

**TOWN OF ATKINSON  
BUDGET COMMITTEE MEETING  
Tuesday, November 1, 2022**

**Members Present**

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

**Others Present**

John Apple, Town Administrator  
Angela Wesson, Ass't Town Administrator  
Timothy Crowley, Police Chief  
Nick Fiset, Police Captain

**Agenda:** Attendance, Minutes, Police Dept., Animal Control, IT and Town Administration budgets

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

**Chair Barker** took attendance.

**Emergency Expenditure Request**

**Chair Barker** requested a motion to accept the Request for permission for utilizing emergency funds for the Town's unreserved fund balance. The funds will be used for a newly established annual fire hydrant water service charge and legal fees associated with the public utility water rate case from where the charges were ordered. The amount requested for the new water rate is \$39,743.28 and has not been expended yet. The amount for the over expended legal fees is \$8,071.95 and has been paid in full to the law firm. The total amount requested is \$47,815.23.

**Member Butler** made the motion to accept the Request.

**Member Malo** seconded the motion. Five members were in favor. **Vote: 5/1/0**

**Police Department**

Chief Crowley reported the following;

- Dues & Membership was increased by \$5,000 because an officer was selected for the Southern New Hampshire Special Operations Unit. The officer will receive training twice a month which, in turn, will allow him to train other officers.
- Electricity, Propane and Gas shows a 30% increase due to the rise in cost for all utilities.
- Cruiser Leases shows an addition of \$5,000 due to the lease of a motorcycle rather than a purchase.
- There will be two Warrant Articles for two replacement vehicles.

**Vice Chair Torosian** made a motion to tentatively accept the Police budget for \$1,504,013.

Member Smith seconded the motion. The motion passed. **Vote: 6/0/0**

**Animal Control**

No changes on Animal Control.

**Administrator Apple** reported that the Chevy Traverse was an ideal vehicle for Animal Control.

**Chief Crowley** explained that the Town of Plaistow made an agreement to pay for Animal Control gas and maintenance expenses if they were allowed to utilize our Animal Control vehicle.

**Member Butler** made a motion to tentatively accept the Animal Control budget for \$9,903.00.

**Vice Chair Torosian** seconded the motion. The motion passed. **Vote: 6/0/0**

### Town Administration and IT

**Administrator Apple** reported the following:

- Main increases are for the Administrator and Assistant Administrator wages which were underfunded last year and are being brought back up for this year.
- Other increases are \$1,000 for New Equipment and Supplies, Education and Conferences
- Change **Line 41304.110.00 Planning Assistant** to Land Use Administrator
- **Line 41302.430.00 Equipment Repairs** has not been used since 2017 and will be removed.
- Land Use Administrator's and Building Inspector's increased wages approved by BOS for \$40,000.

**Chair Barker** requested that Line 41302.342.00 Data Processing Supplies be deleted.

**Member Smith** made a motion to tentatively accept the Town Administration budget for \$323,485.

**Member Butler** seconded the motion. The motion passed. **Vote: 6/0/0**

### Finance Administration

**Administrator Apple** reported the following:

- **Line 41501.110.00 Bookkeeper** will be changed to Finance Director.
- **Line 41501.120.00 Assistant Bookkeeper** will be changed to Finance Assistant.

**Assistant Administrator Wesson** reported the following:

- Accounting & Auditing - \$12,950 will be the last year for the current contract with the Auditor.
- Actuarial Services – Proposed amount of \$4,900
- **Line 41501.341.00 Telephone** and **Line 41501.430.00 Equipment Repairs** will be removed.

### IT Department

**Administrator Apple** reported the following projects:

- Fire Department – Computer Networking Phone
- Town Hall – Main Application Server and Switch Replacement
- Police Dept. – 4-Switch Replacement and New England Document Systems

**Member Butler** made a motion to tentatively accept the Finance Administration budget for \$383,121.

**Member Smith** seconded the motion. The motion passed. **Vote: 6/0/0**

### Legal Services

**Administrator Apple** reported the following:

- Level funded across the board.

**Vice Chair Torosian** made a motion to tentatively accept the Legal Services budget for \$36,701.

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

### Personnel Administration and Other Insurance

**Administrator Apple** reported the following:

- **Line 41552.290.00 Sick Leave Bank** will be removed.

**Member Butler** made a motion to tentatively accept the Personal Administration budget for \$43,022.

**Member Smith** seconded the motion. The motion passed. **Vote: 6/0/0**

**Member Butler** made a motion to tentatively accept the Other Insurance budget for \$79,649.

**Member Smith** seconded the motion. The motion passed. **Vote: 6/0/0**

### Advertising Regional Budget

**Administrator Apple** stated that they are considering renaming the budget to Rockingham Planning Commission Membership.

**Vice Chair Torosian** made a motion to tentatively accept the Advertising Regional budget for \$7,271.

**Member Butler** seconded the motion. The motion passed. **Vote: 6/0/0**

### Health Agencies & General Assistance

**Administrator Apple** reported the following:

- Five (5) agencies applied.
- It was recommended that four (4) agencies be accepted which would not include So-Rock.

Committee members discussed that all agencies complete the form.

**Vice Chair Torosian** made a motion to amend **Line 44152.350.02** from blank to \$0.

**Member Sakakeeny** seconded the motion. The motion passed. **Vote: 5/1/0**

**Vice Chair Torosian** made a motion to tentatively accept the Health Agencies budget for \$9,585.

**Member Smith** seconded the motion. The motion passed. **Vote: 6/0/0**

**Member Malo** made a motion to tentatively accept the General Assistance budget for \$10,000.

**Member Smith** seconded the motion. The motion passed. **Vote: 6/0/0**

### Long-Term Debt and Long-Term Debt Interest

**Vice Chair Torosian** made a motion to tentatively accept the Long-Term Debt and Debt Interest budgets for \$96,340.

**Member Butler** seconded the motion. The motion passed. **Vote: 6/0/0**

### Minutes for October 25, 2022

**Member Butler** made a motion to approve the Minutes as amended.

**Vice Chair Torosian** seconded the motion. Motion was passed. **Vote: 6/0/0**

**Chair Barker** made a motion to adjourn.

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

Next Budget Committee Meeting: **Tuesday, November 15 2022**

On November 15, there will be reviews of the Fire Dept., Ambulance and Homeland Security.

The Atkinson Budget Committee Meeting adjourned at 9:43 p.m.