

*Town of Atkinson
Budget Committee Meeting Minutes
November 16, 2010*

D. Paquette opened the Budget Committee of November 16, 2010 at 7:00pm in the Atkinson Town Hall.

Members Present:

Dave Paquette, Chairman
Todd Barbera, Vice Chairman
Fred Childs, Ex-Officio
Sue Carroll
Harold Morse
Bill Smith
Janet Cincotta

Others Present:

A. Phair, Chair, Kimball Library Trustees
D. Heer, Director, Kimball Library
R. Cavalear, Town Clerk
M. MacDonald, Chairman, Supervisors of the Checklist

Presenters:

Martha MacDonald, Chairman, Supervisors of the Checklist

Martha presented the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
Account No.	Description	2008	2009	2010		2011		Notes
		Expended	Expended	Budget	Exp 6/30	Proposed	Change	
	<i>Election Administration</i>							
41403.130.00	Checklist Supervisors	4,175	1,220	2,500	1,941	2,400	-4.00%	Only h 1 electio in mar and deliberat e sessio Februa - the will be 10 ye purge ne year. Ser a letter peop wh haven voted the past year
41403.620.00	Supplies	235	0	200	95	200	0.00%	stam
41403.625.00	Postage	166	7	200	4	150	-25.00%	
41403.740.00	New Equipment	0	0	100	18	75	-25.00%	This usual used f suppli for t printer b don't u to muc

Account Total: Election Administration	4,575	1,227	3,000	2,058	2,825	-5.83%	
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R. Cavalear, Town Clerk

Rose Cavalear presented the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
Account No.	Description	2008	2009	2010		2011		Notes
		Expended	Expended	Budget	Exp 6/30	Proposed	Change	
	<i>Town Clerk</i>							
41401.110.00	Town Clerk Assistants	42,980	35,930	43,000	26,538	42,000	-2.33%	
41401.130.00	Town Clerk Salary	43,769	41,195	43,015	32,261	43,015	0.00%	
41401.210.00	Health Insurance	15,317	14,586	16,979	14,149	16,418	-3.30%	
41401.220.00	Fica	5,379	4,782	5,333	3,600	5,271	-1.16%	
41401.225.00	Medicare	1,258	1,118	1,247	842	1,232	-1.20%	
41401.230.00	Retirement	5,318	3,846	3,940	2,955	3,940	0.00%	
41401.341.00	Telephone	3,104	2,762	3,300	2,126	2,145	-35.00%	
41401.355.00	Microfilm	125	125	125	125	125	0.00%	
41401.390.00	Other Professional Services	0	2,080	3,144	1,805	2,400	-23.66%	Intern services f e reg conveni ce fee 2 per mon - al includ softwa and servic
41401.430.00	Equipment Repairs	0	287	500	0	500	0.00%	Typewri dehumid ier, h cabl moved f intern and us th befor
41401.440.00	Service Contracts	4,821	3,818	1	200	210	20900.00%	
41401.550.00	Printing & Binding		300	1,501	0	1,100	-26.72%	Old bin recor that ne to preserv - and stu that ge microfil ed which all t stuff that like bin recor minute e
41401.560.00	Dues/Subs./Memberships	180	360	210	210	110	-47.62%	
41401.620.00	Office Supplies	4,494	1,925	2,650	2,482	2,450	-7.55%	

41401.625.00	Postage	5,062	3,747	5,466	3,325	5,466	0.00%	Coverage of mailouts for absentee ballots 1.63 per envelope (budget envelope) cost may take little of this year haven't spent a lot due to the being on 1 election Rose was find out what costs for elect and get back the board
41401.740.00	New Equipment	0	1,794	2,640	1,166	5,105	93.37%	New desks for the office - room included estimates in the packets current desks ergonomics all incorrect and falling apart
41401.820.00	Mileage	1,566	1,088	1,304	762	1,304	0.00%	
41401.850.00	Education/Conferences	821	794	1,600	1,746	1,781	11.31%	Went to because last year she didn't have 200 registration fee she was over and then had to correct for the year
Account Total: Town Clerk		134,192	120,536	135,955	94,291	134,572	-1.02%	

Allan Phair, Chair, Kimball Library Trustees and Diane Heer, Director, Kimball Library

Mr. Phair and Ms. Heer presented the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
Account No.	Description	2008	2009	2010		2011		Notes
		Expended	Expended	Budget	Exp 6/30	Proposed	Change	
	<i>Library Admin</i>							
45501.110.01	Librarian	46,761	54,995	55,000	44,419	56,375		Increase shows the result of a new contract renewal for a 2 year agreement with her cuz v didn't want to lose her and for strong that she was a very valuable librarian. This is the best in the state.
45501.110.02	Children's Librarian	34,792	34,297	34,074	27,787	34,074		

45501.110.03	Aides	105,297	102,659	107,500	82,239	111,500		Deals with me increas an changes personn duties an responsi litig 3.72 increas for men TH covers aides. 25 bu p employ was f xmass came o treasur mone Did n come o of t paye mone Books a audite And stated th the shou have be taxed. S it w nev happ again. it's be done he over an ove
45501.210.00	Health Insurance	16,542	21,879	25,468	21,223	24,628		
45501.220.00	Fica	11,585	11,901	12,188	9,555	12,521		
45501.225.00	Medicare	2,709	2,783	2,850	2,235	2,928		
45501.230.00	Retirement	7,128	7,985	8,097	6,614	8,285		

45501.341.00	Telephone	2,488	2,902	3,000	2,551	2,520		<p>Und assumpt n th town contract g wi bayring assumi that cos will be c by 35% todd sa we w stay wi bayrin an should 35 reductio</p>
45501.360.00	Cleaning Service	2,292	10,630	11,700	8,275	11,700		<p>San cleanin compa as t town h - atksin cleanin service mu cheaper 20 because was open un Octob 3 tim per we - th con</p>

45501.410.00	Electricity	10,572	12,905	13,200	9,830	13,200	
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45501.411.00	Heat	2,566	19,883	17,500	7,812	17,500		<p>Buildin is kept the sam temp. c at 9am o at 8pm Propar provid is defa Not sure that w stay t same. hando wi gallo need was giv out. 68- in wint and 72</p> <p>summe Oil is b everyye Usual go betwe defao an palm</p>
45501.560.00	Dues/Subs/Memberships	448	465	470	325	470		<p>Dues f memb</p> <p>Americ libran ne Englan libran assoc and oth staff a to</p>
45501.610.00	Library Supplies	5,102	4,498	4,500	3,637	4,250		<p>Used differ bo vend got bett deal f children books sav mon he</p>
45501.625.00	Postage	366	441	450	312	450		<p>F overd notic and bill want sta emaili</p>

45501.670.00	Materials of Trade	37,920	30,000	30,000	23,924	30,000		Book magazin ; aud books anythin we b that yo can ta ou
45501.740.00	Equipment/Maintenance	2,933	3,600	6,600	4,016	6,600		Hvac rough 3200 3400 mainta hvac building quarter mamint and First years w includ in t contra but now is no
45501.820.00	Mileage	1,226	999	1,000	877	950		
45501.850.00	Education/Conferences	1,145	2,509	2,500	1,239	2,000		Atten nation confere e ve other ye but n going th ye There a trainin class that v send sta t
Account Total: Library Admin		291,871	325,333	336,097	256,870	339,951		

Add line – other professional servies that is IT support.

Add line – custodial supplies – reducing that because we just haven't needed all the supplies that we thought we would need.

Add line computer software – leaving the same cuz our bill comes in November – meeting rooms – summer reading program – museaum – and circulation software.

Hardware – leaving flat – have some computers brought that were over 5 years old so we are trying to replace them – everything is running fine but as things get over 3 years old – we have 14 workstations accessible to people – will need to be repaired soon. – todd said technology is recommeneded on a 5 year cycle. – this is just one computer to rplace

Water – dropping because we are not using it as much as we thought. Buy 200 of Poland spring per year. Fire protection costs 125 per onth; the 2 ince meter is 100 so we pay 200 – jump from the past because of bigger building - dave said the account number will be changing. Going to be breaking out anything that comes through the pipes and fire protection.

DVD's get paid out of fine money – not part of budget. Fines are kept in a separate account by law.

Buy used books and try not to buy anything of great value. Buy from amazon mainly. Decide what books to buy by taking comments from patrons – buy best selling authors. – use what people are taking out.

Books versus magazine – she said she just got a new vendor for magazines – bill came in at 2400 for magazines – buy through a subscription agency. 10% mags, audio books 15-20% - most of the buget is books – 1000 on ebooks. Can borrow books on a nook but not on a kindle because it just cannot so they have to buy on amazon e-books and put them on the kindles. Kimball library owns that content when that happens. And the ebooks will be our content.

Traffic is up circlulation 41% in new building..number of patron cards up 75% - have no way of counting how many patron's have walked in the building. Question was asked if we can track how many cards are used.each year...answer was no. software is not very sophisticated.

We have 4 kindles and have 20 people on the waiting list all the time for these. – also trying to buy an e-reader

Meetings rooms – don't charge. Elderly play wi at the library.

Notes:

Approval of Minutes:

Approval of Minutes

Todd made a motion to accept the Budget Committee minutes from November 9, 2010 as corrected. Second: Sue. Vote: 5/0/2.

Open Discussion:

Water lines on 4 budgets – changing from where they currently are to giving them an own account number; library was 810, Kimball house at 430 and town common was at 390

Sad café – yesterday's paper – article that they are moving – should that effect their budget – don't know? Conern was that they are moving 6 miles further away from Atkinson – they were in Plaistow should be still be funding them the same. Sue – no – todd – should ask if this is still a benefit for our community. Bill – maybe we should just cut them 5% like everyone else. – maybe we should check with residents to see if people are using it. Fred will put it back under warrant..or basically reaffirm that residents want it. Not in Kingston – won't be for a year – if it moves do we want to fund it. – this is for kids who have an instrument or might have a band – kids can hang out there. Maybe 10-12 kids. Dave will bring in next week the justification print out for sad café because they prerequest funds for the following year.

Care of grounds – should wwe keep separate or as a warrant. There is a big piece of this tied to recreation. Fred said the board did talk to ted about taking this job over himself rather than hiring outsiders. He mentioned that he needed more money in his fields – it

hasn't gone out to bid yet – selectmen – did get bids but didn't like prices. – now we pay someone should it go back to teddy. Don't charge people to use fields. Discussion occurred around if people are not happy with the shape of the fields maybe people should raise the money for it.

Jack – president came – had approached the selectmen to do work on fields - but issues with insurance and liability of people helping on the fields – so restricted from this. Fields needed preventative maintenance this past year and light maintenance. 250 kids from little league play on those fields every day...have over 4000 man hours of volunteer for little league. Personally as a taxpayer – look at the fields as an asset to the town. In the perfect world – he would love the support of this board to ask for money for field maintenance. Volunteer groups could not work on fields cuz of liability. Should taxpayers assist in maintaining the field. Jacks believes he should – help. Harold believes the insurance issue needs to get fixed. I as taxpayer look for the budget committee to adequately fund to maintain the fields....fred said we are changing insurance this year so maybe it's included this year. Warrant article for 5,000 was in place – suggested putting together a comprehensive turf plan for the fields. Master plan for fields should maybe fall under recreation?

Fred gave the number of poles we have – has gone up from last year 80c – gave list of where every single pole in town is. For the budget committee to review. – there was a proposal for high efficiency bulbs to be put in street lights. Which would give the town savings. Fred did not know where that project stood. – because if we are going to be retiring number of street lights then don't want to bother putting new light bulbs in. Fred confirmed that there is not intention of decreasing number of lights. Fred said only time they do that is if someone comes in to request it.

Harold spoke with recreation about the dog park and it was something they had a request on – can ask him if the field master plan falls under recreation when they come in.

Todd made a motion to adjourn the Budget Committee on November 16, 2010 at 9:00pm.
Second: Bill.

Respectfully Submitted,
Amanda Williams