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*Town of Atkinson
Budget Committee Meeting Minutes
November 23, 2010*

D. Paquette opened the Budget Committee of November 23, 2010 at 7:02pm in the Atkinson Town Hall.

Members Present:

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

Others Present:

P. Mangini, Recreation Department
B. Innes, Recreation Department
N., Recreation Department
M. Murphy, Chief, Atkinson Fire Department
J. Rockwell, Atkinson Fire Department
T. Dziechowski, Chair, Conservation Committee

Presenters:

P. Mangini, B. Innes, and N. Yoshida-Travers, Recreation Department
Patty, Bill, and Noriko presented the following 2011 Budget Worksheets to the Budget Committee:

Town of Atkinson 2011 Budget Worksheet								
Account No.	Description	2008	2009	2010		2011		Notes
		Expended	Expended	Budget	Exp 6/30	Proposed	Change	
	<i>Culture & Recreation</i>							
45201.120.01	Sun & Fun Director	4,620	4,620	4,592	4,620	4,592	0.00%	1
45201.120.02	S&F Assist Director	2,925	3,063	3,185	2,788	3,185	0.00%	
45201.120.03	S&F Counselors	30,881	25,742	34,000	28,939	34,000	0.00%	
45201.220.00	S&F FICA	2,382	2,072	2,590	2,253	2,590	0.00%	
45201.225.00	S&F Medicare	557	484	606	527	606	0.00%	
45201.341.00	S&F Telephone	184	223	500	169	200	-60.00%	
45201.390.00	Other Prof Services – Pope	1,486	922	1,500	1,150	1,500	0.00%	
45201.410.00	Supplies & Electricity – Pope	3,131	2,096	700	308	450	-35.71%	
	Electricity-East Road					200		2
45201.412.00	Water Utility	397	259	400	244	400	0.00%	
45201.430.00	Equipment Maintenance	448	1,449	1,800	1,080	1,800	0.00%	
45201.610.00	S&F Supplies	624	835	800	798	800	0.00%	
45201.740.00	Minor Equipment	4,345	3,059	4,000	2,347	4,000	0.00%	
45201.810.00	S&F – Food	298	300	300	1,033	1,000	23333%	3
45201.820.00	S&F – Buses	1,838	1,800	1,800	1,205	1,800	0.00%	
45201.840.00	Programs, Recreation and Senior Citizen	11,018	10,974	13,500	12,719	13,500	0.00%	
45201.850.00	Sponsorship	6,000	5,999	3,500	3,050	3,500	0.00%	
45201.870.00	S&F – Uniforms (Appreciation T-Shirts)	561	557	650	515	650	0.00%	
45201.890.00	Contract Labor/Equipment	1,822	2,903	3,000	3,767	6,000	100.00%	4
	Account Total: Recreation	73,515	67,356	77,423	67,512	80,773	4.33%	
	<i>Community Center</i>							
45308.110.01	Senior Rec. Coordinator	20,893	22,626	28,026	19,636	28,026	0.00%	
45308.220.00	FICA	1,200	1,379	1,738	1,217	1,738	0.00%	
45308.225.00	Medicare	280	322	406	285	406	0.00%	
45308.341.00	Telephone	1,133	1,167	1,280	1,351	1,800	40.63%	5
45308.360.00	Cleaning Service	2,755	2,298	3,800	2,610	3,800	0.00%	
45308.390.00	Other Prof Services – Pope	390	854	500	225	500	0.00%	

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45308.410.00	Electricity	3,360	3,157	4,000	2,453	3,200	-20.00%	
45308.411.00	Heat	4,276	2,712	5,100	3,187	5,000	-1.96%	
45308.412.00	Water	466	567	660	527	840	27.27%	6
45308.412.01	Gas	172	263	325	536	325	0.00%	
45308.620.00	Office Supplies	324	350	350	330	350	0.00%	
45308.625.00	Postage	156	155	200	360	200	0.00%	
45308.640.00	Custodial Supplies	831	1,000	1,000	737	1,000	0.00%	
45308.740.00	Minor Equipment	4,921	3,607	500	206	1,000	100.00%	7
Account Total: Community Center		41,158	40,458	47,885	33,660	48,185	0.63%	
<i>Memorial Day</i>								
45831.390.00	Professional Services	660	1,340	1,000	730	1,000	0.00%	
45831.630.00	Minor Equipment	929	46	300	15	300	0.00%	
45831.810.00	Food	0	92	100	28	100	0.00%	8
Account Total: Memorial Day		1,589	1,477	1,400	773	1,400	0.00%	
<i>Flags</i>								
45832.680.00	Flags	717	988	1,000	18	1,200	20.00%	
Account Total: Flags		717	988	1,000	18	1,200	0.00%	
UNIT TOTAL: Patriotic Purposes		2,306	2,465	2,400	791	2,600	0.00%	

Notes:

1. Sun & Fun cost is offset by revenue – last year brought in \$29,000.
2. New line for next year.
3. Line is up due to end of year family picnic – having an outside vendor GK&K cook food rather than counselors cooking.
4. Line is up due to the cost of enclosing the pavilion down at Sun N Fun. A complete set of quotes was received last year which came out to \$5,500, but can keep down to \$3,000 with donations. There has been consistent spending of money over the years for maintenance.
5. Line is up due to adding cable and internet service.
6. Line is up due to fire protection line. There was also some leakage in one of the bathroom tanks.
7. This line is to accommodate new air conditioning in the building. Selectmen recommended looking into central air.
8. This line accommodates feeding the band each year.

East Road Building:

Dave inquired about the plans for the East Road Building. Bill explained the hope is to repair the roof and that the building houses the electrical outlets and components that run the irrigation system. Fred stated the proposed budget, in the General Government Buildings budget, to repair the roof will not pass through the Board of Selectmen because it was too high.

Revenue:

Bill explained the community center brings in about \$7,100 of revenue into the budget each year.

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Chief Murphy and John Rockwell, Atkinson Fire Department

Chief Murphy and Rockwell presented 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 6/30		2011 Proposed Change		Notes
	<i>Public Safety Group</i>							
	<i>Ambulance</i>							
42152.350.00	Ambulance Contract	0	0	1	0	1	0.00%	1
	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	0.00%	
42201.110.02	FD Officers/Other Personnel	97,924	83,258	105,000	46,342	103,000	-1.90%	2
42201.110.03	FD Clerk	3,288	7,528	7,500	6,120	9,800	30.67%	3
42201.210.00	Insurance (AD&D)	1,857	0		3,714	2,000		4
42201.220.00	FICA	6,763	6,941	7,579	3,527	7,579	0.00%	5
42201.225.00	Medicare	1,582	1,623	1,772	825	1,772	0.00%	6
42201.230.00	State Retirement	777	884	900	884	900	0.00%	
42201.341.00	Telephone	5,447	5,659	6,500	3,383	6,500	0.00%	7
42201.360.00	Cleaning Service	3,000	2,229	2,500	1,168	3,000	20.00%	8
42201.410.00	Electricity	8,569	9,919	10,000	7,030	10,000	0.00%	9
42201.411.00	Heat	8,486	6,970	6,000	4,660	6,000	0.00%	
42201.430.00	Hydrants/Water Contract	13,200	18,200	15,000	13,800	14,000	-6.67%	10
42201.560.00	Dues/Subs./Memberships	864	999	1,000	935	1,000	0.00%	
42201.560.01	HazMat District	5,576	5,649	1	0	1	0.00%	11
42201.620.00	Office Supplies	1,950	1,788	2,500	1,926	2,500	0.00%	
42201.625.00	Postage	124	335	300	308	500	66.67%	12
42201.850.00	Education/Conferences	4,635	4,709	7,500	4,716	7,500	0.00%	13
	Account Total: Fire Admin	172,005	165,478	183,790	103,756	185,790	1.09%	
	<i>Fire Fighting</i>							
42202.110.01	Truck Maintenance/Labor	0	0	500	0	500	0.00%	14.
42202.430.00	Hydrant Maintenance	2,000	44	2,500	0	1,500	0.00%	15
42202.630.00	Minor Equipment	1,698	1,022	3,000	1,373	1,500	0.00%	
42202.635.00	Gas & Oil	3,761	2,353	3,500	2,207	3,000	0.00%	
42202.660.00	Truck Maintenance	10,227	24,611	20,000	13,616	20,000	0.00%	16
42202.680.00	Chemicals	1,500	495	1,000	0	1,000	0.00%	17
42202.740.00	New Equipment	12,114	13,291	13,500	3,011	13,500	0.00%	18
42202.810.00	Food	1,501	2,489	1,200	1,246	1,200	125.00%	
42202.870.00	Uniforms	9,005	8,592	10,000	4,392	8,000	0.00%	
	Account Total: Fire Fighting	41,806	52,898	55,200	25,844	50,200	2.72%	
	<i>Fire Prevention & Inspections</i>							
42203.110.00	Fire Inspectors	8,938	6,293	8,000	3,975	8,000	0.00%	
42203.220.00	FICA	554	390	496	188	496	0.00%	
42203.225.00	Medicare	130	91	116	44	116	0.00%	
42203.550.00	Printing & Binding	180	183	200	251	750	275.00%	19
	Account Total: Prevention & Inspections	9,801	6,957	8,812	4,458	9,362	6.24%	
	<i>Training</i>							
42204.850.00	Instructional Materials	190	0	750	0	750	0.00%	20
	Account Total: Training	190	0	750	0	750	0.00%	
	<i>Communications</i>							
42205.630.00	Minor Equipment/Other Repairs	10,358	8,749	7,000	3,145	7,000	0.00%	
42205.660.00	Truck Lease Agreement	62,391				0		
	Account Total: Communications	72,750	8,749	7,000	3,145	7,000	0.00%	
	<i>Medical Services</i>							
42207.350.00	Physicals	1,639	935	2,500	1,961	3,000	20.00%	21
42207.390.00	Professional Services (Contracts)			3,000	1,521	1,800	-40.00%	22

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42207.680.00	Medical Supplies	4,268	4,230	4,500	2,545	4,500	0.00%	
Account Total: Medical Services		5,907	5,165	10,000	6,027	9,300	-7.00%	
UNIT TOTAL: FIRE DEPARTMENT		302,458	239,246	265,552	143,230	271,902	2.39%	
<i>Homeland Security</i>								
42901.560.00	Dues/Subs/Memberships	0	0	100	0	100	0.00%	23
42901.740.00	New Equipment			500	0	500	0.00%	
42901.820.00	Mileage	0	0	50	0	50	0.00%	23
Account Total: Homeland Security			0	650	0	650	0.00%	
<i>Dispatch</i>								
42992.390.00	Dispatch Contract/Prof. Services	34,729	36,465	37,158	18,415			24
Account Total: Dispatch		34,729	36,465	37,158	18,415			

Notes:

1. This line is a place holder. An agreement with the ambulance service allows the town fire house to be used as their base in return for no cost availability.
2. This line includes salaries/training; will start paying quarterly instead of 2x per year. Year closes on November 30th. December goes on the following year.
3. This line is up based on John Rockwell, firefighter and EMT taking over the position which required an increase in salary. In the past Chief Murphy's wife performed the job. This position is responsible for reporting to the state, letters, inspection paperwork, mailings, budget prep, invoices, and payroll for members of the fire department.
4. The previous Budget Committee removed this line from the budget but it required.
5. This line will be updated with correct number.
6. This line will be updated with correct number.
7. There is money not expended based on billing problems with phone company. There are 5 telephone lines under BayRing. The emergency line which accepts all 911 calls is under Fairpoint. This line has traditionally cost \$240 per month. Fairpoint recently gave a \$2,000 credit and is now only charging \$40 per month. John explained this is most likely a mistake and believes the money will need to be paid back so he would like to keep the line at the same amount to accommodate the error. The Fire Department would like to keep the 911 line under Fairpoint based on experience with BayRing. BayRing leases all lines from Fairpoint so in the event of an issue, those lines get a low priority.
Cell phones also come out of line.
8. Selectmen and maintenance told the Chief to increase this line based on the bid process.
9. John explained he has not seen a big decrease since the change to Glacier. John said the bill jumps all around. Fred explained the library is experiencing the same thing and the issue is being looked into.
10. This line pays for pressurized hydrants around town.
11. The fire department, in the past, belonged to has/mat district but decided o pull out last year which saved \$5,000. This year, the fire department is developing a response trailer.
12. Increased due to taking on responsibility of sending extra letters to builders, contractors, and businesses which in the past was done from town hall.
13. This line is for courses and training. There are currently two new members of the Fire Department who should be encouraged to take as many courses and training as they can. \$4,000 of this line is for EMT training.
14. This line is for cleaning and maintaining the trucks.
15. Used to repair and maintain fire hydrants around town. Dave will discuss with the town bookkeeper the moving of this line to Fire Admin with heating, electric and other utilities.
16. Truck maintenance of vehicles. Has been reduced based on what was spent yearly.
17. Can be reduced to \$500 due to having a good stock of chemicals right now and could skip a couple of years in buying chemicals. This includes a fire fighting foam that is injected into the hose lines.
18. Line has been dropped \$1,000. The 2010 budget will be spent; currently waiting for bills to come in.
19. The department library needs to be updated with the new state of NH fire codes.
20. This line is to purchase study books for fire fighters taking state tests. The plan is to stay within budget and to buy volumes needed each year.
21. Based on increases from the medical society and new personnel at \$1,000 per person. Also includes yearly flu shots to members of the Dept. Fire fighters also receive a series of shots upon going through a physical.

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- 22. Reduced due to a dropped defibrillator maintenance contract on a no longer serviceable unit. The fire department has 2 units, one still under warranty.
- 23. Can be cut to \$1.00 as a place holder.
- 24. Dispatch services multiple departments and though grouped with the Chief's budgets should be handled by the Board of Selectmen.

Warrant Articles:

The Chief explained there will be two warrant articles submitted. One will be for capital reserve in the amount of \$60,000. The other is to expend money from capital reserve of \$40,000 to replace the command and rescue unit. Car will be \$38,000, the rest will cover radios and other outfitting costs.

Tim Dziechowski, Chair, Conservation Committee

Tim 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 6/30	Proposed	Change	Notes
	<i>Conservation</i>							
46111.390.00	Other Prof Services	1,500	1,650	2,000	2,000	1,900		1
46111.550.00	Printing/Binding	1,100	400	200	200	190		
46111.560.00	Dues/Subs/Memberships	350	325	325	350	350		
46111.620.00	Supplies	120	100	100	100	95		
46111.625.00	Postage	400	100	100	1	1		
46111.650.00	Care of Grounds/Field Mowing	2,300	3,000	3,000	2,400	2,000		2
46111.740.00	New Equipment/Maintenance	100	100	100	250	300		3
46111.820.00	Mileage	25			1	1		
46111.840.00	Special Programs	250	300	250	500	475		4
46111.850.00	Education/Conferences	100	100	100	100	95		
46111.875.00	Signs	400	500	400	200	190		
Account Total: Conservation		6,645	6,575	6,575	6,102	5,597	Cut by 8.3%	5

Notes:

- 1. This line includes title search, deed research, and looking up parcels of land.
- 2. This line is for mowing fields and taking care of fallen trees or dead trees near private property. Tim explained this line could be cut somewhat.
- 3. This line has been increased for the purchase of a new GPS system.
- 4. This line is to purchase materials used for projects with scouts, like a trail bridge over a stream. Scouts often inquire about projects to make Eagle and would like to build a bridge over the stream at east road.
- 5. Tim explained the Conservation Committee is in need of a Minutes Taker which has not been budgeted in. Tim went on to explain the Committee has used someone who seems to be very expensive at \$200 per meeting, but he hopes they could find someone at a cheaper rate. Meeting minutes is a requirement of the Conservation Committee meetings. Tim also inquired about the account number for a recording clerk.

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Animal Control Budget

There was no presentation of the animal control budget.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp 6/30	Proposed	Change	Notes
<i>Animal Control</i>								
44191.110.01	Animal Control Officer	7,326	7,992	8,000	3,996	8,000	0.00%	
44191.110.02	Assistant ACO	2,610	2,860	3,000	1,100	3,000	0.00%	
44191.190.00	Fines	150	350	500	0	500	0.00%	
44191.220.00	FICA	616	637	682	316	682	000%	
44191.225.00	Medicare	144	157	160	74	160	0.31%	
44191.341.00	Telephone	1,147	853	1,400	367	1,400	0.00%	
44191.341.01	Radio Maintenance/Pager	0	0	1	0	1	0.00%	
44191.360.00	Kennel	0	484	600	0	600	0.00%	
44191.390.00	Other Prof Services	1,630	2,270	5,000	224	5,000	0.00%	
44191.610.00	Operating Supplies	202	0	150	10	150	0.00%	
44191.620.00	Office Supplies	210	42	200	0	100	-50%	
44191.625.00	Postage	0	0	50	55	50	0.00%	
44191.630.00	Minor Equipment	1,368	745	1,500	138	1,500	0.00%	
44191.670.00	Instructional Materials (Firearms)	0	0	300	0	300	0.00%	
44191.820.00	Mileage/Vehicle	0	247	600	0	600	000%	
44191.870.00	Uniforms	556	659	500	241	500	0.00%	
Account Total: Animal Control		15,959	17,333	22,643	6,520	22,643	0.00%	

The Budget Committee had no comments. Harold will contact the ACO to see if there is anything he would like to review or reduce.

Cemetery Budget

There was no presentation of the cemetery budget.

Town of Atkinson 2011 Budget Worksheet								
		2008	2009	2010		2011		
Account No.	Description	Expended	Expended	Budget	Exp 6/30	Proposed	Change	Notes
<i>Cemeteries</i>								
41951.110.00	Wages	20,623	23,843	24,000	19,719			
41951.220.00	FICA	1,310	1,474	1,488	1,223			
41951.225.00	Medicare	306	345	348	286			
41951.320.00	Cemetery Deeds	1,272	174	300	0			
41951.390.00	Other Professional Services	7,000	5,633	7,800	4,000			
41951.630.00	Minor Equipment	690	2,824	2,045	2,208			
41951.650.00	Care of Grounds	6,559	5,936	5,800	5,487			
41951.820.00	Mileage			100				
Account Total: Cemeteries		37,760	40,228	41,881	32,922			

Fred will have numbers by next week.

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Approval of Minutes:

Approval of Minutes

Todd made a motion to accept the Budget Committee minutes from November 16, 2010 as submitted.

Second: Sue. Vote: 5/0/2.

Open Discussion:

Conflict of Interest

Discussion occurred around whether or not there is a conflict of interest with John Rockwell being the Fire Department Clerk as well as a fire fighter. Concern was expressed regarding John being responsible for payroll. The group agreed that enough town employees review payroll and feel a conflict of interest does not exist. The state in fact requires a firefighter to do the reporting. The group also agreed it could be beneficial for a firefighter to be working in the office in the event of an emergency.

Revenue

Todd will look into the existence of a fund type which would allow revenue streams to offset the budget for accounts like Sun & Fun.

Todd made a motion to adjourn the Budget Committee on November 23, 2010 at 9:04pm. Second: Sue.

Respectfully Submitted,
Amanda Williams