

Town of Atkinson
Budget Committee
December 6, 2005

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

Mark called the meeting to order at 5:30pm. The town clerk and the supervisor of the checklists budget presented by Linda Jette and Martha MacDonald respectively. The first order of business was to review the election and registration.

Department	Description	Liaison
4140.1	Town Clerk	Paul Tracy

The proposed budget for the Town Clerk represents a \$11,523 increase from the 2005 budget. This represents a 6.68% increase. The majority of the increases are labor related. The budget contains the proposed 3% COLA increases for the town clerk and deputy clerks, increased health insurance, FICA/Medi and the new retirement plan. In addition, the proposed budget includes a merit increase of \$1.50 for each of the 3 deputy clerks. Linda stated that the merit increases are in her 2005 budget, but were not enacted by the selectmen and that is the reason that her 2005 actual expenditures for deputy clerks is low. The board entered into a lengthy discussion on salary matrixes for all town employees. The other major increase is for microfilm. The town is behind in their 5-year microfilm plan to place all historical records on microfilm. The last project was completed in 1997 and it needs to be done. The proposed amount of \$5,295 should get the town current. The amount represents the cost for scanning the documents and storage. Dave Paquette pointed out that if the amount is over \$5,000 it should go out for bid. The balance of the budget represented minor increases and decreases.

4140.3	Checklist Supervisor	Paul Tracy
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The proposed budget for checklist supervisor is \$928 over the 2005 budget. This represents a 39.5% increase. The increase is due to the 3% COLA and the fact that the town will have 3 elections in 2006 vs. the 1 in 2005.

Linda presented the Town Moderator's budget. The format did not include last years budgeted amount; therefore they are eliminated from the minutes. The total budget presented was \$13,325 and is for the 3 elections in 2006. There are 2 new requirements in 2006. The first is related to ADA, which Linda could not elaborate on and is \$275. The other is \$150 for an accountant/bookkeeper to certify the election results. Jim stated he would check with the NH Board of Accountancy to ensure there was no conflict of interest and would volunteer his services.

The next item on the agenda is the workshop to discuss the 19 changes from the prior year. The board voted on each item and the results are as follows:

- 1 Change 10 digit account number format to that used on Monthly Expenditure report. 00000.000.00 – **Motion to accept the change by Jack/Seconded by Dave/Unanimous**

- 2 Delete unused and moved lines ((i.e. care of grounds lines would be deleted from Highway). Deleted or hide lines unused in previous 3 years. – **Motion to accept the change by Jim/ Seconded by Marsha/ Unanimous**
 - Clerk/Assessing Clerk and Public Officials' Bond from Executive
 - Vital Statistics from Elections
 - New Equipment from Financial Admin
 - Data Processing Supplies from Assessing
 - Information Systems, Other Professional Services, Postage and Education/Conferences from Personnel
 - Health Insurance and FICA, Medicare, NH Retirement (TN Contin) from Insurance
 - Insurance, Grounds-keeping and Repairs/Labor from Gen Government Buildings
 - Labor, Sexton, Gas & oil, Loam and Contract Labor from Cemeteries
 - Officer grant, operating supplies from Police
 - Rewards/recognition, Forestry, Dispatch from Fire
 - Gas/oil/water from Highways
 - Custodial, FICA, Medicare from Waste Disposal
 - Insurance from Recreation
 - Course reimbursement, Insurance, Library Equipment from Library
 - Appraisals from Conservation

- 3 List line items in account number order. If an account number is changed then it will be reordered if necessary. – **Motion to accept the change by Marsha/Seconded by Jim/Unanimous**
 - T.A. Retirement moved within Executive from Admin to T.A.
 - Library computer software/hardware reversed
 - Conservation new Equipment moved up

- 4 N/A

- 5 Delete department FICA and Medicare lines and add lines within groups.
 - Executive: B.o.S.,T.A., Moderator, Clerical, Code of Ethics
 - Financial Admin: Finance, Assessing, Tax Collection, Treasurer, Personnel
 - Planning & Zoning: Planning, Zoning
 - Police: Police, Juvenile. Details
 - Highways: Office, Maintenance**Motion to accept the change by Jim/Seconded by Marsha/Unanimous**

- 6 Resolve account # discrepancies between worksheets and Monthly Expenditure reports.
 - Report combines 41303.390 and 41303.740 into 430 Equip
Repairs, New equip
 - Report combines 41401.430 and 41401.740 into 430 Equip
Repairs, New equip
 - Report separates 42202.740 into 42202.740, 42205.660 New
Equip, Truck Lease**Already done – no vote required**

- 7 Resolve account # discrepancies between worksheets/report and MS-7
 - Computer/ADP 41521 maps to Revaluation of Property
 - Elderly affairs 41151 maps to Ambulance
 - New hydrants 42301 does not map to any MS-7 #**Table by the board to a later date.**

- 8 Separate Care of Grounds from Highway into a stand-alone budget. Assign new Acct #s

Motion to accept the change by Fred/Seconded by Jack/Unanimous – The board assigned account group 45202.

- 9 Delete Medicare and FICA lines and merge cost in a single FICA/Medi line.

Already done – no vote required.

- 10 Rename Acct # 4155 from Personnel Admin to Insurance. "Other Insurance" will be merged with this. **Motion NOT to accept this change by Fred/Seconded by Jim/Unanimous.**
- 11 Move/change Acct # 41309 from Office Admin to 41302 Town Administrator within Executive. **Motion to accept this change by Marsh/Seconded by Fred/Unanimous**
- 12 Move/change Acct # 41303 (town moderator) from Executive to 41402 Elections and Registration. **Motion to accept change by Marsh/Seconded by Jim/Unanimous**
- 13 Move/change Acct # 41969 from Other Insurance to 41552 Insurance. **Motion not to accept change by Fred/ Seconded by Marsh/Unanimous.**
- 14 Move/change Acct # 43122 Care of Grounds from Highway to 4194? Gen Gov Buildings – **Already done under motion #8.**
- 15 Move/change Acct # 41304 Planning assistant from Executive to 41911 Planning. **Motion not to accept the change by Jim/Seconded by Fred/Passed 4-0 with 1 abstention.**
- 16 Move/change Acct # 41507 Budget Committee clerk from Personnel Admin to 41306 Executive. **Motion to accept change by Fred/Seconded by Jim/Unanimous – The change will be from account group 41507 to 41509.**
- 17 Move/merge Acct # 4150.7.620 Office Supplies with 4130.6.740 Safety Committee. **Motion to accept the change by Fred/Seconded by Jim/Unanimous.**
- 18 Delete P&L insurance lines from Police, Highway, Fire and Insurance and show as one line item in Insurance budget. **Motion to NOT accept this change by Marsha/Seconded by Fred/ passed 4-1 with 2 abstentions. The manner of the distribution of these costs was discussed at length. The first option is to have the vendor provided a break-out of the insurance costs by department. If that is not available, the costs will be allocated based on total budget of the departments.**

19 Delete contract dispatch lines from individual budgets and show in new budget - Motion to NOT accept this change by Marsha/No Second – the motion died on the floor. **Motion to accept the change by Paul/Seconded by Jim/ Passed 5-2. The board assigned account group 52992 Other – Dispatch Contract.**

The last order of business was to review and accept the minutes from the prior meeting. Marsh motioned to accept the minutes as presented/Seconded by Dave/Unanimous.

Fred motioned to adjourn the meeting/Seconded by Jack/Unanimous – Mark adjourned the meeting at 10:14 PM.

Respectively submitted,
kjb