

Town of Atkinson
Budget Committee
November 29, 2005

Attending: Mark Acciard-Chairman, Dave Paquette, Marsha Bassi, James Blackadar, Paul Tracy, Jack Sapia and Fred Thompson.

Mr. Acciard called the meeting to order at 7:30pm. First order of business is to review the minutes from November 15, 2005. Fred motioned to accept the minutes as presented, it was seconded by Dave, Jim abstained.

Department	Description	Liaison
4191	Planning and Zoning	Paul Tracy

Sue Killam presented the planning budget. The planning portion of the budget has an increase of \$9,914.50, which represents a 15.7% increase from 2005. The primary increase is due to other professional services, which has been proposed at \$10,000, which is a \$5,000, increase from 2005. The increase is for the preparation and update of the town's master plan. The planning assistant has been moved from the selectman's budget to the planning and zoning budget at the direction of the town administrator. The zoning portion remains level funded at \$4,315.

4240	Building Inspections	Paul Tracy
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Bob Jones presented the building inspections budget which remains level funded at \$61,509.25. The electrical inspection was increased by \$2,000. However, it was offset by a \$2,000 reduction in plumbing inspection.

4194	Property maintenance and Management	Mark Acciard
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Fred Childs presented the property maintenance and management budget. The budget has a proposed increase of \$396.42 over the 2005 budget. There were numerous small increases and decreases within the budget. Fred mentioned that previously in the town that we established a contingency fund to cover unexpected expenditures. The board began a discussion on the contingency fund or a capital reserve fund and weighed advantages and disadvantages and how to present it to the towns people. The board plans to discuss this further in following meetings.

Jack wanted further explanation on his statement from the prior meeting regarding cutting the budget by 10%. He stated it was in the context of utilizing a needs-based budget vs. level funding.

4150	Financial Administration	Dave Paquette
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Dave Paquette presented the Financial Administration Budget. The proposed budget has an increase of \$14,229, which represents a 7.28% increase. Major increases include the assistant bookkeeper position to provide a backup for payroll processing. Education and conferences is increasing due to additional training and retirement fund.

Marsha Bassi motioned to adjourn the meeting, Mark seconded, unanimous. The meeting was adjourned at 9:06pm.

Respectfully submitted,
kjb