TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, December 3, 2019

Members Present   **Others Present**

Bill Smith, Chair   ~~Bill Baldwin, Selectman~~

Wendy Barker, Vice Chair   Russell Wolf, Chair, Technology Comm.

Ray Fournier

Peter Torosian

Bob Malo

Bob Worden

W. Baldwin, Selectman ex-officio

Chair Smith called the meeting to order at 7:32 p.m.

Agenda: First Pass on Computers; Finish First Pass on entire budget; Minutes

Computers

Chair Smith went over last week's discussions and reiterated his question to Coordinator Wolf by asking what he might do if the amount was $140,000 rather than $150,000.
Coordinator Wolf had no comment nor did the committee members.
Member Malo said due to the fact that, since the last meeting, there was a holiday and a storm that didn't allow much time for the Technology Committee to address the subject. He would like to go over it with the Technology Committee in the upcoming week and respond at next week's Budget Committee meeting.
Chair Smith went over Member Worden's 3-year proposal.
Member Malo stated that there was a documentation system in place several years back but it fell through due to an employee retiring and no one following through with the system.
All the committee members and Selectman Baldwin had various discussions on the necessity of a documentation system to free up storage room, to insure savings, and how the program should be implemented.
Chair Smith made a motion to approve the amount of $18,362 for Line 41506.730.00 for software purchase. Member Worden seconded the motion.
Member Fournier disagreed because he felt there wouldn't be money available for any other software.
After much discussion among the committee members, Selectman Baldwin and Coordinator Wolf, it was learned that $16,000 would be spent on the documentation system and $2,000 would be spent on server software. A more detailed plan is requested to give the committee a clearer view of how the money is spent.
Selectman Baldwin suggested that if the entire committee is not on board to commit to a three-year plan, then there should not be a vote. He also had concern for security of the documents.
Coordinator Wolf assured the committee that the software provides security and there are no concerns in that area.
Four members were in favor of the motion. One member was against the vote and one member abstained. **Vote: 4/1/1**

Chair Smith said that, after the approval of $18,362, it decreases the Computers total amount of $150,000 approved by the Selectmen to $147,257.
The committee has concerns with the Microsoft software maintenance regarding cost, preference to negotiations, requesting discounts; reducing to one type of license, and municipal cost.
Chair Smith made a motion for Line 41506.430.00 for $46,505. Member Torosian seconded the motion. All members were in favor. Vote: 6/0/0

Chair Smith made a motion to approve the total for Computers, subtracting $3225 for a total computer amount of $140,000. Member Torosian seconded the motion.
Vice Chair Barker suggested that Coordinator Wolf come back with some details by rethinking asset purchases**.**
All members were in favor. Vote: 6/0/0

Minutes of 11/19/2019

Member Torosian made a motion to approve the minutes as amended. Chair Smith seconded the motion. All members were in favor. **Vote: 6/0/0**

Minutes of 11/26/2019

Chair Smith made a motion to approve the minutes as amended. Member Worden seconded the motion. All members were in favor. **Vote: 6/0/0**

Due to the suggestion from Assistant Administrator Snicer that the public hearing scheduled for January 28 be rescheduled, it was decided to change the date to January 21.

Member Torosian suggested that the committee try to find cost reductions as they start the second pass. He also reminded the committee that COLA had not been voted on.

Selectman Baldwin expressed his concern of cutting the budget for Buildings Maintenance.

Vice Chair Barker asked Selectman Baldwin where the investigation is on the Library siding issue.
Selectmen Baldwin said he would work on it on Wednesday morning and then e-mail the entire Budget Committee.

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

The Atkinson Budget Committee adjourned at 9:12 p.m.