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TOWN OF ATKINSON
BUDGET COMMITTEE MEETING
Tuesday, September 1, 2026

Members Present
Bob Malo, Chair
Deb Cornish, Vice Chair
Skip Otto
Gene Rizzo
Bill Smith
Chris Tardif

Others Present
John Apple, Town Administrator
Wendy Barker, BoS Chair

Agenda: Town Administrator Report, Selectmen's Report, Minutes, and Town Contracts

Chair Malo opened the meeting at 6:30 p.m. with Roll Call and Pledge of Allegiance.

Town Administrator's Revenue Report

3:08 Administrator Apple provided a slide program regarding the following:

- Budget History
  - 1767 First Atkinson Budget Meeting
  - 1768 through 1996 All meetings conducted the exact same way
  - 1966 First elected Budget Committee
  - 2011 Default Budget/Budget Committee
- Tax Rate Setting Process
  - All appropriations decided in March 2026
    Minus (-)
    Estimated Revenues at end of 2026
    Equals (=)
    Atkinson's Municipal Tax Rate

11:54

  - DRA Tax Setting Portal
  - Checklist to fine tune
- Expenses and Appropriations
  - Part of the DRA Portal
  - All Warrant Articles
  - Approved Appropriations
    - 10% Rule
    - Capital and Undesignated Funds = Revenue
- Revenues and Forecasts
  - Monthly Revenue Report and Accounts used for DRA
  - Town Revenues associated with Tax Rate Setting

36:00

  - Types of Revenues Explained
    - Permits, fees, and applications
    - State delivered revenues
    - Recreations, Deposit Interests, Leasing Trash Carts, Cable Income
    - Revolving Funds

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53:22

- Tax Bill Makeup
  - Appropriations
  - Net Revenues
  - Fund Balances
  - Vet Credits
  - Special Adjustments
  - Net Required Tax Effort
  - Breakdown of Tax Bill
  - Exemptions and Veterans Tax Credits
- Impacts
  - Tax Base & Revenues vs. Taxable Appropriations
  - Chart showing Tax Bill between 2020 and 2025
  - Tax Base Growth Evaluation
  - Levels of Service in Atkinson
  - Capital Revenues and Expendable Trusts
- Funding CIP and Future Needs

11:42:40 Selectmen's Report

- Met with 2nd District Congresswoman at Police Station to discuss federal money availability.
- A State grant for $250,000for the second ambulance was approved.
- Idea: hiring personnel from the correctional facility as a cleaning service

Approval of Minutes

Member Smith made a motion to approve the Minutes of August 4, 2026 as amended.
Member Rizzo seconded the motion. All members were in favor. **Vote: 7/0/0**

1:38 Town Contracts

Chair Malo suggested and discussed the following:

- Members of the Budget Committee should have access to any and every contract for the Town.
- Need to access cleaning contract for the Library.
- Discussion regarding Budget Committee and Board of Selectmen responsibilities and their differences.
- Contact the Town Administrator for request regarding expenses or revenues.

New Business

Budget Committee Meeting Date Changes:

- November 5 is changed to November 3
- November 10 is a good meeting date

Member Rizzo made a motion to approve the meeting dates.
Member Tardif seconded the motion. All members were in favor. Vote: 7/0/0

Member Rizzo made a motion to adjourn at 8:35 p.m.
Member Smith seconded the motion. All members were in favor. **Vote: 7/0/0**

Submitted by Lena Bistany-Nye