

Town of Atkinson
Budget Committee Meeting Minutes
November 6, 2008

Attending: Jim Blackadar – Chairman, Dave Paquette Vice Chairman, Harold Morse, Steve Giangregorio, Steve Angelo, Town Administrator

Jim called the meeting to order at 7:05 PM. Jim stated that there were only 3 members present so they would not be able to vote on anything, but would allow the department heads to present their budgets (Harold arrived shortly after the meeting began which created a quorum). Jim also stated that Cable and General Government Buildings would not be presenting tonight. Martha Macdonald presented the Elections and Registration budget as follows:

| | <u>2008</u> | <u>2009</u> | <u>\$ Delta</u> | <u>% Delta</u> |
|-----------------|------------------------|------------------------|------------------------|----------------------|
| Checklist Supr | 4,200 | 3,800 | (400) | -9.5% |
| Office Supplies | 400 | 250 | (150) | -37.5% |
| Postage | 200 | 200 | - | 0.0% |
| New Equip | <u>100</u> | <u>100</u> | <u>-</u> | <u>0.0%</u> |
| Total | <u>\$ 4,900</u> | <u>\$ 4,350</u> | <u>\$ (550)</u> | <u>-11.2%</u> |

Martha stated that there were only going to be 2 elections in 2009 versus the 4 in 2008 and that is why the budget is down.

Rose Cavalier, Town Clerk presented her budget as follows:

| | <u>2008</u> | <u>2009</u> | <u>\$ Delta</u> | <u>% Delta</u> | <u>Notes</u> |
|-----------------------------|----------------|----------------|-----------------|----------------|--------------|
| Town Clerk Assistants | 59,341 | 46,825 | (12,516) | -21.09% | 1 |
| Town Clerk Salary | 25,000 | 43,015 | 18,015 | 72.06% | 1 |
| Health Insurance | 22,053 | 22,053 | - | 0.00% | |
| Fica | 5,229 | 5,570 | 341 | 6.52% | |
| Medicare | 1,223 | 1,302 | 79 | 6.46% | |
| Retirement | 5,000 | 6,491 | 1,491 | 29.82% | |
| Telephone | 3,300 | 3,300 | - | 0.00% | |
| Microfilm | 75 | 150 | 75 | 100.00% | |
| Other Professional Services | 1,000 | 2,904 | 1,904 | 190.40% | 2 |
| Equipment Repairs | 500 | 500 | - | 0.00% | |
| Service Contracts | 5,173 | 4,269 | (904) | -17.48% | 2 |
| Dues/Subs./Memberships | 175 | 375 | 200 | 114.29% | 3 |
| Office Supplies | 3,700 | 2,200 | (1,500) | -40.54% | |
| Postage | 4,350 | 4,500 | 150 | 3.45% | |
| New Equipment | 500 | 1,100 | 600 | 120.00% | 4 |
| Mileage | 904 | 1,304 | 400 | 44.29% | 5 |
| Education/Conferences | <u>1,500</u> | <u>1,500</u> | <u>-</u> | <u>0.00%</u> | |
| | <u>139,023</u> | <u>147,358</u> | <u>8,335</u> | <u>6.00%</u> | |

Notes:

1. The assistant's salary line is down, but it includes a \$.50 raise for each assistant. Only 1 has been approved by the Selectmen. Rose still plans to address the Deputy Town Clerk position becoming full time.
2. Rose moved the cost of some license fees out of office supplies and placed it in OPS, which she feels is more appropriate. Also, she plans on discontinuing several service contracts that have not been utilized in several years.
3. Notary licensee fees.
4. Rose is proposing to purchase a new Folding Machine to replace the old one that is in constant failure. The cost of the new machine is less than the service contract for the old unit.
5. Rate increase.

Steve A informed the Board that the Selectmen are working on a new telephone contract that should increase the number of lines and services available at no increase. Steve also noted that no Selectmen could attend due to a previous commitment for 2 of the Selectmen and that the 3rd is sick.

The Board rescheduled General Government Buildings to November 18th and will fit cable in when they can.

The Board reviewed the minutes from the October 28, 2008 meeting.

Dave motioned to accept the minutes as presented/Seconded by Steve G./Unanimous 4-0.

Dave mentioned that for the Deliberative Session a line should be added to the budget for the changes that are made. Dave stated that the Board has allowed the Governing Body to change the budget and that may not be correct. The Board thought it was a good idea. Jim will check with the State on the proper procedure.

The next meeting is scheduled for November 18, 2008 at 7:00 PM and will have Library, Cemetery and General Government Buildings on the agenda.

Dave motioned to adjourn the meeting/Seconded by Steve G./Unanimous 4-0. Jim adjourned the meeting at 7:43 PM.

Respectively submitted,
kjb