

Town of Atkinson
Budget Committee Meeting Minutes
December 4, 2007

Attending: Jim Blackadar – Chairman, Dave Paquette - Vice Chairman, Paul Tracy, Mari Anne Princiotta , Maggie Osborn, and Fred Childs ex officio

Jim called the meeting to order at 7:12 PM. First order of business was to review the minutes from the November 27, 2007 meeting.

Dave motioned to accept the November 27, 2007 minutes as presented/Seconded by Paul/Unanimous (6-0)

Jim provided the Board with a draft copy of the letter to be presented the presenters of Warrant Articles involving the appropriation of funds. Based on discussions Jim will adjust the memo and email the changes to the Board.

Chief Consentino informed the Board that he had several adjustments to the Police and Elderly Affairs budgets. The Chief stated he needed to increase the part time officer's line to account for step increases per the union contract. He will work with Dave to finalize the numbers. In addition he broke out the labor portion of the training line as requested. In addition, he determined the amount of gas to be allocated to Elderly Affairs based on the Month of November. He proposed to increase the gas line to \$3,745 (104 gallons a month at \$3). He did not reduce the gas line in the Police budget to account for the recent price increases.

The Board began finalizing the budgets in order by account number.

41301 – Board of Selectmen

Fred C. raised the discussion of the Board to add a contingency line in this budget to cover unexpected expenditures. The Board felt that there has been enough in the budget in the past to cover these situations.

Dave motioned to not include a contingency line in the budget/Seconded by Mari Anne/Unanimous 5-0

Dave pointed out that there was an \$11K expenditure within the OPS line in the month of November. Fred will get an explanation for the next meeting.

Dave motioned to final accept the Board of Selectmen's budget in the amount of \$29,995/Seconded by Mari Anne/Unanimous 5-0

41302 – Town Administrator

The Board reduced the Data Processing Supplies to \$1 and the Education/Conferences/Dues to \$1,000.

Mari Anne motioned to final accept the Town Administrator’s budget in the amount of \$119,356/Seconded by Dave/Unanimous 5-0

Clerical – 41304

The Board reduced the Planning Assistant Trainee to \$5,000. The Board felt this amount, along with the full salary already budgeted for the existing employee will be adequate to cover the overlap. The Board tabled finalizing this budget.

Conflict of Interest – 41305

Jim motioned to final accept the Conflict of Interest budget in the amount of \$325/Seconded by Paul/Unanimous 5-0

Safety – 41306

Jim motioned to final accept the Safety budget in the amount of \$100/Seconded by Maggie/Unanimous 5-0

Town Clerk – 41401

This budget was tabled pending possible salary increases.

Moderator – 41402

The Board set custodial/academy to \$0 since there has been no recent spending on this line.

Dave motioned to final accept the Moderator budget in the amount of \$14,500/Seconded by Jim/Unanimous 5-0

Elections Admin – 41403

Mari Anne motioned to final accept the Elections Admin budget in the amount of \$4,900/Seconded by Dave/Unanimous 5-0

Accounting and Finance – 41501

The Board reduced Telephone to \$900 and Postage to \$1,200 based on past expenditures. The Board set Equipment Repairs to \$0 since there has been no activity on this line.

Dave motioned to final accept the Accounting and Finance budget in the amount of \$81,165/Seconded by Maggie/Unanimous 5-0

Auditing – 41502

Jim motioned to final accept the Auditing budget in the amount of \$10,500/Seconded by Paul/Unanimous 5-0

Assessing – 41503

The Board tabled this budget. Fred will determine if there is an outstanding bill for assessing.

Tax Collecting – 41504

The Board reduced the following line items to amounts shown below based on past expenditures:

- Data Processing Supplies - \$1,200
- Microfilming - \$150
- Dues/Subs/Membership \$20
- Office Supplies \$1,000
- Education/Conf \$400

The balance of the budget was tabled based on potential salary increases.

Treasurer – 41505

The Board reduced the Education/Conference line to \$1.

Jim motioned to final accept the Treasurer in the amount of \$3,700/Seconded by Mari Anne/Unanimous 5-0

Computers – 41506

The Board discussed this budget in detail and decided to reduce the Hardware line to \$5,000 which should be sufficient to fund requirements. In addition, the Board reduced the IT service line to \$13,000 based on past expenditures.

Dave motioned to final accept the Computer budget in the amount of \$37,000/Seconded by Maggie/Unanimous 5-0

Budget Committee – 41509

The Board reduced the clerk line to \$900, FICA \$56, Medicare \$13 and Office Supplies to \$50 past on past expenditures.

Mari Anne motioned to final accept the Budget Committee budget in the amount of \$1,019/Seconded by Paul/Unanimous 5-0

Legal – 54531

Paul motioned to final accept the Legal budget in the amount of \$28,500/Seconded by Dave/Unanimous 5-0

Defense Proceedings – 41532

The Board reduced this based on past expenditures.

Jim motioned to final accept the Defense Proceedings budget in the amount of \$2,000/Seconded by Mari Anne/Unanimous 5-0

Personnel Admin – 41552

The Board reduced the Sick Bank to \$500. This account has not been utilized in the past few years.

Maggie motioned to final accept the Personnel Admin budget in the amount of \$32,000/Seconded by Paul/Unanimous 5-0

Planning & Zoning – 41911

The Board reduced the recording clerk to \$4,000 and the associated FICA and Medicare. Reduced printing and binding to \$2,000 and set misc. and new equipment to \$1 each. The adjustments were all made based on past expenditures.

Paul motioned to final accept the Planning & Zoning budget in the amount of \$24,108/Seconded by Maggie/Unanimous 5-0

Zoning Appeals - 41913

Dave motioned to final accept the Zoning Appeals budget in the amount of \$4,715/Seconded by Mari Anne/Unanimous 5-0

General Government Buildings – The budget was tabled. Fred and Maggie will get additional information from the Maintenance Supervisor.

Cemeteries – 41951

The Board reduced the care of grounds line to \$6,000. This was reduced since the tree removal has already taken place. Also, the Board determined that the water issue may be effected by the new library and that we should wait to see the impact.

Maggie motioned to final accept the Cemetery budget in the amount of \$33,433/Seconded by Mari Anne/Unanimous 5-0

Other Insurance – 41969

Jim motioned to final accept the Other Insurance budget in the amount of \$48,900/Seconded by Dave/Unanimous 5-0

Advertising/Regional – 41974

Mari Anne motioned to final accept the Advertising/Regional budget in the amount of \$5,864/Seconded by Dave/Unanimous 5-0

Dave requested that we use the recalculated amounts on the MS-7 as the original proposed amounts. The Board agreed.

Paul informed the Board that Conservation will present their budget next week.

The next meeting is scheduled for December 11, 2007 at 7:00 PM

Dave motioned to adjourn the meeting/Seconded by Maggie/Unanimous (6-0). Jim adjourned the meeting at 9:42.

Respectively submitted,
kjb