

Town of Atkinson
Budget Committee Meeting Minutes
January 8, 2008

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

Jim called the meeting to order at 6:42 PM. First order of business was to review the minutes from the December 18, 2007 meeting.

Dave motioned to accept the December 18, 2007 minutes as presented/Seconded by Mari Anne/Unanimous (7-0).

Dale Childs, Cemetery Trustee, addressed the Board to provide information related to the 2 cemetery warrant articles. The first warrant article is related to cemetery mapping. Dale stated that the warrant article is to cover the cost of having the cemetery and burial sites mapped and to provide the software to maintain and upkeep the files in the future. At this point there are several older sections in the cemetery that there is uncertainty as to if anyone is actually buried there. This service will identify where all the bodies are and who is buried where. The second warrant article is for the expansion of the cemetery to provide single and double lots. Presently, there are very few single and double lots and the cemetery is required to offer plots and burial services when needed. The associated cost is \$20,000. This warrant article was not included in our listing. Fred C. will follow up to ensure it is in the packet for the public hearing.

General Government Buildings – 4194X

Maggie informed the Board that she had met with the Maintenance Supervisor to discuss the Town Hall roof. There is a leaking skylight which needs to be repaired which is included in the current budget. The Maintenance Supervisor provided additional information related to re-roofing the Town Hall. The Board determined that these costs should be related to the Town Hall addition warrant article and can be amended at deliberative session. The Board also reviewed the cost of gutters on the salt shed and Police Dept. The Board determined that the general maintenance line on the Town Garage could be reduced to \$4,000 and kept the Police Department general maintenance as is.

Fred T. motioned to final accept the General Government Buildings budget in the amount of \$104,384/Seconded by Maggie/Unanimous 6-0

Town Clerk – 41401

It has been determined that the Deputy Town Clerk will assume the position of Town Clerk until the 2009 election. As a result, the Town Clerk line was reduced to \$25,000 which will

cover the first 2 months of the year for the departing Town Clerk, any additional compensation provided to the Deputy and additional help as needed. As a result Face was reduced to \$5,229 and Medic to \$1,223. The Board also reduced retirement to \$5,000. Lastly the Board increased the Office Supplies to \$3,700 to cover the additional costs related to the absentee ballot envelopes.

Dave motioned to final accept the Town Clerk budget in the amount of \$139,023/Seconded by Mari Anne/Unanimous 6-0

Police – 42101

Dave met with the Bookkeeper to finalize the insurance amounts. There were minor discrepancies between the Chief's numbers and the Bookkeepers. The Board determined there was no need to make further adjustments.

Fred T. motioned to final accept the Police budget in the amount of \$771,134/Seconded by Paul/Unanimous 6-0

Adele Dillon, Building Needs, provided an overview of the Town Hall Expansion Warrant article. She informed the Board that this has been in the works for the past few years. The current building is over 20 years. The new area will be 1/3 for a new cable studio and 2/3 for additional office space and storage. She stated that this is a cheaper option than building a free standing studio. The \$659,000 will be funded from the Atkinson Community Television Capital reserve (\$309,000) and a loan for \$350,000. The Town Treasurer provided a cost impact based on a 2, 4, 5 and 10 year note. The Building Needs Committee conducted a space needs study in September 2004 and was based on a combination of current needs and future expansion.

Fire – 42201

Chief Murphy requested that the Board readdress the FD Officers salary line as well as new equipment. The Chief informed the Board that the activity on the department has been on the increase and he feels that the current amount of \$90,000 is not sufficient to cover the increase load. It was determined that in 2006 the Department responded to 446 calls. In 2007, the Department responded to 539. Fred T. stated that if we increased the 2007 expenditures by 2.5 percent it is approximately \$98,000 which would keep us consistent. The Board discussed possibly increasing the line to \$100,000 or keeping it at \$90,000.

Fred T. motioned to adjust the FD Officers salary line to \$98,000/Seconded by Mari Anne/Motion passes 4-2

The Chief also provided a listing of additional new equipment. Based on this information the Board increased the new equipment line to \$14,000.

Fred T. motioned to final accept the revised Fire Department budget in the amount of \$330,337/Seconded by Maggie/Motion passes 5-1

Katie McDonough, Librarian, addressed the Board to move \$5,000 from the Materials of Trade line to the Aides line to cover additional increases in Salary. Katie stressed that the market for librarians in the area is competitive and that the average salary of our library aides is below other Towns and below the salaries paid to other Town employees. She feels that without this increase several employees may leave which would directly impact several successful programs. She also stated that the loss of certain employees would have a far greater impact on the library than the reduction of \$5,000 in material of trades. The Board determined that we need to remain consistent in Town and choose to leave the budget as is. The Board also informed that if the Trustees elect to move money from elsewhere in the budget to fund any salary increases, that next years budgeted amounts will be based on the 2008 budget versus 2008 expenditures.

Highway – 4311X

Ted Stewart, Road Agent addressed the Board to discuss salaries. His initial budget included increased pay rates for the laborers which have not been approved by the Selectmen. The Board had already adjusted the salaries down. Ted states that any other adjustments can be made at Deliberative session and that he was fine with the budget as is. He also informed the Board that the proposed grant from the State will be approximately \$126,000. In addition, Red informed the Board that there may be another adjustment for chipping and removal of brush. The Board determined to wait until it had been discussed officially with the Selectmen.

Ted discussed the 5 warrant articles related to the Highway Department as follows:

Assistant Road Agent (\$16,500) – Ted based the numbers on an additional 110 hours at \$15 per hour, \$3,000 for retirement and \$6,000 for health insurance.

Police Dept Driveway (\$14,700) – Based on 2007 contract prices.

Walker Road (\$145,889) – Based on 2007 contract prices.

Washington Road (\$42,090) – Road is increasing in disrepair due to this winter. Based on 2007 contract pricing.

Shim and Overlay (\$135,000) – Based on 2007 pricing. Providence Hill is a collector road and only has 3” of pavement and should have 4”. The remaining roads (Atkinson Farm & Spicket Valley) are 11 years old and this will avoid reconstructing these roads later.

The Town Administrator provided the Board with a listing of accounts that needed to be updated due to contract obligations. The adjusted line items are as follows:

Assessing – 41503.390 - \$35,760

Mari Anne motioned to final accept the revised Assessing budget in the amount of \$88,924/Seconded by Fred T./Unanimous 6-0

Unemployment – 41552.250 - \$5,989

Worker's Comp – 41552.260 - \$42,346

Maggie motioned to final accept the revised Personnel Admin budget in the amount of \$49,335/Seconded by Paul/Unanimous 6-0

Cemetery Deeds - 41951.320 - \$1,210 added to revise the Mylar per the Selectmen.

Fred T. motioned to final accept the revised Cemetery budget in the amount of \$34,343/Seconded by Mari Anne/Unanimous 6-0

Property and Liability – 41969.520 - \$52,687

Mari Anne motioned to final accept the revised Other Insurance budget in the amount of \$53,687/Seconded by Maggie/Unanimous 6-0

Disposal Contract – 43241.390 - \$550,750

Fred T. motioned to final accept the revised Solid Waste budget in the amount of \$554,350/Seconded by Maggie/Unanimous 6-0

After all the adjustments the final budget for 2008 is \$4,075,800 which represents a 3.77% increase over 2007.

The Board then set the 2008 Revenue as follows:

| | | |
|--------------|--------------------------------|---------------|
| 31101.000.00 | Property Tax | \$ 14,000,000 |
| 31201.000.00 | Current Use | \$ 5,000 |
| 31851.000.00 | Timber Tax | \$ 250 |
| 31901.000.00 | Interest Costs/late Prop Tax | \$ 30,000 |
| 32101.000.00 | Business Permits | \$ 500 |
| 32103.000.00 | Town Clerk Misc Fees (E-Reg) | \$ 7,000 |
| 32201.000.00 | Motor Vehicle Permits | \$ 1,300,000 |
| 32202.000.00 | Motor Vehicle Titles | \$ 3,000 |
| 32203.000.00 | MV (MA) Registration Fees | \$ 22,000 |
| 32301.000.00 | Building Permits | \$ 20,000 |
| 32302.000.00 | Electrical Permits | \$ 10,000 |
| 32304.000.00 | Plumbing/Gas Permits | \$ 6,000 |
| 32305.000.00 | Septic/Wells/Health Permits | \$ 4,000 |
| 32306.000.00 | Fire Permit | \$ 12,000 |
| 32901.000.00 | Dog License & Fines | \$ 8,500 |
| 32903.000.00 | Marriage License | \$ 2,000 |
| 32906.000.00 | Boat Fees | \$ 3,500 |
| 32909.000.00 | Other (specify) Fees | \$ 10,500 |
| 33510.000.00 | Shar Rev / Block Grant | \$ 30,000 |
| 33520.000.00 | Shared Rev / Meals & Rooms Tax | \$ 275,000 |
| 33530.000.00 | Highway Block Grant | \$ 126,000 |
| 33590.000.00 | Other Reimburse State NH | \$ 10,000 |
| 34011.000.00 | Income from Departments | \$ 17,000 |
| 34095.000.00 | Recreational/Sun&Fun/ACC | \$ 38,000 |
| 35011.000.00 | Sale of Town Property | \$ 6,000 |
| 35020.000.00 | Interest from Deposits | \$ 150,000 |
| 35091.000.00 | Cable Income | \$ 95,000 |
| 35092.000.00 | Copies | \$ 3,000 |
| | Total | \$ 16,194,250 |

The Board then reviewed the warrant articles submitted by the Selectmen (see enclosure). The majority of the warrant articles had been previously discussed with the Board. Fred C. will look into the Fire Dept Capital Reserve to see if it \$60,000 or the \$50,000 previously discussed with the Board. Fred T. provided an overview of the Telecommunications Tower Article. He stated that the consultant presented 4 options. The Selectmen along with the Communications Committee out forth 2 options to the Town to vote on. Fred will bring additional information to the Public Hearing. In addition, The Board reviewed the 6 petition warrant articles and determined that they do not require recommendations by the Board, but will be reviewed at the Public Hearing.

The next meeting is scheduled for January 10, 2008 at 7:00 PM which is the Public Hearing
The Board will meet again on January 22, 2008 to complete the MS-7.

**Dave motioned to adjourn the meeting/Seconded by Mari Anne/Unanimous (6-0). Jim
adjourned the meeting at 11:07.**

Respectively submitted,
kjb

Enclosure

Expendable Trust Funds

Mosquito Control Expendable Trust Fund.

Shall the Town vote to raise and appropriate the sum of \$43,260 to be added to the Mosquito Control Expendable Trust Fund? This amount is the total expended last year. The current balance is approximately \$4,740. The established cap for the fund is \$48,000.

Funding of Capital Reserve Funds

Fire Department Capital Reserve

Shall the Town vote to raise and appropriate the sum of Sixty Thousand Dollars (\$60,000) to be added to the Fire Department Capital Reserve Fund previously established for the purpose of acquiring fire equipment and vehicles as determined by the Board of Engineer's Capital Improvement Plan. The approximate current balance is \$186,024. This article is in addition to Warrant Article 2008-??, the operating budget. This article is in addition to Article ???, the operating budget.

Recreation Capital Reserve

Shall the Town vote to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) to be added to the Recreation Capital Reserve Fund. The purpose of the fund is for the acquisition, design, renovations, and development of the recreation area including fields and playgrounds. This article is in addition to Article 2008-???, the operating budget.

Money Warrant Articles

Assistant Road Agent

Shall the Town vote to authorize the conversion of the Assistant Road Agent position from part to full-time, and to raise and appropriate the sum of \$10,650 to fund the additional costs of health insurance, retirement, and salary. This article is in addition to Article 2008-???, the operating budget.

PD Driveway

Shall the Town vote to raise and appropriate the sum of fourteen thousand seven hundred dollars (\$14,700) to construct a driveway exit from the back parking lot of the Police Station onto Academy Avenue. All work will be done under the supervision of the Road Agent. This article is in addition to Article 2008-???, the operating budget.

Records Management Master Plan

Shall the Town vote to raise and appropriate the sum of Six Thousand Dollars (\$6,000) to hire a records management consultant to inventory, survey, and analyze town records for the purpose of creating a records management system, defining the storage space needs associated with records retention to meet the statutory requirements for records storage, retention and destruction as defined under RSA 33-A. This article is in addition to Warrant Article 2008-??, the operating budget.

FD Ambulance

Shall the Town vote to authorize the withdrawal of one hundred seventy thousand dollars (\$170,000) from the Fire Department Capital Reserve Fund for the purchase of a new ambulance as part of the regular Fire Department equipment replacement program? This article is in addition to Article ???, the operating budget.

Cemetery Mapping

Shall the Town vote to raise and appropriate the sum of ten thousand two hundred fifty dollars (\$10,250) to have the cemetery and burial lots mapped? Such mapping activities will store internment information for the deceased, provide available inventory, sales and purchase history and record deed information. This article is in addition to Article ???, the operating budget.

Walker Road

Shall the Town vote to raise and appropriate the sum of one hundred forty-five thousand eight hundred and eighty-nine dollars (\$145,889) for reclamation, paving and drainage for 2,600 feet of Walker Road? This article is in addition to Article ???, the operating budget.

Washington Road

Shall the Town vote to raise and appropriate the sum of forty-two thousand and ninety dollars (\$42,090) for reclamation, paving and drainage for 1,003 feet of Walker Road? This article is in addition to Article ???, the operating budget.

Shim and Overlay

Shall the Town vote to raise and appropriate the sum of one hundred thirty-five thousand dollars (\$135,000) for shim and overlay work on Atkinson Farm Road, Spickett Valley Road and Providence Hill Road? This article is in addition to Article ???, the operating budget.

Development of Recreational Area on East Road

Shall the town vote to raise and appropriate the sum of thirty thousand dollars (\$30,000) for survey engineering/design site plans to include septic design, test well, road cut for state approval, parking lot design, 1 full athletic field, ½ play field, bocce/horseshoe area, walking paths and authorize the withdrawal of \$30,000 from the Recreation Capital Reserve Fund created for this purpose. No tax dollars need to be raised for this warrant article. This article is in addition to Warrant Article 2008-__ , the operating budget.

Phase One Construction of the Recreational Area on East Road

Shall the town vote to raise and appropriate the sum of forty five thousand dollars (\$45,000) to begin construction of the new recreational area and authorize the withdrawal of \$45,000 from the Recreation Capital Reserve Fund created for this purpose. No tax dollars need to be raised for this warrant article. This article is in addition to Warrant Article 2008-__ , the operating budget.

Town Hall Expansion

Shall the Town vote to raise and appropriate the sum of Six hundred fifty-nine thousand dollars (\$659,000) to expand Town Hall and to include the building and equipping of a cable studio for Atkinson Community Television, and to authorize the withdrawal of three hundred nine thousand dollars (\$309,000) from the Atkinson Community Television Capital Reserve Fund established for such purpose to offset the cost of the expansion with the remaining balance of \$350,000 to be raised by taxation? This article is in addition to Article ???, the operating budget.

PD Southern NH Special Operations Unit

Shall the town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5000.00) for the purpose of funding Police Department membership in the Southern New Hampshire Special Operations Unit, a regional mutual aid organization. This article is in addition to Warrant Article 2008-xx, the operating budget.

PD Spots Terminal

To see if the town will vote to raise and appropriate the sum of Two-Thousand forty –nine dollars (\$2,249.00) for the purpose of adding the State Police Online Telecommunication Systems (Spots) to the existing lab tops in three police vehicles. The FY 2009 budget will be two thousand eight hundred dollars, (\$2800.00) for wireless plans and Annual Maintenance agreement. This article is in addition to Warrant Article 2008-xx, the operating budget.

Telecommunications Tower Article

Shall the Town vote to raise and appropriate the sum of four hundred eighty four thousand dollars (\$484,000) for the purchase of public safety communications equipment needed and the professional installation of the public safety communications equipment on a monopole tower of up to 180' in height located on Town owned property behind the Atkinson Fire Station as specified by Option-2 of the CDCG engineering study of 2007. The monopole tower shall be erected by a Commercial Communications or Development Company who shall be responsible for the construction costs and maintenance of said tower. Said Commercial Communications or Development Company shall secure the primary site location of Atkinson emergency communications equipment and microwave communication linkage equipment on said tower. Should this article pass, Article XYZ is null and void.

Article XYZ

Shall the Town vote to raise and appropriate the sum of six hundred eighty three thousand dollars (\$683,000) for the construction and erection of a 120' monopole communications tower and for the purchase, and professional installation of the public safety communications equipment needed as described in Option-4 of the CDCG engineering study of 2007, and to be constructed on Town owned property located behind the Atkinson Fire Station. The tower will be designed for the use of Town Emergency Communications equipment, with room for future expansion as the need arises, and will be maintained by the Town.

Hitchcock Lane

Shall the Town vote to accept Hitchcock Lane as a Town road. (Majority vote required.)