

Town of Atkinson
 Budget Committee Meeting Minutes
 Public Hearing
 January 10, 2008

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

Jim called the public hearing meeting to order at 7:08 PM. Jim informed the public that the order of the meeting would be to present the budget and revenue, discuss the warrant articles and then vote to recommend or not recommend the warrant articles. Jim presented the budget as follows:

Account			2007 Expended	2008 Proposed	Change	
					Amt.	%
General Government						
	Executive	205,393	213,819	221,674	16,281	7.93%
	Elections & Registration	186,192	181,581	158,423	(27,769)	-14.91%
	Financial Administration	263,152	230,720	259,934	(3,218)	-1.22%
	Legal Services	33,500	28,533	30,500	(3,000)	-8.96%
	Personnel Admin	47,866	50,347	49,335	1,469	3.07%
	Planning & Zoning	35,348	21,401	28,823	(6,525)	-18.46%
	Buildings	131,008	113,356	104,384	(26,624)	-20.32%
	Cemeteries	30,695	33,169	34,343	3,648	11.88%
	Other Insurance	49,713	49,599	53,687	3,974	7.99%
	Advertising Regional	5,578	5,578	5,864	286	5.13%
	General Government Total	988,445	928,102	946,967	(41,478)	-4.20%
Public Safety						
	Police Department	754,022	715,861	771,134	17,112	2.27%
	Elderly Affairs	17,821	23,849	24,149	6,328	35.51%
	Ambulance	30,000	5,750	1	(29,999)	-100.00%
	Fire Department	331,369	324,050	330,337	(1,032)	-0.31%
	Building Inspections	59,678	52,707	52,243	(7,435)	-12.46%
	Homeland Security	150		150	0	
	Dispatch	31,500	33,075	31,500	0	
	Public Safety Total	1,224,540	1,155,292	1,209,514	(15,026)	-1.23%
Highways & Streets						
	Highway Department	419,168	407,747	401,711	(17,457)	-4.16%
	Street Lighting	27,000	31,124	31,000	4,000	14.81%
	Highways & Streets Total	446,168	438,871	432,711	(13,457)	-3.02%
Sanitation						
	Recycling	41,171	30,513	41,616	445	1.08%
	Solid Waste Disposal	512,704	517,035	554,350	41,646	8.12%
	Sanitation Total	553,875	547,548	595,966	42,091	7.60%
Health & Welfare						

Health Admin	9,162	4,525	6,859	(2,303)	-25.14%
Health Agencies	44,166	44,166	45,428	1,262	2.86%
Animal Control	21,720	16,516	20,092	(1,628)	-7.50%
General Assistance	16,000	3,779	16,000	0	
Health & Welfare Total	91,048	68,985	88,379	(2,669)	-2.93%
Culture & Recreation					
Recreation	77,549	79,125	79,623	2,074	2.67%
Grounds Maintenance	27,000	27,644	30,400	3,400	12.59%
Community Center	42,667	34,850	46,524	3,857	9.04%
Library	302,138	300,595	308,578	6,440	2.13%
Memorial Day	3,100	2,621	2,601	(499)	-16.10%
Cable Operations	48,245	36,032	42,852	(5,393)	-11.18%
Culture & Recreation Total	500,699	480,868	510,578	9,879	1.97%
Conservation					
Conservation	6,575	6,483	6,575	0	
Debt					
Long term debt-Principal	102,142	102,142	191,642	89,500	87.62%
Long term debt-Interest	14,402	13,880	93,468	79,066	548.99%
Debt Total	116,544	116,022	285,110	168,566	144.64%
Total Operating Budget		3,742,170	4,075,800	147,906	3.77%

Jim presented the revenue side of the budget as follows:

Town of Atkinson Revenue 2008				
Account No.	Description	2007		2008
		Estimate	Actual	Estimate
31101.000.00	Property Tax	\$ 14,139,370	\$ 13,958,809	\$ 14,000,000
31201.000.00	Current Use	\$ 7,500	\$ 5,136	\$ 5,000
31851.000.00	Timber Tax	\$ 250	\$ 180	\$ 250
31901.000.00	Interest Costs/late Prop Tax	\$ 25,000	\$ 30,466	\$ 30,000
32101.000.00	Business Permits	\$ 200	\$ 295	\$ 500
32103.000.00	Town Clerk Misc Fees (E-Reg)	\$ 7,000	\$ 6,521	\$ 6,500
32201.000.00	Motor Vehicle Permits	\$ 1,420,000	\$ 1,292,076	\$ 1,300,000
32202.000.00	Motor Vehicle Titles	\$ 3,000	\$ 2,908	\$ 2,500
32203.000.00	MV (MA) Registration Fees	\$ 20,000	\$ 21,442	\$ 22,000
32301.000.00	Building Permits	\$ 16,500	\$ 28,279	\$ 20,000
32302.000.00	Electrical Permits	\$ 12,000	\$ 12,130	\$ 10,000
32304.000.00	Plumbing/Gas Permits	\$ 6,500	\$ 8,340	\$ 6,000
32305.000.00	Septic/Wells/Health Permits	\$ 8,000	\$ 4,380	\$ 4,000
32306.000.00	Fire Permit	\$ 12,000	\$ 13,919	\$ 12,000
32901.000.00	Dog License & Fines	\$ 8,000	\$ 8,287	\$ 8,500
32903.000.00	Marriage License	\$ 2,800	\$ 2,115	\$ 2,000
32906.000.00	Boat Fees	\$ 4,500	\$ 3,460	\$ 3,500
32909.000.00	Other (specify) Fees	\$ 6,700	\$ 10,424	\$ 10,500

33510.000.00	Shar Rev / Block Grant	\$ 22,448	\$ 30,888	\$ 26,500
33520.000.00	Shared Rev / Meals & Rooms Tax	\$ 275,027	\$ 275,027	\$ 275,000
33530.000.00	Highway Block Grant	\$ 114,566	\$ 114,566	\$ 126,000
33590.000.00	Other Reimburse State NH	\$ -	\$ 10,483	\$ 10,000
34011.000.00	Income from Departments	\$ 15,000	\$ 17,554	\$ 17,000
34095.000.00	Recreational/Sun&Fun/ACC	\$ 36,000	\$ 38,342	\$ 38,000
35011.000.00	Sale of Town Property	\$ 6,000	\$ 6,773	\$ 6,000
35020.000.00	Interest from Deposits	\$ 150,000	\$ 181,874	\$ 150,000
35091.000.00	Cable Income	\$ 182,000	\$ 96,132	\$ 95,000
35092.000.00	Copies	\$ -	\$ 3,249	\$ 1,500
	Total	\$ 16,500,361	\$ 16,184,056	\$ 16,188,250

Jim stated that the Board determined that none of the citizen's petition warrant articles involved the appropriation of funds. However, there was one that involved money. The Board decided to read the following citizen's petition warrant article and determine if they needed to vote on it. The warrant article is as follows:

To see if the voters will vote to eliminate the position of Town Administrator. (employee at will) Said position to be replaced by a selectmen's clerk at a salary of \$48,000 per annum to start. (This would save the town Approximately \$42,000.00 in salaries/benefits a year.)

The Board determined that there are already sufficient funds in the current operating budget to take care of this article if it should pass. Therefore, there is no need to vote on it.

Jim read all the Selectmen's warrant articles for discussion as presented below. The Board voted on the warrant articles after the presentation and discussions with the public. However, for presentation purposes, the Board's vote is listed below each warrant article.

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.

Mari Anne motioned for the Board to Recommend the Mosquito Control Expendable Trust Fund warrant Article/Seconded by Fred T./Unanimous 5-0

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.

The Board asked Chief Murphy if he had changed the amount from \$50,000 previously presented to the Board and the current \$60,000. He was not aware of the change.

Fred T. motioned for the Board to Recommend the Fire Dept. Capital Reserve warrant Article/Seconded by Paul/Unanimous 5-0

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.

Mari Anne motioned for the Board to Recommend the Recreation Capital Reserve warrant Article/Seconded by Fred T./Motion passes 4-1

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.

There was discussion that there may not be enough money in the warrant article to fund it. The Road agent stated that the numbers are from the town's bookkeeper. He will confirm the numbers and amend at Deliberative session if necessary. The Road Agent also stated that this has been a difficult position to keep filled and this is the best way he can keep good employees.

Dave motioned for the Board to Not Recommend the Assistant Road Agent warrant Article/Seconded by Fred T./Motion passes 4-1

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.

Dave motioned for the Board to Not Recommend the PD Driveway warrant Article – Motion dies

Paul motioned for the Board to Recommend the PD Driveway warrant Article/Seconded by Fred T./Motion passes 4-1

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.

Dave motioned for the Board to Not Recommend the Records Management Master Plan warrant Article/Seconded by Fred T./Unanimous 5-0

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.

Fire Chief Murphy stated that they are currently out to bid on this and he expects to have firm numbers for Deliberative session, which should be less.

Fred T. motioned for the Board to Recommend the FD Ambulance warrant Article/Seconded by Mari Anne/Unanimous 5-0

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.

Fred T. motioned for the Board to Recommend the Cemetery Mapping warrant Article/Seconded by Mari Anne/Unanimous 5-0

Cemetery Development

Shall the Town vote to raise and appropriate up to the sum of Twenty Thousand Dollars (\$20,000) for the layout, design and development of a new section of the cemetery, such work to be under the supervision of the Cemetery Trustees? This is in addition to article 08-____, the operating budget.

Fred T. motioned for the Board to Recommend the Cemetery Development warrant Article/Seconded by Mari Anne/Unanimous 5-0

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.

The Board confirmed with the Road Agent that this is based on the 2007 contract price. The verbiage “Under the direction of the Road Agent” will have to be added at Deliberative session.

**Mari Anne motioned for the Board to Recommend the Walker Road warrant
Article/Seconded by Paul/Unanimous 5-0**

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.

The Board confirmed with the Road Agent that this is based on the 2007 contract price. The verbiage “Under the direction of the Road Agent”, and Walker road changed to Washington road will have to be added at Deliberative session.

**Fred T. motioned for the Board to Recommend the Washington Road warrant
Article/Seconded by Paul/Unanimous 5-0**

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.

The Board confirmed with the Road Agent that this is based on the 2007 contract price. The verbiage “Under the direction of the Road Agent” will have to be added at Deliberative session.

**Fred T. motioned for the Board to Recommend the Shim and Overlay warrant
Article/Seconded by Paul/Unanimous 5-0**

Development of Recreational Area on East Road

Shall the town vote to appropriate up to the sum of thirty thousand dollars (\$30,000) for surveying, engineering and designing a site plan, to include, but not limited to septic design, test well, road cut for state approval, parking lot, 1 full athletic field, ½ play field, bocce/horseshoe area, walking paths on land at 17 East Road (Map 15 Lot 17); and authorize the withdrawal of \$30,000 from the Recreation Capital Reserve Fund created for this purpose. Currently there is approximately Ninety One Thousand Four Hundred Twenty Seven Dollars (91,427) in this fund, therefore no tax dollars need to be raised for this warrant article. This article is in addition to Warrant Article 2008-__ , the operating budget.

Mari Anne motioned for the Board to Recommend the Development of the Recreation Area on East Road warrant Article/Seconded by Fred T./Motion passes 4-1

Phase One Construction of the Recreational Area on East Road

Shall the town vote to appropriate the sum of up to forty five thousand dollars (\$45,000) to begin construction of the new recreational area at 17 East Road (Map 15 Lot 17), 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.

The Recreation Director informed the public that this will be a 2 to 3 year plan and development process and this is to get everything started. They are not firm on the total number to complete the project at this point, but they know it will be more than \$45,000.

Fred T. motioned for the Board to Recommend the Phase I Construction of the Recreation Area on East Road warrant Article/Seconded by Mari Anne/Motion passes 4-1

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.

Members of the Building Needs Committee and former Cable Advisory Board Members indicated that the revenue stream from the Franchise fees would be enough to cover the loan. The Board provided information that is a 10-year note is used and the franchise fees remain constant that this is a correct statement. The Board also stated that the Fire Truck and Station Loans are both coming due in the next year and could free up additional funds.

Fred T. motioned for the Board to Not Recommend the Town Hall Expansion warrant Article/Seconded by Dave/Unanimous 5-0

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.

Fred T. motioned for the Board to Recommend the PD Southern NH Special Operations Unit warrant Article/Seconded by Paul/Motion passes 4-1

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.

The Town Moderator made a statement that these small dollar warrant articles may be better served in the operating budget to reduce the amount of warrant articles to be discussed at Deliberative session. Past experience has shown a lot of time is spent on small impact warrant articles like this.

Fred T. motioned for the Board to Recommend the PD Spots Terminal warrant Article/Seconded by Mari Anne/Motion passes 4-1

Prior to discussing the next to warrant articles the Board determined that they would only recommend 1 of the 2 options or neither. Recommending both warrant articles would really only be recommending the first one based on the wording of the article.

Telecommunications Tower Article

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. Should this article pass, Article XYZ is null and void.

The Board inquired if there was a reason the order of the 2 warrant articles had changed. None was provided. Based on discussions there is a 20 percent reserve in this warrant article, which seems high. It was also determined that the height of this tower represents the minimum amount to obtain 95 percent coverage (industry standard) throughout the Town. There was also discussion from the public that it should be clear that this tower will not improve cell phone coverage in Town.

Fred T. motioned for the Board to Recommend the Telecommunications Tower warrant Article/Seconded by Paul/Motion passes 3-2

Article XYZ

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.

Fred T. motioned for the Board to Not Recommend Article XYZ/Seconded by Dave/Unanimous 5-0

Dave motioned to adjourn the meeting/Seconded by Mari Anne/Unanimous (6-0). Jim closed the Public Hearing and adjourned the meeting at 10:45.

Respectively submitted,
kjb