

***Town of Atkinson
Budget Committee Meeting Minutes
October 25, 2011***

Todd Barbera opened the Budget Committee Meeting of October 25, 2011, at 7:05 PM in the Atkinson Town Hall.

Members Present:

Todd Barbera, Chairman
Susan Carroll
John Feuer
William Smith

Others Present:

Susan Killam, Chairman, Planning Board,
Tim Dziechowski, Planning Board
Mike Turell, Planning Board
Edward Stewart, Road Agent
Barbara Snicer, Administrative Assistant

Planning & Development Control:

Handouts of Title LXIV Planning & Zoning Master Plan Sections 674:1; 674:2; 674:3; and 674:4 were given to all members present along with Capital Improvements Program Sections 674:5; 674:6; and 674:7. A handout "Funding Opportunities for Local Planning through the Rockingham Planning Commission (RPC)" dated September, 2011, was also provided.

There is no change proposed for the 2012 budget except for item 41911.390.00 ~ Other Professional Services. Request for 2012 is \$21,200; a 136.22% increase from 2011. Request covers monies for a contract with RPC to conduct meetings with the public which would support getting MP 674:5 on the ballot for citizens vote; the development of two additional, required MP chapters (vision and future land use); and for public outreach to get input from public and a committee to compile the results. Input is needed from the entire town which is obtained by holding public meetings which RPC would assist with the process to access what people really mean. RPC also helps with the application process for state and local grants.

Todd asked if more chapters would need to be added in the future. The Planning Board sees a need to add chapters on Census and Transportation.

Todd made a motion to accept the Preliminary Recommendation with the exception of 41911.390.00 which will be revisited at the next meeting of the Budget Committee on November 1, 2011. Second: John. Vote: 4/0/0.

Zoning Appeals:

There was no significant change to the 2012 budget. Preliminary budget is \$4,739.

Todd made a motion to accept the Preliminary Recommendation as submitted. Second: John. Vote: 4/0/0.

Highways & Streets

Handouts were given including budget work up with proposed salary changes and sanding truck lease and without pay increase and no truck; memo from Edward Stewart, Road Agent, to Board of Selectmen dated September 7, 2011; worksheets from Road Agent comparing equipment and pay rates for the Town of Atkinson to neighboring towns. There were significant changes to this budget proposal, namely, salary increase and lease of a second truck. Budget proposals with salary changes and sanding truck were recommended by the Road Agent and considered at this meeting.

Highways & Streets ~ Superintendent's Office:

BOS has not made a decision on merit pool or formulated compensation plan to be considered so salary increase will be acted upon based on feed back from BOS. Health insurance is a major change since the proposed carrier change was suggested and budgeted for in 2011 but was not changed so the budget goes back to 2010 numbers. Medicare is also a major increase due to a math error in the 2011 budget.

Todd made a motion to table the Preliminary Recommendation until getting feed back from the BOS. Second: Sue. Vote: 4/0/0.

Highways & Streets ~ Engineering

Engineering might change dramatically before town meeting. The Town of Atkinson is under contract with Stantec but there is no retainer fee; they bill for individual projects. NH DOT has red-listed one of the town's bridges and Stantec wants 30K to develop and implement a plan to fix. Red-list documentation does not give specific recommendations only that a plan needs to be developed. Road Agent further suggests that these could be bond issues and budget lines would not be impacted. Current amount for Legal Notices is an error and the budget reflects realistic changes for bidding process. OPS is for unexpected failure such as Brendan Road. Preliminary budget is \$17,600.

Sue made a motion to accept the Preliminary Recommendation as submitted. Second: Bill. Vote: 4/0/0.

Highways & Streets ~ Cleaning & Maintenance:

The first four lines (43122.110.01; 110.02; 220.00; 225.00) were tabled for this meeting and will be addressed when the BOS determines where monies for compensation increases will come from. Another proposed major change is the lease of a second truck. Currently Road Agent provides a piece of his equipment and bills for mileage only. Current truck's lease is paid for and will be used for an additional two years. New leased truck will be equipped with a plow, wing and sander; would be \$19k per year for five years and will reduce the contracted trucks by one. Road Agent will provide cost savings for the one less contractor truck but estimates it to be about \$5k. Cost of purchasing a truck versus leasing a second truck is about the same. Second truck allows for better coverage of town in case of emergencies and less dependence on contractors but there will be no significant savings for 2012 since truck will not be delivered until July or August. Truck lease line goes to 0 without leasing a second truck. Preliminary budget is \$197,473 including first four lines and the lease of a second truck

Sue made a motion to accept the Preliminary Recommendations as submitted minus the four lines and including the lease of a second truck but based upon seeing the average cost difference (including gas and oil) that will be realized by contracting one less piece of equipment. Second: Bill. Vote: 4/0/0.mm

Highways & Streets ~ Snow and Ice Control:

There was no significant change to the 2012 budget. Contract labor/equipment/winter changed based on 5-year averages. Preliminary budget is \$181,500.

Bill made a motion to accept the Preliminary Recommendation as submitted. Second: Sue. Vote: 4/0/0.

Highways & Streets ~ Street Lights:

There was no significant change to the 2012 budget. Preliminary budget is \$496,334.

Todd made a motion to accept the Preliminary Recommendation as submitted. Second: Susan. Vote: 4/0/0.

Highways & Streets ~ Recycling:

Todd made a motion to table the Preliminary Recommendation until November 29, 2011. Second: Sue. Vote: 4/0/0.

Highways & Streets ~ Solid Waste Disposal:

Todd made a motion to table the Preliminary Recommendation until November 29, 2011. Second: Sue. Vote: 4/0/0.

Highways & Streets ~ Care of Grounds:

Todd made a motion to table the Preliminary Recommendation until November 29, 2011. Second: Sue. Vote: 4/0/0.

Highway & Streets ~ Other:

The Road Agent further proposes that the Warrant Articles outlined in the attached September 7, 2011, memo should be included in the budget as routine maintenance rather than as Warrant Articles as mandated by the BOS.

When asked which would be priority in the Road Agent's opinion between salary increase and a truck lease he responded that the BOS have asked him for recommendations on leasing a backhoe as well as a second truck and he would recommend the middle ground.

Motion made to adjourn meeting at 9:15 by Bill. Second: Sue. Vote: 4/0/0. The next meeting of the Budget Committee will be Tuesday, November 1, 2011, at 7 PM at the Atkinson Town Hall. Agenda will include the Police Department, Elderly Affairs, Cable and IT.

Minutes respectfully submitted by
Diane Forte
October 28, 2011