

*Town of Atkinson  
Budget Committee Meeting Minutes  
August 9, 2011*

**T. Barbera opened the Budget Committee of August 9, 2011 at 7:10pm in the Atkinson Town Hall.**

**Members Present:**

Todd Barbera, Chairman  
Fred Childs, ex-officio  
Bill Smith  
John Feuer  
Janet Cincotta

**Others Present:**

**Budget calendar:**

The Committee reviewed the proposed budget calendar that Todd presented. Possible adjustments might be for the public hearing depending upon the Deliberative Session date.

**John made a motion to accept the budget calendar as presented, Second: Bill. Vote: 4/0/1**

**Budget meeting format guidelines:**

When a department head presents their budget, there will be open debate after the budget is presented. The committee will then do one of the following: 1) Give preliminary recommendation to the budget as is; 2) Adjust the budget and then provide preliminary recommendation; 3) Take the budget under consideration and take up the budget in the following meeting where one of the first two will be options will be taken. The review and adjustment dates will be set aside for department heads who wish to provide further information for consideration on their budget requests. The review and adjustment dates will also be used in the event that a budget line or lines need to be revisited. The department heads will be notified in that event. Liaisons should communicate to their department heads what is expected from the budget committee such as hard copies for every member and explanations of account codes.

**Janet made a motion to accept the budget guidelines, Second: Bill. Vote: 4/0/1**

**Liaison contact updates:**

The Committee members provided updates on their contacts with their respective department heads that they are liaison to. Janet reports that the Fire Department will be delaying the purchase of the pumper truck for one year. Bill has reached out to the Police Department, however, Chief Consentino has not yet returned to active duty. John has been in touch with Ted Stewart and has scheduled time to review his budget.

**Revenue:**

Todd reported that he had discussions with Chuck Morse, Debbie DeSimone, and Jim Garrity regarding the State budget and how that might impact revenues. Todd was informed that the highway block grant was level funded and that the room & meals tax revenue depends upon receipts. The retirement system numbers have also yet to be set. Todd also reported that Debbie DeSimone reports that our property tax collection rate is over 97% and our YTD revenues are approximately \$72,000 higher than the same period in 2010.

**LGC Training:**

The *2011 Budget and Finance Workshop* training offered by LGC is scheduled for Tuesday, September 20<sup>th</sup> in Manchester and also on Thursday, September 22<sup>nd</sup> at Loon Mountain. The following members will be taking the training: Todd, Harold, Bill, and John. Todd will send out reminders and get confirmations on those who plan on attending.

**Next Meeting:**

The next meeting will be on Tuesday, October 25<sup>th</sup>.

**Bill made a motion to adjourn the Budget Committee Meeting on August 9, 2011 at 8:20pm. Second: Janet. Vote: Yes: 4/No: 0/Abstain: 0.**

Respectfully Submitted,  
Todd Barbera