

*Town of Atkinson
Budget Committee Meeting Minutes
November 30, 2010*

D. Paquette opened the Budget Committee of November 30, 2010 at 7:00pm in the Atkinson Town Hall.

Members Present:

Dave Paquette, Chairman
Todd Barbera, Vice Chairman
Fred Childs, Ex-Officio
Sue Carroll
Bill Smith
Janet Cincotta

Others Present:

P. Smith, Town Administrator
D. DeSimone, Tax Collector
D. Murphy, Cemeteries and Animal Control
W. Bennett, Selectman

Presenters:

Phil Smith, Town Administrator, Debra. DeSimone, Tax Collector Donald Murphy, Cemeteries and Animal Control

Phil presented the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Board of Selectmen</i>							
41301.130.00	Selectmen's Salaries	10,400	10,400	10,400	8,667	10,400	10,400	0.00%
41301.220.00	Fica	645	818	645	475	645	645	0.00%
41301.225.00	Medicare	151	191	150	111	150	150	0.00%
41301.390.00	Prof & Tech Services	82,953	5,525	8,000	5,913	8,000	8,000	0.00%
41301.550.00	Printing/Town Reports	8,343	8,719	12,000	10,006	9,601	10,000	-16.67%
41301.690.00	Miscellaneous	1,831	1,978	1,200	579	1,200	1,200	0.00%
41301.820.00	Mileage/Gas/Maintenance	99	245	300	101	300	300	0.00%
41301.850.00	Education/Conferences	109	341	300	268	300	300	0.00%
41301.860.00	Public Notices	11,020	2,665	2,000	2,775	2,000	3,000	50.00%
41301.870.00	Uniforms for Town Hall Employees							
Account Total: Board of Selectmen		115,550	30,883	34,995	28,896	32,596	33,995	-2.86%

Notes:

1. Selectmen reduced this line based on usage and the ability to obtain a cheaper price for the annual report.
3. Increased due to renumbering/renaming project and the need to send notices to residents.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Town Administrator</i>							
41302.110.01	Town Administrator	39,422	45,976	74,000	59,815	76,000	76,000	2.70%
41302.210.00	Health Insurance	2,451		1	0	1	1	0.00%
41302.220.00	Fica	1,843	1,864	4,588	3,665	4,712	4,712	2.70%
41302.225.00	Medicare	431	436	1,073	857	1,102	1,102	2.70%
41302.230.00	Retirement	833		1	0	1	1	0.00%
41302.341.00	Telephone	6,666	6,814	7,000	5,046	5,000	5,600	-20.00%
41302.342.00	Data Processing Supplies	0	0	1	0	1	1	0.00%
41302.430.00	Equipment Repairs	188	0	500	0	500	500	0.00%
41302.440.00	Rental/Leases – (Postage Meter)	1,152	2,389	1,700	1,310	1,300	1,300	-23.53%
41302.560.00	Dues/Subs/Memberships	5,637	5,310	6,000	5,220	6,000	6,000	0.00%
41302.620.00	Office Supplies	3,790	3,450	3,500	4,384	4,500	4,500	28.57%

41302.625.00	Postage	6,602	(2,697)	2,000	3,556	2,000	2,000	0.00%
41302.720.00	Service Contracts	640	975	1,000	975	1,000	1,000	0.00%
41302.740.00	New Equipment/Supplies	6,719	475	2,000	0	1,500	1,500	-25.00%
41302.850.00	Education/Conferences/Dues	71	576	1,000	474	750	750	-25.00%
Account Total: Town Administrator		76,445	65,567	104,364	84,821	104,367	104,967	0.58%
<i>Clerical</i>								
41304.110.00	Planning Assistant	43,904	41,910	46,500	8,983	15,600	46,500	
41304.110.00	Planning Assistant (Trainee)			0		1	1	
41304.210.00	Health Insurance	14,704	14,586	1	0	1	1	
41304.220.00	Fica	2,722	2,598	2,900	339	967	2,883	-0.59%
41304.225.00	Medicare	637	608	598	79	226	698	16.64%
41304.230.00	Retirement	3,837	3,421	1	4	1	4,464	446300%
Account Total: Clerical		65,804	63,123	50,000	9,406	16,795	54,547	9.09%
<i>Conflict of Interest Committee</i>								
41305.110.00	Code of Ethics Clerk					1	1	
41305.220.00	Fica					0	0	
41305.225.00	Medicare					0	0	
41305.390.00	Prof/Tech Services	0	0	50	0	50	50	0.00%
41305.620.00	Office Supplies	0	0	100	0	100	100	0.00%
41305.625.00	Postage	42	44	100	2	100	100	0.00%
41305.820.00	Codes of Ethics Mileage			1	0	1	1	0.00%
41305.850.00	Education – Conf.	0	0	75	0	75	75	0.00%
Account Total: Conflict of Interest		42	44	326	2	327	327	0.31%
<i>Committee Support</i>								
41306.740.00	Safety Committee	0	0	100	0	100	100	0.00%
Account Total: Committee Support				100		100	100	0.00%
UNIT TOTAL: EXECUTIVE		257,840	159,617	189,785	123,124	154,185	193,936	2.19%

Notes:

4. Line reduced 20% based on new contract. The contract was supposed to reduce costs by 35%, but Selectmen wanted to leave a pad.
5. Line reduced based on receiving a better deal in renewing the contract with current vendor, Pitney Bowes.
6. Costs are up due to using more paper.
7. Reduced based on internal components of maintenance.
8. Selectmen will bring this position back to a full time position. Dave inquired about a job description for this position and stated that all new jobs should be submitted under a warrant article.
9. Phil explained this line could not be dropped as this reflects an internal audit requiring a certain dollar amount.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Town Clerk</i>							
41401.110.00	Town Clerk Assistants	42,980	35,930	43,000	29,429	42,000	42,840	-0.37%
41401.130.00	Town Clerk Salary	43,769	41,195	43,015	35,570	43,015	43,875	2.00%
41401.210.00	Health Insurance	15,317	14,586	16,979	15,564	16,418	16,418	-3.30%
41401.220.00	Fica	5,379	4,782	5,333	3,977	5,271	5,376	0.81%
41401.225.00	Medicare	1,258	1,118	1,247	930	1,232	1,256	0.72%
41401.230.00	Retirement	5,318	3,846	3,940	3,258	3,940	4,019	2.01%
41401.341.00	Telephone	3,104	2,762	3,300	2,359	2,145	2,145	-35.00%
41401.355.00	Microfilm	125	125	125	125	125	125	0.00%
41401.390.00	Other Professional Services	0	2,080	3,144	1,929	2,400	2,400	-23.66%
41401.430.00	Equipment Repairs	0	287	500	0	500	500	0.00%
41401.440.00	Service Contracts	4,821	3,818	1	200	210	210	20900.00%
41401.550.00	Printing & Binding		300	1,501	0	1,100	1,100	-26.72%
41401.560.00	Dues/Subs./Memberships	180	360	210	210	110	110	-47.62%
41401.620.00	Office Supplies	4,494	1,925	2,650	2,563	2,450	2,450	-7.55%
41401.625.00	Postage	5,062	3,747	5,466	3,709	5,466	5,466	0.00%
41401.740.00	New Equipment	0	1,794	2,640	1,166	5,105	5,105	93.37%
41401.820.00	Mileage	1,566	1,088	1,304	850	1,304	1,304	0.00%
41401.850.00	Education/Conferences	821	794	1,600	1,746	1,781	1,781	11.31%
Account Total: Town Clerk		134,192	120,536	135,955	103,585	134,572	136,480	0.39%
	<i>Moderator</i>							
41402.110.01	Counters	0	727	172	191	172	172	
41402.110.02	Ballot Clerks	2,561	400	1,200	915	1,200	1,200	
41402.130.00	Moderator	200	50	200	150	200	200	
41402.360.00	Custodial/Academy			0		0	0	
41402.360.01	Town Meeting Set-Up	800		0		0	0	
41402.390.00	Prof. & Tech. Services	8,023	4,706	4,400	2,927	4,400	4,400	
41402.550.00	Printing & Binding		8,625	5,683	8,584	8,600	8,600	51.34%
41402.740.00	New Equipment		0	200	37	200	200	
41402.810.00	Food	773	224	825	382	825	825	
Account Total: Moderator		12,357	14,732	12,680	13,185	15,597	15,597	23.01%
	<i>Election Administration</i>							
41403.130.00	Checklist Supervisors	4,175	1,220	2,500	1,941	2,500	2,450	-2.00%
41403.620.00	Supplies	235	0	200	95	200	200	0.00%
41403.625.00	Postage	166	7	200	12	200	150	-25.00%
41403.740.00	New Equipment	0	0	100	18	100	75	-25.00%
Account Total: Election Administration		4,575	1,227	3,000	2,066	3,000	2,875	-4.17%
UNIT TOTAL: ELECTION & REG.		151,124	136,495	151,635	118,836	153,169	154,952	2.19%

Notes:

10. Selectmen have approved a 2% COLA to all Town Employees.
11. Increase is due to the upcoming purge of all records as well as the expended amount.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Accounting and Financial</i>							
41501.110.00	Bookkeeper	53,253	53,290	53,283	44,066	53,283	54,348	2.00%
41501.120.00	Payroll Clerk	223	411	900	169	900	900	0.00%
41501.210.00	Health Insurance	14,704	14,586	16,978	14,149	16,418	16,418	-3.30%
41501.220.00	Fica	3,316	3,330	3,359	2,743	3,304	3,425	-1.96%
41501.225.00	Medicare	775	779	786	641	772	801	-1.91%
41501.230.00	Retirement	4,654	4,765	4,881	4,036	4,881	4,881	0.00%
41501.341.00	Telephone	745	757	850	607	553	553	-34.94%
41501.430.00	Equipment Repairs			1	0	1	1	0.00%
41501.620.00	Office Supplies	1,755	1,208	1,000	1,677	1,100	1,100	10.00%
41501.625.00	Postage	977	1,017	1,200	758	1,200	1,200	0.00%
41501.740.00	New Equipment					1	1	0.00%
41501.820.00	Mileage	0	0	50	0	50	50	0.00%
41501.850.00	Education/Conferences	25	25	150	25	150	150	0.00%
Account Total: Accounting and Financial		80,427	80,168	83,438	70,346	82,613	83,828	-0.47%
	<i>Auditing</i>							
41502.301.00	Accounting & Auditing	16,815	14,190	15,497	14,738	15,497	15,500	-0.02%
Account Total: Auditing		16,815	14,190	15,497	14,738	15,497	15,500	-0.02%
	<i>Assessing</i>							
41503.110.00	Assessing Clerk/BOS Clerk	35,737	37,234	33,051	28,832	33,051	33,712	2.00%
41503.210.00	Health Insurance	14,704	14,586	16,978	14,149	16,418	16,418	-3.30%
41503.22000	Fica	2,216	2,616	2,049	1,742	2,049	2,089	1.95%
41503.225.00	Medicare	518	612	479	408	479	489	2.09%
41503.230.00	Retirement	3,099	3,758	3,027	2,641	3,027	3,089	2.05%
41503.342.00	Data Processing Supplies					1	1	0.00%
41503.390.00	Assessing	38,740	32,780	36,500	31,575	49,683	48,000	31.51%
Account Total: Assessing		95,014	91,585	92,084	80,762	104,708	103,798	12.72%

Notes:

12. Phil explained this number was recommended by the accountant.
13. This line includes the re-mapping and assessing fees.

Debra DeSimone, Tax Collector

Debra presented the following 2011 Budget Worksheet to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Tax Collecting</i>							
41504.110.00	Deputy Tax Collector	2,462	2,292	2,690	2,472	2,690	2,743	1.97%
41504.130.00	Tax Collector	25,241	25,000	26,018	21,079	26,018	26,538	2.00%
41504.220.00	Fica	1,717	1,692	1,780	1,448	1,780	1,815	1.97%
41504.225.00	Medicare	402	396	416	339	416	424	1.92%
41504.341.00	Telephone	758	764	800	620	800	600	-25.00%
41504.342.00	Data Processing Supplies	123	100	200	90	200	200	
41504.355.00	Microfilming	0	84	100	100	100	100	
41504.390.00	Other Professional Services	2	351	850	2,085	2,200	2,200	158.82%
41504.430.00	Equipment Repairs	0	0	1	0	1	1	
41504.560.00	Dues/Subs/Memberships	20	20	40	40	80	80	100.00%
41504.620.00	Office Supplies	1,206	960	1,500	1,030	1,500	1,500	
41504.625.00	Postage	2,702	2,803	3,300	2,494	3,600	3,300	
41504.740.00	New Equipment	0	0	200	0	200	200	
41504.820.00	Mileage	132	0	300	106	300	300	
41504.850.00	Education/Conferences	693	913	1,060	478	1,500	1,500	41.51%
Account Total: Tax Collecting		35,458	35,376	39,255	32,281	41,385	41,501	5.72%

Notes:

1. Selectmen approved a 2% COLA for all town employees.
2. Reduced based on savings in contract.
3. Increased based on more supplies needed.
4. Up due to increase in Lien and deed activity – over-expended last year.
5. Increased due to having newly certified Deputy Clerk attending workshops and conferences.
6. Increased due to Susan's (Deputy Clerk) membership to the NHTCA.

Phil Smith, Town Administrator

Phil continued to present the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
Account No.	Description	2008 Expended	2009 Expended	2010 Budget Exp		2011 Proposed Selectmen		Change
<i>Treasury</i>								
41505.110.00	Assistant Treasurer	1,250	1,250	1,250	938	1,250	1,250	0.00%
41505.130.00	Treasurer	2,000	2,000	2,000	1,500	2,000	2,000	0.00%
41505.220.00	Fica	202	202	202	151	202	202	0.00%
41505.225.00	Medicare	47	47	47	35	47	47	0.00%
41505.340.00	Bank Services/FAX	20	320	125	0	125	125	0.00%
41505.560.00	Dues/Subs/Memberships	25	25	50	0	50	50	0.00%
41505.820.00	Mileage	0	0	25	0	25	25	0.00%
41505.850.00	Education/Conferences	0	0	1	0	1	1	0.00%
Account Total: Treasury		3,504	3,204	3,700	2,624	3,700	3,700	0.00%
<i>Computers</i>								
41506.430.00	Maint/Support/Upgrade	21,819	15,056	23,112	14,435	26,609	26,890	16.35%
41506.730.00	Software	3,658	7,059	6,200	4,171	4,740	4,740	-23.55%
41506.740.00	Hardware	2,625	8,781	4,860	6,530	5,000	5,000	2.88%
41506.890.00	IT Services	12,884	6,525	19,800	16,500	18,600	18,600	-6.06%
Account Total: Computers		40,986	37,422	53,972	41,635	54,949	55,230	2.33%
<i>Budget Committee</i>								
41509.110.00	Budget Committee Clerk	590	538	900	185	900	900	
41509.220.00	FICA	37	33	56	11	56	56	0.36%
41509.225.00	Medicare	9	8	13	3	13	13	-0.38%
41509.620.00	Office Supplies	110	88	50	0	50	50	
Account Total: Budget Committee		745	667	1,019	199	1,019	1,019	0.01%
UNIT TOTAL: FINANCE ADMIN		272,949	262,611	288,965	242,586	303,871	304,576	5.40%
LEGAL SERVICES								
<i>Legal Department Operations</i>								
41531.320.00	Legal Services	28,500	28,500	28,500	23,750	28,500	28,500	0.00%
41531.390.00	Other Professional Services			10,000		10,000	10,000	0.00%
Account Total: Legal Department Operations		28,500	28,500	38,500	23,750	38,500	38,500	
<i>Defense Proceedings</i>								
41532.390.00	Other Professional Services	5	1,288	1,500	29	1,500	1,500	0.00%
Account Total: Defense Proceedings		5	1,288	1,500		1,500	1,500	
UNIT TOTAL: LEGAL		28,505	29,788	40,000	23,750	40,000	40,000	
<i>Personnel Admin</i>								
41552.225.00	Medicare (TN Contin)							
41552.230.00	NH Retirement (TN Contin)							
41552.250.00	Unemployment Comp.	5,989	7,118	7,397	7,397	5,636	5,636	-23.81%
41552.260.00	Worker's Comp	42,346	42,538	40,016	40,016	29,469	29,469	-26.35%
41552.290.00	Sick Leave Bank	0	0	1,000	0	1,000	1,000	0.00%
Account Total: Personnel Admin		48,335	49,656	48,413	47,413	36,105	36,105	-25.42%

Notes:

1. Proposed number should be 26,690. Selectmen increased by 200.00.
2. Dave stated that the Budget Committee should add an Education/Conference line for new members to attend necessary conferences/workshops.
3. This is the same town council.
4. The Board sometimes has to go above and beyond what the town council can provide for legal services.
5. Phil explained there was a savings in workman's comp and unemployment.
6. Fred explained that employees who do not use sick leave can save in a bank and draw from it.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Planning & Zoning</i>							
	<i>Planning & Development Control</i>							
41911.110.00	Recording Clerk	1,071	1,858	4,000	1,821	4,000	4,000	0.00%
41911.220.00	Fica	0	0	248	0	248	248	0.00%
41911.225.00	Medicare	0	0	58	0	58	58	0.00%
41911.341.00	Telephone	1,214	1,235	1,400	1,012	1,400	1,400	0.00%
41911.390.00	Other Professional Services	12,250	7,000	9,000	4,840	12,000	12,000	33.33%
41911.550.00	Printing & Binding	501	1,106	2,000	0	2,000	2,000	0.00%
41911.620.00	Office Supplies	215	331	300	252	300	300	0.00%
41911.625.00	Postage	1,001	700	1,000	383	1,000	1,000	0.00%
41911.690.00	Miscellaneous	0	0	1	0	1	1	0.00%
41911.740.00	New Equipment/Maintenance	0	0	1	0	1	1	0.00%
41911.820.00	Mileage	138	103	200	0	200	200	0.00%
41911.835.00	Recording of Plans	302	182	300	78	300	300	0.00%
41911.850.00	Education/Conferences	172	142	400	139	400	400	0.00%
41911.860.00	Public Notices	1,250	951	2,000	727	2,000	2,000	0.00%
	Account Total: Planning	18,114	13,608	20,908	9,252	23,908	23,908	14.35%
	<i>Planning & Zoning</i>							
	<i>Zoning Appeals</i>							
41913.110.00	Recording Clerk/Stenographer	1,500	1,350	1,500	1,550	2,000	1,800	20.00%
41913.220.00	Fica	93	84	93	96	124	112	20.43%
41913.225.00	Medicare	22	20	22	22	29	26	18.18%
41913.620.00	Office Supplies	310	646	400	8	200	200	-50.00%
41913.625.00	Postage	751	713	1,000	543	1,000	1,000	
41913.740.00	New Equipment/Maintenance	0	0	100	0	100	100	
41913.850.00	Education/Conferences	125	99	200	59	200	200	
41913.860.00	Public Notices	1,005	1,177	1,400	1,071	1,400	1,400	
	Account Total: Zoning	3,806	4,088	4,715	3,349	5,053	4,838	2.61%
	UNIT TOTAL: PLANNING & ZONING	21,920	17,696	25,623	12,601	28,961	28,746	12.19%

Notes:

- Budget Committee will review previous notes for this line.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Town Hall Repairs & Maint</i>							
41941.110.00	Maintenance Supervisor	16,711	16,208	15,990	13,241	15,990	16,309	1.99%
41941.210.00	Health Insurance			0		0	0	
41941.220.00	Fica	1,036	1,005	991	821	991	1,011	2.02%
41941.225.00	Medicare	242	235	232	192	232	237	2.16%
41941.341.00	Telephone	385	348	400	184	400	400	
41941.360.00	Cleaning Service	4,015	2,976	4,380	4,408	6,500	6,500	48.40%
41941.390.00	O.P.S – Pest Control/Alarm/Sprinkler	1,456	1,566	1,400	793	1,400	1,200	-14.29%
41941.410.00	Electricity	13,712	13,204	13,700	10,758	13,700	13,000	-5.11%
41941.411.00	Heat	12	0	1,000	0	1,000	1,000	
41941.413.00	Septic System	200	175	250	250	250	250	
41941.430.00	General Maintenance	26,281	31,839	8,000	5,891	8,000	8,000	
41941.430.01	Equipment Repairs	0	557	600	58	600	600	
41941.640.00	Household Supplies	325	455	500	301	500	500	
41941.690.00	Miscellaneous	426	461	300	205	400	400	33.33%
41941.720.00	Mechanical	296	368	300	314	300	300	
41941.740.00	New Equipment	139	0	150	326	150	150	
41941.810.00	Food/bottled water	487	523	700	418	700	700	
41941.820.00	Mileage	2,261	2,235	2,100	1,024	2,100	2,100	
	Account Total: Town Hall	67,985	72,155	50,993	39,185	53,213	52,657	3.26%
	<i>Town Garage</i>							
41942.412.00	Well Test & Alarm System	296	383	550	350	400	400	-27.27%
41942.430.00	General Maintenance	2,967	381	5,000	2,935	1,500	1,500	-70.00%
	Account Total: Town Garage	3,263	764	5,550	3,284	1,900	1,900	-65.77%
	<i>Police Station</i>							
41943.390.00	Other Professional Services	1,006	902	900	1,045	1,000	1,000	11.11%
41943.430.00	General Maintenance	2,904	2,327	3,250	1,515	5,000	3,150	-3.08%
	Account Total: Police Station	3,910	3,229	4,150	2,560	6,000	4,150	
	<i>Fire Station</i>							
41944.390.00	O.P.S. – Alarm System	2,797	1,773	1,700	1,795	1,700	1,700	
41944.413.00	Septic System	200	268	250	0	250	250	
41944.430.00	General Maintenance	3,317	4,891	11,000	2,835	50,000	10,000	-9.09%
	Account Total: Fire Station	6,313	6,931	12,950	4,630	51,950	11,950	-7.72%
	<i>Library</i>							
41945.390.00	Other Professional Services	514	753	1,000	1,199	1,200	1,200	20.00%
41945.413.00	Septic System	0	250	250	0	250	250	
41945.430.00	General Maintenance	555	817	900	181	900	900	
	Account Total: Library	1,069	1,820	2,150	1,380	2,350	2,350	9.30%

Notes:

8. This number is for a full year of services where in the past this line came in as half time. Phil stated the town has used the same employee for this.
9. Dave would like to see the list that falls under this category. The list is available on the electronic version of the total budget.
10. Phil explained that Dave Weymouth proposed 40,000 to fix the roof but the Selectmen did not approve this request and kept the line at 10,000.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Kimball House</i>							
41946.390.00	O.P.S.–Alarm/Pest Control/Mechanical	659	479	600	631	600	600	
41946.410.00	Electricity			750		750	700	
41946.411.00	Heat	3,200	1,303	2,000	1,552	2,000	2,000	
41946.430.00	General Maintenance	1,989	1,399	1,800	1,552	1,800	1,800	
	Account Total: Kimball House	5,848	3,181	5,150	3,735	5,150	5,100	-0.97%
	<i>Wdpc – Hearse House</i>							
41947.413.00	Septic System/Wdpc – Pavilion	0	250	250	0	250	250	
41947.430.00	General Maintenance/Wdpc – Pope	1,046	772	1,250	597	1,200	1,200	-4.00%
41947.430.01	General Maintenance/Hearse House	2,200	17	200	13	2,000	2,000	900.00%
	Account Total: Wdpc – Hearse House	3,246	1,039	1,700	610	3,450	3,450	102.94%
	<i>Community Center</i>							
41948.390.00	O.P.S. – Alarm/Pest/Mech/Repairs	1,319	1,714	1,000	883	1,000	1,000	
41948.413.00	Septic System	200	400	400	75	400	250	-17.50%
41948.430.00	General Maintenance	2,385	2,569	2,500	1,573	10,000	4,000	60.00%
	Account Total: Community Center	3,904	4,683	3,900	2,532	11,400	5,250	34.62%
	<i>Family Mediation</i>							
41949.390.00	Other Professional Services	513	552	600	587	600	600	
41949.430.00	General Maintenance	340	196	600	257	600	600	
	Account Total: Family Mediation	853	748	1,200	844	1,200	1,200	
	<i>East Road Building</i>							
41950.430.00	General Maintenance	0	0	1	105	25,000	5,000	49990.00%
	Account Total: Conservation			1	105	25,000	5,000	49990.00%
	UNIT TOTAL: GEN. GOV. BUILDINGS	96,393	94,549	87,744	58,864	161,613	93,007	6.00%

Notes:

11. Dave inquired about the 2010 warrant article. Phil explained it was sent out for bid, but too expensive – looking to encumber funds until next year.
12. The Hearse House needs a roof. Original quote was \$4,500 but Selectmen agreed work can be done for \$1,200.
13. Selectmen reduced proposed amount due to ability to get repairs done at a better price.
14. The building needs many repairs; however the Selectmen determined required repairs could be done for \$5,000.

Dave Murphy, Cemeteries and Animal Control

Dave presented the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
Account No.	Description	2008	2009	2010		2011		Change
		Expended	Expended	Budget	Exp	Proposed	Selectmen	
	<i>Cemeteries</i>							
41951.110.00	Wages	20,623	23,843	24,000	21,411	24,000	24,480	2.00%
41951.220.00	FICA	1,310	1,474	1,488	1,328	1,488	1,518	2.01%
41951.225.00	Medicare	306	345	348	311	348	355	2.01%
41951.320.00	Cemetery Deeds	1,272	174	300	274	300	300	
41951.390.00	Other Professional Services	7,000	5,633	7,800	4,250	7,800	7,800	
41951.630.00	Minor Equipment	690	2,824	2,045	2,208	2,500	2,045	
41951.650.00	Care of Grounds	6,559	5,936	5,800	5,822	5,800	5,800	
41951.820.00	Mileage			100		100	100	
	Account Total: Cemeteries	37,760	40,228	41,881	35,603	42,336	42,398	1.23%
	<i>Animal Control</i>							
44191.110.01	Animal Control Officer	7,326	7,992	8,000	6,660	8,000	8,000	
44191.110.02	Assistant ACO	2,610	2,860	3,000	2,310	3,000	3,060	2.00%
44191.190.00	Fines	150	350	500	0	500	500	
44191.220.00	Fica	616	673	682	556	682	696	2.05%
44191.225.00	Medicare	144	157	160	130	160	163	2.19%
44191.341.00	Telephone	1,147	853	1,400	628	1,400	1,400	
44191.341.01	Radio Maintenance/Pager	0	0	1	0	1	1	
44191.360.00	Kennel	0	484	600	691	600	600	
44191.390.00	Other Prof Services	1,630	2,270	5,000	2,000	5,000	4,000	-20.00%
44191.610.00	Operating Supplies	202	0	150	10	150	150	
44191.620.00	Office Supplies	210	42	200	10	200	200	
44191.625.00	Postage	0	0	50	55	50	50	
44191.630.00	Minor Equipment	1,368	745	1,500	1,839	1,500	1,500	
44191.670.00	Instructional Materials (Firearms)	0	0	300	416	300	300	
44191.820.00	Mileage/Vehicle	0	247	600	0	600	600	
44191.870.00	Uniforms	556	659	500	443	500	500	
	Account Total: Animal Control	15,959	17,333	22,643	15,747	22,643	21,720	-4.08%

Notes:

1. Selectmen approved a 2% COLA to all town employees.
2. Line includes the cost of recording the deeds sold during the year and varies greatly from year to year. Kept the same as 2010 based on what was expended.
3. Covers the costs of interments. This figure is a medium between the highest and lowest amounts paid in the last ten years. Currently paying \$400.00 for full burials and \$100.00 for cremations, this is reimbursed in full by the funeral homes or families. The Trustees feel this line should remain the same.
4. Includes all items used to maintain the grounds, such as shovels, rakes, wheelbarrows, lawn mowers, etc.
5. Includes all costs for maintaining the cemetery, except the wages for employees. Also includes the purchase of gas & oil for the cutting equipment, fertilizer, seed, installation of markers, loam, drainage repairs, etc. There will also be the need to remove the damaged trees this year and put in new ones.
6. Should remain the same. Created to allow the person who picks up the gas, takes the mowers to be fixed, and picks up fertilizer and plantings to be reimbursed for the use of their vehicle.
7. Donald also explained the income received to date directly related to the cemetery is \$11,785.00.
8. Donald explained this line could be reduced to \$100 due based on amount expended.

Phil Smith, Town Administrator

Phil continued to present the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Other Insurance</i>							
41969.520.00	Property and Liability	53,386	58,818	69,348	70,670	54,336	54,336	-21.65%
41969.520.00	P & L Deductible			1,000		1,000	1,000	
	Account Total: Other Insurance	53,386	58,818	70,348	70,670	55,336	55,336	-21.34%
	<i>Advertising/Regional</i>							
41974.855.00	Advertising/Regional	5,864	6,015	5,992	5,992	6,013	6,013	0.35%
41974.900.00	Planning Assistance							
	Account Total: Advertising/Regional	5,864	6,015	5,992	5,992	6,013	6,013	0.35%
	GROUP TOTAL: GENERAL GOVERNMENT	974,076	855,473	950,386	739,440	981,589	955,069	0.49%

Notes:

1. This line has been lowered based on savings in the contract.

Town of Atkinson 2011 Budget Worksheet

Account No.	Description	2008	2009	2010		2011		Change
		Expended	Expended	Budget	Exp	Proposed	Selectmen	
	<i>Police Admin</i>							
42101.110.01	Chief's Salary	22,414	22,414	22,586	18,996	22,586	23,037	2.00%
42101.110.02	Part Time Officers Pay	77,840	79,497	100,600	63,658	100,600	94,962	-5.60%
42101.110.03	Full Time Officers Pay (Hourly)	209,926	189,464	195,916	160,347	195,916	199,834	2.00%
42101.110.04	Dispatch	40,093	37,650	37,982	31,081	37,982	38,741	2.00%
42101.110.05	School Crossing Guard	7,751	7,777	7,786	5,385	7,786	7,941	1.99%
42101.110.06	Lt. Salary		52,720	25,000	8,462	62,404	63,652	154.61%
42101.110.07	Clerical	8,696	13,168	14,168	11,316	14,168	14,451	2.00%
42101.110.08	Full Time Officers Overtime	15,058	18,782	25,857	16,081	25,857	25,857	
42101.110.09	CBA Failure Contingency	0						
42101.210.00	Insurance (AD&D)	62,171	73,718	84,494	71,532	84,494	84,494	
42101.220.00	Fica	9,766	9,840	11,727	8,107	11,354	10,152	-13.43%
42101.225.00	Medicare	5,721	6,090	6,644	4,573	6,776	6,578	-0.99%
42101.230.00	NH Retirement	28,063	33,277	38,388	26,023	38,388	39,156	2.00%
42101.320.00	Legal Services	17,362	18,871	19,480	15,735	19,480	19,480	
42101.520.00	Insurance							
42101.560.00	Dues/Subs/Memberships	1,324	6,800	2,210	1,086	2,210	2,210	
42101.820.00	Mileage	0	44	250	83	250	250	
	Account Total: Police Admin	506,186	570,111	593,088	442,436	630,251	630,795	6.36%
	<i>Education/Training</i>							
42104.110.00	Training Instructor pay/Training (payroll)	10,872	8,246	7,990	4,944	6,990	7,129	-10.78%
42104.220.00	Fica	467	400		135	433	433	
42104.225.00	Medicare	194	122		59	101	101	
42104.230.00	Retirement	694	250		274	1,022	1,042	
42104.850.00	Education/Training (supplies)	6,095	6,608	9,252	740	7,000	7,000	-24.34%
	Account Total: Education/Training	18,322	15,626	17,252	6,152	15,546	15,705	-8.91%
	<i>Support Services</i>							
42105.341.00	Telephone	9,088	9,617	12,000	7,258	10,000	10,000	-16.67%
42105.350.00	Physicals	616	375	929	0	600	600	-35.41%
42105.550.00	Printing & Binding	1,144	912	1,126	604	1,126	1,126	0.00%
42105.620.00	Office Supplies	7,549	7,165	7,062	4,347	7,062	7,062	0.00%
42105.625.00	Postage	1,365	883	1,400	1,131	1,400	1,400	0.00%
42105.740.00	New Equipment	4,380	8,375	8,736	1,488	7,000	7,000	-19.87%
42105.870.00	Uniforms	12,676	9,719	12,996	5,376	12,000	12,000	-7.66%
	Account Total: Support Services	36,819	37,045	44,249	20,204	39,188	39,188	-11.44%
	<i>Special Details</i>							
42106.110.01	Town Details	4,911	3,076	5,000	3,060	5,000	5,000	0.00%
42106.110.02	Community Service	1,631						
42106.220.00	Fica	273	124		132	310	310	
42106.225.00	Medicare	79	45		44	73	73	
42106.230.00	Retirement	121	138		131	250	250	
	Account Total: Special Details	7,014	3,383	5,000	3,367	5,633	5,633	12.66%
	<i>Police Building Maintenance</i>							
42107.360.00	Cleaning Service	2,326	1,899	2,980	1,312	2,000	2,000	-32.89%
42107.410.00	Electricity	6,319	6,030	7,750	4,390	7,000	7,000	-9.68%
42107.411.00	Heating Oil	1,850	3,412	4,200	2,092	4,200	4,200	0.00%
42107.430.00	General Maintenance	441	785	591	752	650	650	9.98%
42107.640.00	Household Supplies	709	633	591	936	675	675	14.21%
42107.810.00	Food	1,996	2,554	2,323	2,878	2,800	2,800	20.53%
	Account Total: Police Building Maintenance	13,642	15,314	18,435	12,361	17,325	17,325	-6.02%

Town of Atkinson 2011 Budget Worksheet

Account No.	Description	2008	2009	2010		2011		Change
		Expended	Expended	Budget	Exp	Proposed	Selectmen	
	<i>Juvenile</i>							
42108.110.00	Juvenile Officer	1,103	529	2,691	971	2,000	2,400	-10.81%
42108.220.00	Fica	34	3		23	124	126	
42108.225.00	Medicare	8	8		14	29	30	
42108.230.00	Retirement		57		82	225	298	
42108.610.00	Juvenile Supplies	1,823	2,062	2,474	0	2,000	2,000	-19.16%
	Account Total: Juvenile	2,968	2,659	5,165	1,090	4,378	4,854	-6.02%
	<i>Cruiser Maintenance</i>							
42109.220.00	Fica							
42109.225.00	Medicare							
42109.430.00	Equipment Repairs	2,431	2,016	2,729	3,230	3,750	3,750	37.41%
42109.635.00	Cruiser Gas	34,185	24	27,000	23,390	28,000	28,000	3.70%
42109.660.00	Cruiser Maintenance	13,968	360	13,370	10,676	13,370	13,370	0.00%
42109.680.00	Cruiser Lease Agreements	5,604	14,344	5,000	5,000	5,000	5,000	0.00%
42109.740.00	New Equipment	2,095	9,548	7,190	6,199	7,000	7,000	-2.64%
	Account Total: Cruiser Maintenance	58,284	50,269	55,289	48,495	57,120	57,120	3.31%
	UNIT TOTAL: POLICE DEPARTMENT	643,235	694,406	738,468	534,103	769,441	770,620	4.35%
	<i>Elderly Affairs</i>							
4215.110.01	Elderly Affairs – Payroll	23,758	25,913	25,001	23,156	27,000	27,540	10.16%
4215.220.00	Fica	1,456	1,696	1,550	1,414	1,674	1,674	8.00%
4215.225.00	Medicare	340	397	362	311	392	392	8.29%
42151.520.00	Vehicle Insurance							
4215.625.00	Postage			1,000		900	900	
4215.635.00	Vehicle Gas	1,768	5,054	4,200	4,575	5,200	5,200	23.81%
4215.660.00	Vehicle Maintenance			2,000		2,000	2,000	0.00%
42151.820.00	Separation Cost							
	Account Total: Elderly Affairs	27,322	33,060	34,113	29,476	37,166	37,706	10.53%
	UNIT TOTAL: Elderly Affairs	27,322	33,060	34,113	29,476	37,166	37,706	10.53%

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Ambulance</i>							
42152.350.00	Ambulance Contract	0	0	1	0	1		0.00%
	Account Total: Ambulance	0	0	1	0	1		0.00%
	<i>Public Safety Group</i>							
	<i>Fire Admin</i>							
42201.110.01	FD Chief's Salary	7,965	8,785	9,738	4,419	9,738	9,932	1.99%
42201.110.02	FD Officers/Other Personnel	97,924	83,258	105,000	46,342	103,000	105,060	0.06%
42201.110.03	FD Clerk	3,288	7,528	7,500	6,852	9,800	9,996	33.28%
42201.210.00	Insurance (AD&D)	1,857	0		3,714	2,000	2,000	
42201.220.00	FICA	6,763	6,941	7,579	3,527	7,579	7,730	1.99%
42201.225.00	Medicare	1,582	1,623	1,772	835	1,772	1,807	1.98%
42201.230.00	State Retirement	777	884	900	884	900	900	0.00%
42201.341.00	Telephone	5,447	5,659	6,500	3,785	6,500	6,500	0.00%
42201.360.00	Cleaning Service	3,000	2,229	2,500	1,372	3,000	3,000	20.00%
42201.410.00	Electricity	8,569	9,919	10,000	7,366	10,000	10,000	0.00%
42201.411.00	Heat	8,486	6,970	6,000	4,660	6,000	6,000	0.00%
42201.430.00	Hydrants/Water Contract	13,200	18,200	15,000	13,800	14,000	14,000	-6.67%
42201.560.00	Dues/Subs./Memberships	864	999	1,000	1,110	1,000	1,000	0.00%
42201.560.01	HazMat District	5,576	5,649	1	0	1	1	0.00%
42201.620.00	Office Supplies	1,950	1,788	2,500	2,100	2,500	2,500	0.00%
42201.625.00	Postage	124	335	300	352	500	500	66.67%
42201.850.00	Education/Conferences	4,635	4,709	7,500	4,716	7,500	7,500	0.00%
	Account Total: Fire Admin	172,005	165,478	183,790	105,879	185,790	188,426	2.52%
	<i>Fire Fighting</i>							
42202.110.01	Truck Maintenance/Labor	0	0	500	0	500	600	20.00%
42202.430.00	Hydrant Maintenance	2,000	44	2,500	0	1,500	1500	-40.00%
42202.630.00	Minor Equipment	1,698	1,022	3,000	1,531	1,500	1500	-50.00%
42202.635.00	Gas & Oil	3,761	2,353	3,500	2,207	3,000	3000	-14.29%
42202.660.00	Truck Maintenance	10,227	24,611	20,000	13,706	18,000	18000	-100.00%
42202.680.00	Chemicals	1,500	495	1,000	0	500	500	-50.00%
42202.740.00	New Equipment	12,114	13,291	13,500	5258	12,500	12500	-7.41%
42202.810.00	Food	1,501	2,489	1,200	1,621	1,200	1200	
42202.870.00	Uniforms	9,005	8,592	10,000	4,392	8,000	8000	-20.00%
	Account Total: Fire Fighting	41,806	52,898	55,200	28714	46700	46800	-15.2%
	<i>Fire Prevention & Inspections</i>							
42203.110.00	Fire Inspectors	8,938	6,293	8,000	3,975	8,000	8,00	
42203.220.00	FICA	554	390	496	188	496	506	2.02%
42203.225.00	Medicare	130	91	116	44	116	118	1.72%
42203.550.00	Printing & Binding	180	183	200	251	750	750	275.00%
	Account Total: Prevention & Inspections	9,801	6,957	8,812	4,458	9,362	9,74	6.38%
	<i>Training</i>							
42204.850.00	Instructional Materials	190	0	750	0	750	750	0.00%
	Account Total: Training	190	0	750	0	750	750	0.00%
	<i>Communications</i>							
42205.630.00	Minor Equipment/Other Repairs	10,358	8,749	7,000	3,145	6,500	6,500	-7.14%
42205.660.00	Truck Lease Agreement	62,391				0		
	Account Total: Communications	72,750	8,749	7,000	3,145	6,500	6,500	-7.14%
	<i>Medical Services</i>							
42207.350.00	Physicals	1,639	935	2,500	2,411	3,000	3,000	20.00%
42207.390.00	Professional Services (Contracts)			3,000		1,800	1,800	
42207.680.00	Medical Supplies	4,268	4,230	4,500	3,714	4,500	4,500	
	Account Total: Medical Services	5,907	5,165	10,000	6,125	9,300	9,300	-7.00%
	UNIT TOTAL: FIRE DEPARTMENT	302,458	239,246	265,552	148,321	258,402	261,150	1.66%

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Building Inspections</i>							
42401.110.00	Clerk/Secretary	760	1,751	1,500	0	1,500	1	-99.93%
42401.110.01	Code Officer	4,915	4,989	5,000	3,171	500	6,000	20.00%
42401.110.02	Building Inspector	19,465	20,060	18,000	15,830	18,000	18,000	0.00%
42401.110.03	Plumbing Inspector	6,030	5,820	5,500	4,350	5,500	5,500	0.00%
42401.110.04	Electrical Inspector	11,675	9,515	10,000	8,635	10,000	10,000	0.00%
42401.220.00	Fica	2,619	2,612	2,480	2,180	2,387	2,435	-1.81%
42401.225.00	Medicare	613	611	580	510	558	569	-1.90%
42401.341.00	Telephone	1,482	1,594	1,650	1,141	1,650	1,500	-9.09%
42401.390.00	Other Prof Services	0	0	150	0	150	1	-99.33%
42401.620.00	Office Supplies	500	1,113	1,500	998	1,500	1,500	0.00%
42401.625.00	Postage	48	26	100	8	100	25	-75.00%
42401.740.00	New Equip	0	0	100	0	100	1	-99.00%
42401.820.00	Mileage	66	0	100	0	100	100	0.00%
42401.850.00	Education/Conf.	629	386	400	367	400	400	0.00%
Account Total: Building Inspections		48,803	48,478	47,060	37,190	46,945	46,032	-2.18%
	<i>Homeland Security</i>							
42901.560.00	Dues/Subs/Memberships	0	0	100	0	100	100	0.00%
42901.740.00	New Equipment			500	0	500	500	0.00%
42901.820.00	Mileage	0	0	50	0	50	50	0.00%
Account Total: Homeland Security			0	650	0	650	650	0.00%
	<i>Dispatch</i>							
42992.390.00	Dispatch Contract/Prof. Services	34,729	36,465	37,158	36,830	37,200	37,200	0.11%
Account Total: Dispatch		34,729	36,465	37,158	36,830	37,200	37,200	0.11%
Group Total: Public Safety			1,051,655	1,123,002	785,920	1,149,805	1,153,359	2.70%
	<i>Highways & Streets</i>							
	<i>Superintendent's Office</i>							
43111.130.01	Road Agent – Summer	21,046	20,955	17,317	18,330	17,317	17,663	2.00%
43111.130.02	Road Agent – Winter	14,240	14,347	17,317	10,862	17,317	17,663	2.00%
43111.210.00	Health Insurance	19,850	19,692	17,722	21,011	17,722	17,722	0.0%
43111.220.00	Fica	2,188	2,189	2,147	1,781	2,147	2,190	2.00%
43111.225.00	Medicare	511	512	502	416	502	512	1.99%
Account Total: Superintendents Office		57,836	57,695	55,005	52,401	55,005	55,750	1.35%
	<i>Engineering</i>							
43112.341.00	Telephone	858	579	1,500	596	1,500	1000	-33.33.0%
43112.390.00	Other Professional Services-engineer	5,353	9,666	10,000	5,741	10,000	10000	0.0%
43112.410.00	Electricity/General	1,172	1,194	1,500	1,065	1,500	1200	-20.00%
43112.411.00	Heating Oil/General	2,326	3,126	3,300	1,382	3,300	3300	0.0%
43112.850.00	Educational Conferences	208	560	500	570	500	600	20.00%
43112.860.00	Legal Notices	3,585	1,886	2,500	436	2,500	500	-80.0%
Account Total: Engineering		13,501	17,012	19,300	9,790	19,300	16500	-13.99%
	<i>Cleaning and Maintenance</i>							
43122.110.01	Labor – Summer	25,019	28,522	31,454	25,921	31,454	32,083	2.00%
43122.110.02	Labor – Winter	17,404	18,264	24,734	17,542	24,734	25,228	2.00%
43122.220.00	FICA	2,692	2,901	3,484	2,673	3,484	3,554	2.01%
43122.225.00	Medicare	230	678	815	625	815	831	1.96%
43122.341.00	Radio Maintenance	0	0	500	182	500	500	0.0%
43122.430.00	Equipment Repairs	7,187	5,154	5,000	4,624	5,000	5,000	0.0%
43122.630.00	Minor Equipment/Small Tools	2,114	938	1,200	1,266	1,200	1,200	0.0%
43122.635.00	Gas & Oil	8,379	7,296	8,000	6,067	8,000	8,000	0.0%
43122.660.00	Truck Lease	10,590	14,570	10,590	10,590	10,590	10,590	0.0%
43122.680.01	Gravel/Summer	5,614	6,991	8,000	8,314	8,000	8,000	0.0%
43122.680.02	Loam/Summer	949	1,116	1,000	381	1,000	1,000	0.0%

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
43122.680.03	Patch Material/Summer & Winter	8,219	1,421	5,000	7,423	5,000	5,000	0.0%
43122.680.04	Culverts	1,219	404	3,000	1,695	3,000	3,000	0.0%
43122.680.05	Sealers	1,948	0	7,500	7,191	10,000	10,000	33.33%
43122.680.06	Other Materials/Summer	4,598	1,611	2,000	3,266	2,000	2,000	0.0%
43122.680.07	Catch Basins	3,911	656	3,000	1,126	3,000	3,000	0.0%
43122.680.09	Stone	708	891	1,850	587	1,850	1,850	0.0%
43122.740.00	New Equipment/Summer	387	532	1,200	1,150	1,200	1,200	0.0%
43122.740.01	Equipment Rental/Summer	3,399	6,931	5,000	3,014	5,000	5,000	0.0%
43122.820.00	Mileage			3,000		3,000	3,000	0.0%
43122.875.00	Signs/Lines Painting	9,882	10,812	10,000	10,980	10,000	10,000	0.0%
43122.890.00	Contract Labor/Equipment/Summer	23,741	23,423	25,000	11,460	25,000	25,000	0.0%
43122.890.01	Tree Removal	6,000	2,625	6,000	5920	10,000	10000	66.67%
Account Total: Cleaning and Maintenance		144,587	135,645	167,327	131,997	173,827	175036	4.61%
<i>Snow and Ice Control</i>								
43125.630.00	Minor Equipment/Winter	8,436	3,808	7,000	3,598	7,000	7,000	0.0%
43125.680.01	Salt/Winter	62,975	72,068	50,000	37,771	55,000	55,000	10.00%
43125.680.02	Sand/Winter	3,511	1,230	1,500	0	1,500	1,500	0.0%
43125.740.00	Cutting Edges/Winter	4,786	3,734	3,000	1,321	3,000	3,000	0.0%
43125.890.00	Contract Labor/Equipment/Winter	110,191	100,198	100,000	55,668	100,000	100,000	0.0%
Account Total: Snow and Ice Control		189,899	181,038	161,500	98,358	166,500	166,500	3.10%
UNIT TOTAL: HIGHWAY		405,823	391,390	403,132	292,547	414,632	413,886	2.67%
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Street Lights</i>							
43163.410.00	Street Lighting	34,200	34,772	34,100	29,942	34,100	34,100	
Account Total: Street Lights		34,200	34,772	34,100	29,942	34,100	34,100	
Group Total: Highways & Streets		440,023	426,162	437,232	322,489	448,732	447,986	2.46%
	<i>Recycling</i>							
43234.120.00	Custodial	7,950	7,126	7,265	6,561	7,265	7,410	2.00%
43234.220.00	Fica	493	442	450	402	450	459	2.00%
43234.225.00	Medicare	115	103	105	94	105	107	1.90%
43234.390.00	Other Prof Services	21,161	20,602	19,000	9,618	1	12,000	-36.84%
43234.625.00	Postage	0	0	1	0	200	1	0.0%
43234.740.00	Equipment	14	0	200	0	200	200	0.0%
43234.850.00	Education/Conf	170	0	200	0	450	200	0.0%
43234.875.00	Signs/Decals	0	0	450	0	3,000	450	0.0%
43234.890.00	Contract Labor/Equipment	2,814	1,565	3,000	2,557		3000	0.0%
Account Total: Recycling		32,717	29,839	30,671	19,223	11,671	23,828	-22.31%
	<i>Solid Waste Disposal</i>							
43241.390.00	Disposal Contract	544,082	526,963	570,000	449,913	598,500	598,500	5.00%
43241.560.00	Dues/Subs/Memberships	500	500	500	323	500	500	0.0%
43241.740.00	New Equipment	0	69	3,000	0	3,000	2,000	-33.33%
43241.875.00	Signs	0	134	1	0	1	1	0.0%
Account Total: Solid Waste Disposal		544,582	527,665	573,501	450,236	602,001	601,001	4.80%
GROUP TOTAL: Sanitation		577,299	557,504	604,172	469,470	613,672	624,829	3.42%

Phil Smith, Town Administrator

Phil continued to present the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
Account No.	Description	2008 Expended	2009 Expended	2010 Budget Exp		2011 Proposed Selectmen		Change
	HEALTH & HEALTHCARE							
	<i>Health</i>							
44111.110.00	Health Inspectors	5,480	5,950	6,000	3,150	6,000	5,000	-16.67%
44111.220.00	FICA	340	369	372	195	372	310	-16.67%
44111.225.00	Medicare	79	86	87	46	87	73	-16.67%
44111.341.00	H.O. Pager	0	0	100	0	100	1	-99.00%
44111.390.00	Other Prof Services	0	0	100	0	100	1	-99.00%
44111.850.00	Education/Conf	0	50	100	0	100	100	0.00%
44111.860.00	Public Notice	0	0	100	0	100	100	0.00%
	Account Total: Health	5,899	6,455	6,859	3,391	6,859	5,585	-18.58%
	<i>Children, Clinics & Services</i>							
44151.350.01	Family Mediation	8,425	8,425	8,425	8,425	8,452	8,452	0.32%
44151.350.02	Sad Café – Area Teens	5,000	5,000	5,000	5,000	5,000	5,000	0.00%
44151.350.03	Child Advocacy Group	1,000	1,000	1,500	1,500	1,500	1,500	0.00%
	Account Total: Children, Clinics/Services	14,425	14,425	14,925	14,925	14,952	14,952	0.18%
	<i>Adult & Family Services</i>							
44152.350.01	Lamprey Health Care	1,800	1,800	1,800	1,800	1,800	1,800	0.00%
44152.350.02	Rockingham Visiting Nurse (VNA)	7,038	7,038	7,038	7,038	0	0	-100.00%
44152.350.03	Rockingham Community Action	1,662	1,662	1,662	1,662	1,662	1,662	0.00%
44152.350.05	Seacare Health Services	528	528	528	528	528	528	0.00%
44152.350.06	Community Health Services Inc.	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
44152.350.07	American Red Cross			500	500	500	500	0.00%
44152.350.08	Rockingham Nutrition & Meals on Wheels			2,395	2,395	2,441	2,441	1.92%
	Account Total: Adult & Family Services	14,028	14,028	16,923	14,028	9,931	9,931	-41.32%
	<i>Mental Health Facilities</i>							
44154.350.01	Center for Life Management	7,500	7,500	7,500	7,500	7,500	7,500	
	Account Total: Mental Health Facilities	7,500	7,500	7,500	7,500	7,500	7,500	
	<i>Special Purpose Programs</i>							
44156.350.01	Vice Geary Center	5,450	5,450	5,450	5,450	5,450	5,450	0.00%
44156.350.02	Sexual Assault Support Services (SASS)	525	525	525	525	525	525	0.00%
44156.350.03	Crisis Center/Pregnancy Care Center	500	500	500	500	500	500	0.00%
44156.350.04	A Safe Place	875	875	1,000	1,000	1,000	1,000	0.00%
44156.350.05	Greater Salem Care Givers	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
44156.350.08	R.S.V.P.	125	125	125	125	125	125	0.00%
	Account Total: Special Purpose Programs	9,475	9,475	9,600	9,600	9,600	9,600	
	UNIT TOTAL: Health Agencies	45,428	45,428	48,948	46,053	41,983	41,983	-14.23%

Notes:

1. Selectmen reduced based on amount expended.
2. Selectmen removed pager.
3. Selectmen left as placeholder.
4. Numbers transposed; should be \$8,425 with no change.
5. VNA didn't request funding this year.
6. Phil explained this money goes a long way and we get a lot of service for this amount.
7. The Center for Life Management requested \$8,000. Selectmen only approved \$7,500.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>General Assistance</i>							
44421.390.00	Other Prof Services	0	0	500	0	500	100	-80.00%
44421.410.00	Electricity	479	1,278	1,000	1,178	1,000	1,400	40.00%
44421.411.00	Fuel	350	445	2,500	0	2,500	2,500	0.00%
44421.440.00	Rent	9,140	233	6,530	69	6,500	6,500	-0.46%
44421.690.00	Miscellaneous	76	229	950	0	950	950	0.00%
44421.810.00	Food	513	330	1,000	50	1,000	1,000	0.00%
Account Total: General Assistance		10,558	2,515	12,480	2,617	12,450	12,450	-0.24%
Group Total: Health & Welfare		77,844	71,732	90,930	67,808	83,935	81,738	-10.11%

Notes:

8. Selectmen reduced based on needs of the town.
9. Selectmen increased based on needs of the town.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Culture & Recreation</i>							
45201.120.01	Sun & Fun Director	4,620	4,620	4,592	4,620	4,592	4,682	1.96%
45201.120.02	S&F Assist Director	2,925	3,063	3,185	2,788	3,185	3,248	1.98%
45201.120.03	S&F Counselors	30,881	25,742	34,000	28,939	34,000	34,680	2.00%
45201.220.00	S&F FICA	2,382	2,072	2,590	2,253	2,590	2,642	2.01%
45201.225.00	S&F Medicare	557	484	606	527	606	618	1.98%
45201.341.00	S&F Telephone	184	223	500	169	500	200	-60.00%
45201.390.00	Other Prof Services – Pope	1,486	922	1,500	1,150	1,500	1,500	0.00%
45201.410.00	Supplies & Electricity – Pope	3,131	2,096	700	308	450	650	-7.14%
45201.412.00	Water Utility	397	259	400	244	400	400	0.00%
45201.430.00	Equipment Maintenance	448	1,449	1,800	1,080	1,800	1,800	0.00%
45201.610.00	S&F Supplies	624	835	800	798	800	800	0.00%
45201.740.00	Minor Equipment	4,345	3,059	4,000	2,347	4,000	4,000	0.00%
45201.810.00	S&F – Food	298	300	300	1,033	1,000	1,000	233.33%
45201.820.00	S&F – Buses	1,838	1,800	1,800	1,205	1,800	1,800	0.00%
45201.840.00	Programs, Recreation and Senior Citizen	11,018	10,974	13,500	12,719	13,500	13,500	0.00%
45201.850.00	Sponsorship	6,000	5,999	3,500	3,050	3,500	3,500	0.00%
45201.870.00	S&F – Uniforms (Appreciation T-Shirts)	561	557	650	515	650	650	0.00%
45201.890.00	Contract Labor/Equipment	1,822	2,903	3,000	3,767	6,000	6,000	100.00%
	Account Total: Recreation	73,515	67,356	77,423	67,511	80,873	81,670	5.49%
	<i>Care of Grounds</i>							
45202.390.00	Professional Services	10,681	12,167	11,500	11,141	11,500	11,500	
45202.730.00	Plantings	2,000	2,000	2,000	2,000	2,000	2,000	
45202.890.00	Contract	16,700	17,861	22,000	17,600	22,000	22,000	
	Account Total: Care of Grounds	29,381	32,028	35,500	30,741	35,500	35,500	
	<i>Community Center</i>							
45308.110.01	Senior Rec. Coordinator	20,893	22,626	28,026	19,636	28,026	28,586	2.00%
45308.220.00	FICA	1,200	1,379	1,738	1,217	1,738	1,773	2.01%
45308.225.00	Medicare	280	322	406	285	406	414	1.97%
45308.341.00	Telephone	1,133	1,167	1,280	1,351	1,800	1,800	40.63%
45308.360.00	Cleaning Service	2,755	2,298	3,800	2,610	3,800	3,800	0.00%
45308.390.00	Other Prof Services – Pope	390	854	500	225	500	500	0.00%
45308.410.00	Electricity	3,360	3,157	4,000	2,453	3,200	3,200	-20.00%
45308.411.00	Heat	4,276	2,712	5,100	3,187	5,100	5,000	-1.96%
45308.412.00	Water	466	567	660	527	750	750	13.64%
45308.412.01	Gas	172	263	325	536	325	325	0.00%
45308.620.00	Office Supplies	324	350	350	330	350	350	0.00%
45308.625.00	Postage	156	155	200	360	200	200	0.00%
45308.640.00	Custodial Supplies	831	1,000	1,000	737	1,000	1,000	0.00%
45308.740.00	Minor Equipment	4,921	3,607	500	206	1,000	1,000	100.00%
	Account Total: Community Center	41,158	40,458	47,885	33,659	48,195	48,698	1.70%

Town of Atkinson 2011 Budget Worksheet

Account No.	Description	2008	2009	2010		2011		Change
		Expended	Expended	Budget	Exp 6/30	Proposed	Selectmen	
	<i>Library Admin</i>							
45501.110.01	Librarian	46,761	54,995	55,000	45,477	56,375	56,100	2.00%
45501.110.02	Children's Librarian	34,792	34,297	34,074	28,449	34,074	34,755	2.00%
45501.110.03	Aides	105,297	102,659	107,500	84,610	111,500	109,650	2.00%
45501.210.00	Health Insurance	16,542	21,879	25,468	23,346	24,628	24,628	-3.30%
45501.220.00	Fica	11,585	11,901	12,188	9,808	12,521	12,680	4.04%
45501.225.00	Medicare	2,709	2,783	2,850	2,294	2,928	2,965	4.04%
45501.230.00	Retirement	7,128	7,985	9,019	6,772	8,285	8,322	-7.72%
45501.341.00	Telephone	2,488	2,902	3,000	2,551	2,520	2,520	-16.00%
45501.360.00	Cleaning Service	2,292	10,630	11,700	9,100	11,700	11,700	
45501.410.00	Electricity	10,572	12,905	13,200	11,568	13,200	13,200	
45501.411.00	Heat	2,566	19,883	17,500	7,812	17,500	15,000	-14.29%
45501.560.00	Dues/Subs/Memberships	448	465	470	325	470	470	
45501.610.00	Library Supplies	5,102	4,498	4,500	3,637	4,250	4,250	-5.56%
45501.625.00	Postage	366	441	450	324	450	450	
45501.670.00	Materials of Trade	37,920	30,000	30,000	23,959	30,000	30,000	
45501.740.00	Equipment/Maintenance	2,933	3,600	6,600	4,786	6,600	6,600	
45501.820.00	Mileage	1,226	999	1,000	921	950	800	-20.00%
45501.850.00	Education/Conferences	1,145	2,509	2,500	1,239	2,000	2,000	-20.00%
	Account Total: Library Admin	291,871	325,333	337,019	266,976	339,951	336,090	-0.29%
	<i>Library Misc.</i>							
45502.390.00	Other Prof Services	9,204	9,987	11,000	9,656	11,500	11,500	4.55%
45502.630.00	Minor Equipment							
45502.640.00	Custodial Supplies	577	901	900	556	800	800	-11.11%
45502.730.00	Computer Software	5,364	3,000	3,000	495	3,000	3,000	0.00%
45502.740.00	Computer Hardware	625	652	650	163	650	650	0.00%
45502.810.00	Water	900	3,009	3,500	2,346	3,000	3,000	-14.29%
	Account Total: Library Misc.	16,669	17,549	19,050	13,215	18,950	18,950	-0.52%
	UNIT TOTAL: LIBRARY	308,540	342,882	356,069	280,191	358,901	355,040	-0.29%
	<i>Memorial Day</i>							
45831.390.00	Professional Services	660	1,340	1,000	730	1,000	1,000	0.00%
45831.630.00	Minor Equipment	929	46	300	15	300	300	0.00%
45831.810.00	Food	0	92	100	28	100	100	0.00%
	Account Total: Memorial Day	1,589	1,477	1,400	773	1,400	1,400	0.00%
	<i>Flags</i>							
45832.680.00	Flags	717	988	1,000	18	1,200	1,200	20.00%
	Account Total: Flags	717	988	1,000	18	1,000	1,200	20.00%
	UNIT TOTAL: Patriotic Purposes	2,306	2,465	2,400	791	2,400	2,600	8.33%

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp	Proposed	Selectmen	Change
	<i>Cable Operations</i>							
45892.110.00	Staff Salary	7,020	6,990	8,500	4,500	8,500	8,500	0.00%
45892.110.01	Salaries	22,493	20,509	24,820	16,412	23,993	24,472	-1.40%
45892.220.00	Fica	1,830	1,705	2,066	1,246	2,015	2,055	-0.53%
45892.225.00	Medicare	428	399	483	292	471	480	-0.62%
45892.341.00	Telephone	1,129	707	600	433	525	525	-12.50%
45892.390.00	Other Prof Services	781	978	1,000	469	800	800	-20.00%
45892.560.00	Dues/Subs/Memberships	454	374	400	366	400	400	0.00%
45892.610.00	Supplies	634	653	750	424	500	500	-33.33%
45892.630.00	Minor Equipment	2,933	2,631	3,000	1,465	2,300	2,300	-23.33%
45892.850.00	Education/Conferences			301		300	300	-0.33%
Account Total: Cable Operations		37,701	34,947	41,920	25,307	39,804	40,332	-3.79%
Group Total: Culture & Recreation		492,602	520,136	561,197	438,499	565,673	563,840	0.47%
	<i>Conservation</i>							
46111.390.00	Other Prof Services	1,953	2,000	2,000	200	4,300	4,300	115.00%
46111.550.00	Printing/Binding	449	57	200	40	190	190	-5.00%
46111.560.00	Dues/Subs/Memberships	317	265	350	275	350	350	
46111.620.00	Supplies	0	0	100	0	95	95	-5.00%
46111.625.00	Postage	3	0	1	0	1	1	
46111.650.00	Care of Grounds/Field Mowing	3,000	2,028	2,400	825	2,000	2,000	-16.67%
46111.740.00	New Equipment/Maintenance	0	92	250	251	300	300	20.00%
46111.820.00	Mileage		0	1	0	1	1	
46111.840.00	Special Programs	52	500	500	0	475	475	-5.00%
46111.850.00	Education/Conferences	40	40	100	0	95	95	-5.00%
46111.875.00	Signs	256	170	200	0	190	190	-5.00%
Account Total: Conservation		6,069	5,151	6,102	1,591	7,997	7,997	31.06%
	<i>Debt Principal</i>							
47112.981.00	Principal (Fire)	102,142	94,162					
47112.981.01	Principal (Library)	89,500	90,000	90,000	90,000	90,000	90,000	0.00%
Account Total: Debt Principal		191,642	184,162	90,000	90,000	90,000	90,000	0.00%
	<i>Debt Interest</i>							
47211.981.00	Interest (Fire)	9,053	4,226					
47211.981.01	Interest (Library)	84,242	74,988	69,588	71,388	33,894	33,894	-51.29%
Account Total: Debt Interest		93,295	79,213	69,588	71,388	33,894	33,894	-51.29%
Group Total: Debt Services		284,937	263,375	159,588	161,388	123,894	123,894	-22.37%
Operating Budget Total		2,852,850	3,751,188	3,932,609	2,986,606	3,975,297	3,958,712	0.66%

Open Discussion:

Salary Increase for Town Employees

Phil explained the Selectmen approved a 2% COLA for all town employees not because of the money but rather to show appreciation. Phil went on to explain this year would be the 3rd year in a row without pay increases and requested the Budget Committee to recognize the hard work performed by the town employees.

Proposed Budget

Dave explained the current budget has increased by .66% and requested the Budget Committee to think about and discuss next steps to rework the budget. Todd inquired about the basis for decreasing the budget by 5% and referred to the waste management contract and the Lieutenant's salary increase as examples of line increases that could not be avoided. Sue agreed with Todd and also stated the Budget Committee should look at what could be trimmed in the budget. Bill stated he would like to go through the budget again and make some cuts. Janet inquired about the depreciation of homes and whether or not money should be cut now in order to save for potential future abatements. Discussion then occurred around depreciation of homes and abatements. Todd then inquired about revenue and whether or not it could offset the budget if

included in the current figures. Selectman Bennett joined in the discussion of Atkinson taxes.

Approval of Minutes:

Approval of Minutes

Sue made a motion to accept the Budget Committee minutes from November 23, 2010 as submitted. Second: Bill. Vote: 4/0/2.

Open Discussion Continued:

Revolving Account

Todd explained he has recently inquired with Jeane Samms about implementing a revolving account for inspections. Jean suggested putting forth a warrant article which Todd will take action on.

Sue made a motion to adjourn the Budget Committee on November 30, 2010 at 8:55pm. Second: Todd.

Respectfully Submitted,
Amanda Williams