

Town of Atkinson  
Budget Committee Meeting Minutes

December 5, 2006

Attending: Mark Acciard-Chairman, Jim Blackadar – Vice Chairman, Dave Paquette, Mari Anne Princiotta, Brian Boyle, and Paul Sullivan ex officio.

Mark called the meeting to order at 7:32 PM. The board reviewed the minutes from the November 21, 2006 meeting. The following amendments were made:

Page 2, bullet 1 change cruised to cruisers

Page 2, 4<sup>th</sup> paragraph change du to due

Page 2, last paragraph change Minot to Minor

**Paul S. motioned to accept the minutes as amended/Seconded by Dave/Unanimous 6-0.**

The Town Clerk, Linda Jette presented the Town Clerk's budget.

Department Description Liaison

41401 Town Clerk Paul Tracy

The proposed budget is \$193,221, which represents a \$35,598 (11.33%) increase over the 2006 budget. Linda highlighted the following changes:

Dep/Asst. Clerks is up due to the 3% COLA, a requested \$1 per hour raise for additional duties, and the addition of another part timer to assist with elections and the beginning and end of the month (\$2,227.50). The board pointed out that the actual cost of the additional employee is \$9,360 at \$12 per hour.

Town Clerk's Salary – is increased due to the 3% COLA and a requested \$1 per hour raise due to additional duties.

Telephone is increased due to the new system.

Microfilm is down since they are not planning on doing any this year.

Other Professional Services is for the Scanning Project.

Service Contract increase is due to the Scanning Project

Postage is up based on 2006 expenditures.

Office Supplies is up based on 2006 expenditures.

New Equipment is up for a new server for the Scanning Project.

Linda informed the board that there is no requirement for the Scanning Project, but it will assist in researching old records. Paul S. will meet with the Town Administrator to determine if there is overlap between The Town Clerk and the Town Administrator's budgets related to computer equipment.

**Brian motioned to preliminarily accept the Town Clerks budget in the amount of \$200,354/Seconded by Jim/Unanimous 6-0.**

Martha MacDonald, Supervisor of the Checklist Chair, presented the Checklist Supervisors budget.

Department Description Liaison

41402 Checklist Supervisors Paul Tracy

The proposed budget is \$6,190 which is up \$2,918 (89%) from 2006. Martha stated that the increase is due to the additional time required to comply with the State's new system.

**Brian motioned to preliminarily accept the Checklist Supervisors budget in the amount of \$6,190/Seconded by Jim/Unanimous 6-0.**

The board noted that the Town Moderator will be provided an opportunity to present his budget at a later date.

Bob Jones, Building Inspector, presented the Building Inspections budget.

Department Description Liaison

42401 Building Inspections Paul Tracy

The proposed budget is \$59,575 which represents a \$1,935 (3.14%) decrease from 2006. Bob stated the budget is down primarily since inspections are down due to the slowed building market. The board inquired about adding a line for uniforms so that the inspectors could be better identified. The matter will be addressed to the Selectmen.

**Brian motioned to preliminarily accept the Building Inspections budget in the amount of \$59,575/Seconded by Paul S./Unanimous 6-0.**

Sue Killam, Planning Board Chair, presented the following budgets:

Department Description Liaison

41911 Panning Paul Tracy

The proposed budget is \$31,046 which represents a \$12,467 (67.10%) increase from 2006. Sue highlighted the following changes:

Recording Clerk is up due to increased costs,

Telephone is up due to increased costs,

Other Professional Services is up \$7,000. The \$17,000 is for the rider circuit contract (\$7,000) and an additional \$10,000 to update the master plan,

Printing and Binding is up due to increased costs for printing zoning and use books as well as printing the revised master plan,

Postage increase based on increased expenditures,

Public Notices is up based on 2006 expenditures.

Department Description Liaison

41912 Zoning Paul Tracy

The budget is level funded at \$4,319,

**Mari Anne motioned to preliminarily accept the Planning budget in the amount of \$31,406/Seconded by Brian./Unanimous 6-0.**

**Mari Anne motioned to preliminarily accept the Zoning budget in the amount of \$4,319/Seconded by Brian/Unanimous 6-0.**

Brian stated that he had met with Dale Childs on the Cemetery budget to break out the salary portion of the budget. The board determined that the Care of Grounds line includes salaries and

additional amounts. Brian will meet with the Town Bookkeeper to determine what the additional costs are for.

Mark informed the Board that Animal Control and General Government Buildings will present their budgets at the December 12, 2006 meeting. He also reminded everyone to contact the Department heads and remind them that Warrant Articles are due next week.

Brian summarized the meeting he and Jim had with Chief Consentino regarding the Police budget. Brian stated that the part time line reconciles with the CBA warrant article. It was determined that the Full Time Officer line does contain overtime. Jim will meet with the Chief to break out these costs. Brian also stated that Health Insurance and Vehicle Lease appear to be in line.

**Dave motioned to adjourn the meeting/Seconded by Jim./Motion passed 6-0. Mark adjourned the meeting at 9:48 PM.**

Respectively submitted,

Kjb

#### Schedule of Meetings

Oct 10 – No meeting

Oct 17 – Recreation, Memorial Day, Community Center, Cable

Oct 24 – Russ McAllister, Town Administrator will present his budgets

Oct 31 – No meeting

Nov 07 – Hospitals/Ambulance, Fire, Homeland Security

Nov 14 – Library

Nov 21 – Highway

Nov 28 – Police, Elderly Affairs – All \$\$ Warrant Articles Due (Draft)

Dec 05 – Elections/Planning Board/ZBA

Dec 12 – Finalize \$\$ Warrant Articles – Animal Control, General Government Buildings

Dec 19 – Conservation

Dec 26 – Open

Jan 02 – Open

Jan 09 – Open

Jan 16 – Public Hearing