

Town of Atkinson
Budget Committee Meeting Minutes
October 16, 2012

Members Present:

Harold Morse – Chairman
Bill Smith Vice Chairman
John Feuer
Craig Schuster
Sue Carroll
Wendy Barker

Others Present:

Barbara Snicer for Bill Innes, Town Administrator

Chairman Harold Morse called the Budget Committee Meeting of October 16, 2012 to order at 7:05 PM in the Atkinson Town Hall.

Discussion on fund balance policy

1.4 mil retained in 2010 worksheet, 8% of the total town tax responsibility: Selectmen are working on a fund balance policy, which could be used for capital needs, buying down the tax rate and possibly to fund warrant articles.

Barbara Snicer informed the committee that the Budget Committee can make recommendations. DRA recommends a fund balance between 8% and 17%. Barbara Snicer told the Committee that the funds could not be allocated for legal defense, but could be used to pay legal judgments, must be authorized by the court, and need to get permission from DRA.

Discussion on Budget Procedures

The Committee discussed having each department go through their budget, the department liaison could advise the Board. After the Committee has gone through all the departments, we can go back and ask certain departments to come in to review their budgets. The Committee agreed to give one weeks notice before making adjustments to any department's budget.

Discussion on a 2013 goal of a zero increase in the Town Budget

Discussion on a master copy of the Budget.

Barbara Snicer was asked to get a master copy put on server where Barbara, Bill Innes and Bill Smith can access and make changes. That way there is one master copy. Bill Smith also said that the budget spread sheet had changed so that there were tabs that were linked to the master budget so only he, Bill Innes and Barbara Snicer could be allowed to make changes on the master copy.

Next the committee discussed departments that earn revenue and whether the revenue goes to the general fund or to a special fund for that department like the library and Sun and Fun.

Next the committee discussed the 2013 budget schedule which is as follows:

Meeting	Date	Department
Meeting 1	23 Oct	Highway, Street Lights, Recycling, Solid Waste, Care of Grounds Planning and Zoning Building Inspectors
Meeting 2	30 Oct.	Police Department & Elderly Affairs Cable IT
Meeting 3	8 November	Library Elections Moderator Town Clerk General Government Buildings
Meeting 4	13 November	Ambulance, Fire Department and Homeland Security Recreation Center Community Memorial Day Animal Control Tax Collector Cemetary Conservation
Meeting 5	20 November	Town Administrator
Meeting 6	27 November	Review/Adjust Budget
Meeting 7	4 December	Review/Adjust Budget
Meeting 8	8 January	Final Budget Review, set revenue, review Warrants, MS-7
Meeting 9	10 January	Vote Warrant Recommendations
Meeting 10	15 January	Recommendations for Changed Warrants

Wendy Barker said that she would post the Calendar on the Town website.

Craig Schuster suggested that the committee ask departments for a contingency plan, say 5% less if the Committee should develop a default budget.

Harold Morse said that he had an email regarding the capital improvement committee stating that it should fall under the Planning Board

Next the committee discussed how the future budgets would be formulated.

Barbara Snicer informed the committee that for default budgets, the budget committee would develop a budget which is not linear, it would be the budget for the previous year minus one-time expenses plus new obligations, like insurance and insurance rates, the budget committee is in a better position to develop a default budget and should do that first. Harold Morse asked if it would be department by department. Barbara Snicer said it would have to be the budget committee that formulates a default budget.

Bill Smith made a motion to adjourn. Sue Carroll seconded the motion. All present voted to adjourn at 8:30 pm.