education Conferences and Dues, Line Number 41302.850.00 and Dues/Subs/Memberships, Line Number 41302.560.00. Ms. Heer informed her that they were different things.

**Postage – Line Number 41302.625.00:**

**Member Carroll made a motion for the Budget Committee to propose \$5,000 for Town Administrator Postage, Line Number 41302.625.00. Selectman Ex Officio Grosky seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Town Administrator – Education Conferences and Dues – Line Number 41302.850.00:**

Member Worden reviewed his notes and informed the Committee the \$750.00 proposed by the Selectmen was for an important conference that the Town Administrator would like to attend. Chair Smith requested another vote.

**Member Worden made a motion for the Budget Committee to propose \$750.00 the same as the Select Board for Town Administrator, Education Conferences and Dues, Line Number 41302.850.00. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Treasury – Bank Services – Fax - Line Number 41505.340.00:**

**Member Torosian made a motion for the Budget Committee to propose \$500 for Treasury, Bank Services, Line Number 41505.340.00. The Select Board proposed \$800. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Legal Services:**

Member Torosian asked the Committee if these lines could be cut. Selectman Ex Officio Grosky informed the committee that he did not recommend reducing these lines because legal services can be expensive. The Town needs a healthy legal services budget in case of law suits. The Town was fortunate that there were no legal issues for FY17. Member Torosian said he wanted to recommend a modest cut of \$700.

**Member Torosian made a motion for the Atkinson Budget Committee to recommend 9,300 for Legal Services – Other Professional Services, Line Number 41531.390.00.**

Discussion: The Committee decided to table the motion and return to it at a later date. There was no vote.

**Defense Proceedings -Other Professional Services Line Number 41532.390.00:** Member Carroll requested clarification. The Budget Committee agreed to return to the line at the next meeting.

**Planning and Zoning:**

**Printing and Binding – Line Number 41911.550.00:**

**Member Torosian made a motion for the Budget Committee to propose \$800 for Printing and Binding, Line Number 41911.550.00. Chair Smith seconded the motion.**

Discussion: The increased cost for F17 was for binding of the new zoning books.

**All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Vice Chair Barker asked about the miscellaneous line on the general spreadsheet. There is no line on the electronic spread sheet. Next, the Committee discussed New Equipment/Maintenance, Line Number 41911.740.00. The line is in both spreadsheets but it is not funded.

**Vice Chair Barker made a motion to remove New Equipment/Maintenance, Line Number 41911.740.00 from the Planning, Development and Control. Member Worden seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

Discussion: Chair Smith will check.

**Zoning Appeals:**

Recording Clerk/Stenographer – Line Number 41913.110.00: Member Torosian remarked that historically the most that was spent was \$1,750. \$2,100 was budgeted for FY18. The Recording Clerk explained that it is a flat rate of \$175 for 12 meetings.

**Member Torosian made a motion for the Budget Committee to propose \$1,750 for Recording Clerk/Stenographer, Line Number 41913.110.00. Member Carroll seconded the motion. All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Computers:**

**Software Maintenance – Line Number 41506.430.00:**

Member Worden recommended a two-year phase in for conversion of email to Office 365 and cutting the increase in half. The Committee discussed whether there would be problems with emails. Member Worden stated that in his organization, he prefers that everyone be on the same software platform.

**Member Worden made a motion for the Budget Committee to propose \$41,000 for Software Maintenance, Line Number 41506.430.00. Selectman Ex Officio Grosky seconded the motion.**

Discussion: The Committee discussed if everyone would be able to receive email without difficulties. Member Worden stated that in his organization, he prefers that everyone be on the same software platform. Chair Smith mentioned his problems converting from Windows 7 to Windows 10. Member Malo asked if the Committee ask the technology committee to come back.

**All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Building and Maintenance:**

**Building and Maintenance – Mileage – Line Number 41941.820.00:** Vice Chair Barker had a question on mileage. Selectman Officio Grosky informed the Committee that he reviewed the logs and the mileage is correct. He agreed that a \$200 reduction in the line would be appropriate. Vice Chair Barker would prefer to cut the line to \$1,000.

**Vice Chair Barker made a motion for the Budget Committee to propose \$3,000 for Building and Maintenance, Mileage, Line Number 41941.820.00. Member Carroll seconded the motion.**

Discussion: Selectman Officio Grosky stated that \$3,000 is less than what has been spent historically.

**Selectman Ex Officio Grosky made a motion to amend the main motion for the Budget Committee to propose \$3,300 for Building and Maintenance – Mileage, Line Number 41941.820.00. Member Worden seconded the amended motion. The Budget Committee voted 4 in favor, 2 opposed and one abstaining. Vote: 4/2/1.**

**Chair Smith requested a vote on the amended motion to propose \$3,300 for Building and Maintenance, Mileage Line Number 41941.820.00. The Atkinson Budget Committee voted six in favor and one abstention. Vote: 6/0/1.**

**Zoning Appeals – Account Number 41913:**

Member Carroll requested to discuss Postage, Line Number 41913.625.00 and recommended the Budget Committee propose \$800. The most that was ever spent was \$776.

**Member Carroll made a motion for the Budget Committee to propose \$800 for Zoning and Appeals Postage, Line Number 41913.625.00. Chair Smith seconded the motion.**

Discussion: Selectman Ex Officio Grosky stated that the money will be used for notifications to abutters. There are more notices and the line will be overspent in FY17. Member Torosian explained that the Sawmill Ridge development is ahead of schedule and the Page Farm development is already breaking ground. Member Carroll suggested taking \$200 from the postage line and not changing Public Notices, Line Number 41913.860.00.

**All members of the Atkinson Budget Committee voted in favor. Vote: 7/0/0.**

**Elder Services:**

**E.S. Payroll (10 part-time drivers) – Line Number 42151.110.01:** The Budget Committee agreed to defer discussion to the next meeting.

**Member Carroll made a motion to adjourn the December 19, 2017 meeting of the Atkinson Budget Committee. Vice Chair Barker seconded the motion. All members voted in favor. Vote 6/0/0.**

The Tuesday, December 19, 2017 meeting of the Atkinson Budget Committee adjourned at 9:52 PM.