

**TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, August 30, 2022**

Members Present

Wendy Barker, Chair
Peter Torosian, Vice Chair
Sam Butler
Bob Malo (by phone)
Mark Sakakeeny
Bill Smith

Others Present

John Apple, Town Administrator

Agenda: Attendance, Minutes, Old/New Business, Calendar, Liaisons

Chair Barker called the meeting to order at 7:00 p.m.

Chair Barker took attendance.

Minutes for July 26, 2022

Member Torosian made a motion to approve the Minutes as amended.

Member Sakakeeny seconded the motion. Motion was passed. **Vote: 6/0/0**

Old/New Business

Town Administrator Apple stated that the following:

- The Town will be hiring present long-time employees as full-time employees. Those employees are Dave Williams (36 hours) Cable TV and Margie (40 hours) Cemetery/Highway and will include a Pension and Family Plan Healthcare.
- Suggests to add a Miscellaneous line to each department budget for unforeseen circumstances

Chair Barker investigated the legal process for adding a Miscellaneous line and learned that the Town cannot add a Miscellaneous line. One Contingency line should be added, not to exceed 1%, and would be a warrant article.

- **Town Administrator Apple** asked if the Committee would consider creating line items for each contract under Other Professional Services.

Upon discussion with all Committee members, it was agreed that it would be helpful and should be pursued further.

Calendar

Update meeting for Sept. 13 to Sept. 15.

Policy and Procedures

Regarding ***This Is a Living Document***, **Chair Barker** updated some changes. Version 4 incorporates **Town Administrator Apple's** updates and **Member Sakakeeny's** updates. **Chair Barker** will add **Member Sakakeeny's** additional suggestions and will send out Version 5 soon.

Liaison Briefings

Member Smith spoke with **Town Administrator**, John Apple, regarding the spreadsheet budget which is in progress.

Member Sakakeeny spoke with Sue and Margie regarding tree removal which will cost \$13,500 and pesticide for \$800.

Member Butler spoke with Sue Coppeta, Planning Board and Building Inspections, who was planning on adding \$700 to the Other Professional Services line for a total of \$10,000.

Member Torosian has nothing new to report and is hoping to meet with the Police Chief soon.

Chair Barker will meet with Noriko Yoshida-Travers on Friday regarding Community Center, Elder Services and Recreation.

Member Malo has not met with the Fire Chief but is doing a lot of preparation work Consistent with not tying up Department Heads any more than needed. He hopes to meet with the Chief by mid-September.

Member Malo has been meeting with Brian Boyle, Building Inspector but learned that **Town Administrator Apple** has that responsibility.

Town Administrator Apple said that Member Malo should continue to meet with Inspector Boyle and he would join in on the meetings.

Member Smith made a motion to adjourn.

Member Butler seconded the motion. Motion was passed. **Vote: 7/0/0**

Next Budget Committee Meeting: **September 6, 2022**

The Atkinson Budget Committee Meeting adjourned at 8:00 p.m.