

TOWN OF ATKINSON, NH
Municipal Budget Committee
DRAFT Minutes for
March 29, 2022

Attendance

Members Present:

Bill Smith – Chair
Wendy Barker – Vice Chair
Sam Butler
Bob Malo
Mark Sakakeeny
Peter Torosian

Others Present:

John Apple – Town Administrator
Holly Patterson – Ex Officio (BoS)

Meeting Called to Order at 7:00 pm

Introductions

Review Budget Worksheet

- Bill Smith reviewed the spreadsheet used for the budget process. He will continue to maintain it this year.
- Sam Butler asked how much historical data the current spreadsheet contains. Bill explained that the printed version goes back 6 years
- Mark Sakakeeny talked about looking into software options for replacing the current spreadsheet

Warrant articles

- Discussed warrant articles and effect of 10% rule
- Discussed ARPA funds to cover town truck

Election of Officers

- Bill Smith nominated Wendy Barker as new Chairperson. Seconded by Pete Torosian.
 - Motion passed
 - 7 Yes
 - 0 No
 - 0 Abstain
- Bob Malo nominated Pete Torosian as new Vice Chairperson. Seconded by Bill Smith
 - Motion passed
 - 7 Yes
 - 0 No
 - 0 Abstain

Minutes/Clerk

- Talked about having the clerk come in to take notes in person. Bill Smith stated he would speak with her about

Calendar

- Bill did a general overview of the Calendar/Liaison list
 - Wendy – Rec, Com, Elder Svc
 - Bill – Town Administrator, Patriotic Purposes
 - Pete – Police Dept./Animal Control, Highway Dept.
 - Bob – Fire Dept., Ambulance, Homeland Security/General Govt Buildings

- Mark – Library, Town Clerk, Tax Collector, Cemetery, IT
- Sam – Conservation, Planning/Zoning, Building Inspectors, ACTV, Elections
- Discussed with John Apple the need for timeliness and participation from department heads. Requested that he review the proposed dates
- Pete requested better communication with the BoS regarding contracts, BoS decisions etc.
- Sam asked why we don't meet with the BoS – discussion followed
- Wendy discussed methods of communication between BoS and BudCom and that she prefers email as opposed to phone calls to establish documented proof
- Wendy detailed the scheduled process outlined in the calendar

New Meeting Policy

- Wendy talked about implementing a new meeting policy and BudCom procedure
- Will have a draft ready for the next meeting.
- Would like to apply the new meeting policy along with the proposed calendar to maintain transparency and open communication between the two boards
- More discussion about individual and group responsibilities followed

Additional Financial Reporting

- Wendy would like to have additional reports
- Would like to meet with Gloria to have a meeting and discuss
 - John will facilitate this.

Review of meeting minutes of February 8, 2022

- Sam pointed out an error with the dates – change from 2021 to 2022
- Pete made a motion to accept the minutes as amended. Seconded by Bill
 - Motion passed
 - 5 Yes
 - 0 No
 - 2 Abstain

Next Meeting April 26, 2022

Adjournment at 8:38 pm