

*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 million 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.

**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.**

**The committee discussed the 2013 budget schedule which is as follows:**

| <b>Meeting</b> | <b>Date</b> | <b>Department</b>   |
|----------------|-------------|---|
| Meeting 1      | 23 Oct      | Highway, Street Lights, Recycling, Solid Waste, Care of Grounds<br>Planning and Zoning<br>Building Inspectors   |
| Meeting 2      | 30 Oct.     | Police Department & Elderly Affairs<br>Cable<br>IT  |
| Meeting 3      | 8 November  | Library<br>Elections<br>Moderator<br>Town Clerk<br>General Government Buildings   |
| Meeting 4      | 13 November | Ambulance, Fire Department and Homeland Security<br>Recreation<br>Community Center<br>Memorial Day<br>Animal Control<br>Tax Collector<br>Cemetery<br>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

**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.

**John Feuer made a motion to adjourn. Craig Schuster seconded the motion. All members present voted to adjourn at 8:30 pm. Vote: 6/0**