

## **Budget Advisory Committee**

### **Town of Temple, NH**

#### ***Meeting Minutes***

11:30 AM, 10 April 2018, Town Hall Annex

**Attendees:** Gary Scholl, John Kieley, Gail Cromwell (BoS), Christine Robidoux, Steve Concordia, Luke Peterson

Meeting called to order at 11:31 AM

Welcome to Luke Peterson, newly elected to the BAC. Peterson has been on the BAC in the past.

Review of Minutes from meeting on 30 Jan 2018, minutes amended and approved unanimously. An updated Ambulance budget is attached to these minutes.

#### **New Business:**

The Administrator and Assistant in Wilton both resigned recently. This may hold up Ambulance and Recycling contract negotiations. The BoS will reach out to Lyndeborough to work with them on the Ambulance contract. Temple has not received bills yet for either this year 2018.

Bill Ezell is the new chairperson of the Temple-Greenville Police Board. Greenville has a new select person. It is unclear who will fill the police board slots from Greenville. Cromwell reports that the Police are looking at a truck for the new police cruiser.

#### **2017/18 Review:**

Cromwell and Scholl report that the BoS was very pleased with the work done by the BAC this year, in particular the scope of work which was presented to and approved by the BoS.

Cromwell would like to see more added to the Capital Reserves in 2019, and noted that next year all debts will be paid off. The loader was paid off in January of 2018.

Scholl suggested tighter coordination with the CIP. Kieley suggest scheduling a meeting with the CIP in December, after they have had a few meetings.

It was noted that a citizen raised concerns about the BAC accessing data. Scholl recommends being sensitive to that going forward.

Data collection is still a bit bumpy due to the new accounting system. Cromwell, Scholl, and Concordia are working with office staff to resolve the issues. The goal is to produce monthly one page summaries to the BoS so that cash flow can be monitored.

Discussion of the Dashboard system Concordia designed last year. Concordia will work with Scholl on different views of the data, i.e. a "budget by object" rather than a "budget by department". The tracking would not change, just the report view. For example, what's the

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total spent on oil across all departments in town? This has already been requested by the new Energy Committee established at Town Meeting this year.

Cromwell was acknowledged for her many hours spent in the office supporting the staff throughout the accounting system changes in 2017.

Cromwell reports that the BoS is discussing potential salary adjustments at the BoS meeting on 10 Apr 18.

BAC recommends a joint meeting with the BoS, BAC and auditors, once the audit of 2017 data is complete. This has been done the past two years and was very helpful. Scholl will schedule a meeting when appropriate and coordinate with BAC & BoS.

#### **ConVal School Budget**

Kieley noted that the tax rate will go up due to the approval of the ConVal budget. Residents will not see the increase until December 2018, and it may be unexpected to some residents. The increase is expected to be significant. Kieley suggests a mailing to residents so they can plan ahead. Cromwell will research and discuss with BoS. In the meantime, notices can be posted online and around town, and at town events (the new resident event was suggested).

Temple will pay the school fees before the taxes are collected in December, so the BoS will need to keep an eye on cash flow.

Cromwell noted that the Selectman's Advisory Committee to the School Board is meeting to discuss the tax rate increase. Temple BoS will also meet with our school board rep, Nikki McGettigan. Cromwell will let the BAC know if there is a public meeting to discuss the increase so they may attend.

#### **Election of Officers:**

Scholl as Chair, Kieley as Vice-Chair, Robidoux as Secretary, Concordia as Data Specialist. All unanimous.

#### **Schedule for 2018/2019:**

The state will hold a municipal budget training in the fall, as they did last year. It was very helpful and attendance is recommended.

Cromwell will notify the BAC of Ambulance and Recycling contract meetings.

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#### Regular Meetings:

September 18

October 2

October 16

November 13

November 27

December 4

December 11

Same committee assignments as last year with the exception of Peterson taking Sullivan's departments.

Scholl: Welfare, Ambulance, Recreation

Concordia: Planning Board, Patriotic Purposes, Fire Dept

Robidoux: Town Hall, Recycling, Animal Control, Library

Peterson: Energy, TEEC

Kieley: ZBA, ConComm

Cromwell: Police

Cromwell reports that BoS is working with the Welfare Officer on the cost of housing. There is a lack of housing that meets the state's schedule of requirements as far as cost. It has not been updated by the state recently. No properties in Temple currently meet the state's budget criteria.

Although none have been necessary recently, the Welfare budget also covers burials. An expendable trust was requested.

Cromwell reports that the Cemetery is adding "green burials".

Motion to adjourn at 12:39 by Kieley, Second by Cromwell. Unanimous approval.

gScholl 3/21/2018

	A	B	C	D	E	F	G	H	I	J	K	L
1												2017-2024
2	Overall Budget	2017		2018	2019	2020	2021	2022	2023	2024		7 Yr Total
3	Ambulance Operating Budget <sup>1</sup> (Less MACC Comm)	\$ 383,549		\$ 399,453	\$ 397,953	\$ 397,953	\$ 397,953	\$ 397,953	\$ 397,953	\$ 397,953		
4	MACC Comm Center	\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
5	Budgeted Revenue Comstar <sup>1</sup>	\$ (156,000)		\$ (190,000)	\$ (190,000)	\$ (190,000)	\$ (190,000)	\$ (190,000)	\$ (190,000)	\$ (190,000)		
6	Replace 2007 Ambulance (7-yr Lease) <sup>2</sup>			\$ 32,223	\$ 31,823	\$ 31,823	\$ 31,823	\$ 31,823	\$ 31,823	\$ 31,823		\$ 223,163
7	2 Cardio Monitors (7 yr Lease) <sup>3</sup>			\$ 17,259	\$ 17,259	\$ 17,259	\$ 17,259	\$ 17,259	\$ -	\$ -		\$ 86,294
8	Previous Yr Deficit/(Surplus) <sup>4</sup>	\$ 9,188										
9	Anticipated Net Requirements <sup>a</sup>	\$ 256,737		\$ 268,935	\$ 267,035	\$ 267,035	\$ 267,035	\$ 267,035	\$ 249,776	\$ 249,776		
10												
11	Temple Budget											
12	Temple Coop Contribution Level <sup>4</sup>	20%										
13	Temple Budget Contribution to Operation <sup>b</sup>	\$ 45,510		\$ 41,891	\$ 41,591	\$ 41,591	\$ 41,591	\$ 41,591	\$ 41,591	\$ 41,591		
14	Temple Budget Contribution to Comm. <sup>4</sup>	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		
15	Temple Budget Contribution to Leases	\$ -		\$ 9,896	\$ 9,816	\$ 9,816	\$ 9,816	\$ 9,816	\$ 6,365	\$ 6,365		\$ 61,891
16	Temple Budget Adjust due to CarryOver <sup>c</sup>	\$ 1,838		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
17	Temple Budget <sup>d</sup>	\$ 52,347		\$ 56,787	\$ 56,407	\$ 56,407	\$ 56,407	\$ 56,407	\$ 52,955	\$ 52,955		
18	Temple CIP Contribution for Capital Inv.	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
19	Temple Total Obligation	\$ 52,347		\$ 56,787	\$ 56,407	\$ 56,407	\$ 56,407	\$ 56,407	\$ 52,955	\$ 52,955		\$ 388,326
20												
21	Temple CIP											
22	Temple Current CIP Plan			\$ 8,000	\$ -	\$ 43,000	\$ -	\$ -	\$ 9,000	\$ -		\$ 60,000
23	Revised Temple CIP			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
24	Net Change to CIP											\$ (60,000.00)
25												
26												
27												
28												
29	Anticipated Temple Obligation a/o 2017	\$ 52,300.00		\$ 62,000.00	\$ 54,000.00	\$ 97,000.00	\$ 54,000.00	\$ 54,000.00	\$ 63,000.00	\$ 54,000.00		\$ 438,000
30	Net Impace of Ambulance CoOp Changes	\$ -		\$ (5,213)	\$ 2,407	\$ (40,593)	\$ 2,407	\$ 2,407	\$ (10,045)	\$ (1,045)		\$ (49,674)
31												
32												
33	1 - Ambulance Budget 2017 w/ 2018 Proposed dtd 25 Sep 2017											
34	2 - REV Lease Proposal dtd 20 Dec 2017											
35	3 - Physio-Control Quote #00107978											
36	4 - FY 2018 Proposed Budget dtd 10 Jan 2018											
37												
38	a - Sum lines 3 thru 8											
39	b - 20% of sum lines 3 & 5											
40	c - 20% Line 8											
41	d - Sum Lines 13 thru 16											