

Budget Advisory Committee Meeting

Town of Temple, NH

4:30 PM, 8 April 2020, Via Zoom

Via Zoom, per Governor's Emergency Order #12

The meeting was held electronically under Emergency Provisions of the Governor's Order#12 under RSA 91A due to COVID19. The public was free to ask questions at any time.

Roll Call attendance was taken: Gary Scholl (Chair BAC), Gail Cromwell (BAC), Christine Robidoux (BAC), Mike Darnell (BAC), John Kieley (BAC), Tim Fiske (BAC), Peter Allen (Town Treasurer), Connie Kieley (Public)

Meeting called to order at 4:30 PM

Lessons Learned from 2020 Budget Preparations

Kieley: Some committees and departments were more prepared than others, this affected efficiency of our meetings. Can we send out a sample document of what we are looking for to all departments as an example? Mary Amsden's document for the Supervisors of the Checklist is a good model.

Cromwell: The BAC can send the department heads questions ahead of time.

Scholl: We can also create form to send to them before our scheduled meetings with them.

Fiske: What was helpful for the Highway Dept. was getting a copy of last year's budget with expenditures to date so he could fill it in with next year's proposed numbers.

Other comments:

Scholl: Would like to not have last minute numbers coming in, Ambulance went to "final hour". Not sure how we can improve that, but we should shoot for an earlier timeframe for completion. Ambulance should be earlier next year as it is coming from Peterborough.

What worked?

Scholl: Meetings with the auditors worked, good information gained.

Scholl: There will likely be new challenges this year because of COVID-19 affects.

Elect Committee Officers

Kieley made a motion for **Scholl** as **Chair**, Fiske second. Roll Call Vote Unanimous.

Vice Chair: Robidoux motion for **Kieley**, Cromwell second. Roll Call Vote Unanimous.

Secretary: Kieley motion, Cromwell second for **Robidoux**, Roll call vote unanimous.

Data Specialist: Scholl motion, Fiske second for **Darnell**, Roll Call had 5 votes affirmative (Kieley stepped away due to technical difficulties).

Financial Preparedness & Potential Reductions in 2020 Revenues

Scholl had a conversation with Bill Ezell. The Select Board would appreciate input from the BAC regarding potential cutbacks that may be necessary if revenue is short as a result of the COVID-19 emergency. Several of the governor's orders may have an implication such as the zero interest on late taxes.

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We should be meeting again to discuss and monitor throughout the crisis to develop a plan as far as which items may need to be reduced.

Cromwell shared list of big ticket maintenance:

- Repairs to municipal building \$3000
- Re-paint fence on common \$2000
- Village Green meeting tomorrow \$2000 to discuss hiring maintenance person
- Highway department mower \$32K
- Paving \$45K

Fiske: Paving more important than mower. Could maybe get by if desperate to find a big chunk. Discuss with Perry, Highway Dept.

Scholl: When should changes be implemented? Cutbacks made? Magnitude of revenue cutbacks.

Kieley is on daily calls with different state agencies during the emergency. It was recommended, and the state is currently implementing a "Sensitivity Analysis". It is recommended that municipalities creating a chart that looks at revenue and expenses. We might see lower expenses. We can expect at a minimum the budget amount minus 10% expenses. Doing this exercise will reveal where problems may arise. Use range of revenue down \$40K to \$200-\$300K, in order to better understand the potential impact. Do that exercise for month of April. We likely won't know real impact of tax revenue until July, and will know what help will be received from the federal government around the same time. We can start planning now for consequences. Should a subcommittee be formed to look at scenarios and then do another BAC meeting to review information?

The BAC recommends the Select Board ask each department to slow down expenditures, not freeze, but be thoughtful about spending. There is a state freeze on hiring already. Rooms and meals will be down, gas tax revenue will all be down in the state.

Scholl: Agrees in doing sensitivity analysis.

Cromwell: Rooms and Meals will go down, but we won't know how much until end of December. That could be \$20K-\$30K. Highway block grant usually \$15K quarterly, will that continue?

Allen: Hasn't seen anything new or updated information on whether that will change. He will share document if there is one. (4/9/20: Email update attached)

Cromwell: Should Village Green hire a maintenance person? BAC recommends hiring with the understanding that it may not be for the full year.

Scholl: Should the BAC do the Sensitivity Analysis with a subcommittee? Or full committee?

Kieley: Recommends forming a Subcommittee, and then the full group meets again in 10 days.

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Scholl: Goal of coming up with recommendations for Select Board by the end of the month, if not sooner. Perhaps full BAC should meet again in 2 weeks.

Cromwell: Should the highway plan be revisited. The CIP and Highway Dept. received an updated report from SWRPC earlier this year. Cromwell shared it with the BAC via e-mail (*see attachments*).

Scholl: Felt that the SWRPC report was very similar to what we already had; it was consistent.

Fiske: Feels it needs a closer review, however it is difficult using this platform to look at it together and discuss. Schedule another meeting in the future to look at this again.

Scholl: Shared screen shot of highway repairs report from SWRPC.

Fiske: His review of the report is that it is very close to what we want, with some minor changes. There are some errors on which roads/when.

Scholl: Annual cost average per year at \$146,933, CIP was closer to \$180K. Somewhere in that range annually.

Fiske: Lisa from SWRPC will meet with us when the appropriate/after COVID-19 crisis to go over all reports and get some closure on the plan.

Kieley: Federal Government has been promoting infrastructure funding, CDBG to states and municipalities. Is this the same as community government block grants?

Fiske: Oil will likely go down.

Scholl: who will meet and when? Volunteers: Scholl, Kieley, Cromwell

Subcommittee will report back to this committee in 10-14 days. Scholl will touch base with Ezell to share our recommendations and outcome of this meeting.

Allen: In terms of cash flow, in mid-June we will have about \$400K in cash on hand. Payroll and AP will be covered. Tax payments we will know first week of June what will come in and what will be late. This should be considered in calculations. Allen recommends a conversation with ConVal to discuss plan for payment given reductions in revenue.

Cromwell: ConVal met last night to discuss cutbacks. Not sure of the outcome. Cromwell and Allen will follow-up.

Allen: Waiting is not ideal, if low cash/revenue and we still have expenses.

Scholl: In full agreement. When indicators start popping up, we need to be ready.

Robidoux: Question to the departments, where are expenditures down now? Where can they see a savings?

C. Kieley: We need to keep people working. Pulling salaries is not the answer.

Scholl: In full agreement.

Allen: Be aware of tax anticipation notes. Listserv conversations are mentioning them and people in other towns are researching.

Review & Approve Minutes

- Jan 29th 2020 Joint BAC and Select Board Meeting

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- Feb 4th 2020 BAC Meeting
- Feb 27th 2020 Joint BAC and Select Board Meeting: Amend page 2, second bullet. Comparable mileage from the ambulance bay from Milford to Temple and from Peterborough to Temple are the same.
- Mar 11th 2020

Cromwell/Kieley: Motion to approve all minutes as amended. Roll call vote: Unanimous.

Schedule for 2020 Budget meetings starting in September.

First meeting Wednesday, September 9th. Going forward after that meetings will be held on the 2nd and 4th Wednesdays through the second Wednesday in December, with no meeting on the 4th Wednesday in December. Robidoux will update calendar and send out to BAC members.

Scholl will schedule joint BAC, Highway and CIP meeting with SWRPC in late August. Proposed date of August 12th at 4:00 PM.

Kieley/Cromwell: Motion to adjourn at 5:40. Unanimous approval.

Attachments:

2020_03_11_Email_Ambulance_Kieley
2020_03_12_Email_Ambulance_Scholl
2020_03_12_Email_AmbulanceMotion_Scholl
2020_03_19_Email_TownBudget_Scholl
2020_03_19_Email_TreasurerConcerns_Allen
2020_03_19_Email_TreasurerConcerns_Ezell
2020_03_23_Email_Ambulance_Scholl
2020_03_31_Email_Ambulance_Scholl
2020_04_02_Email_EOM_Cash_Allen

On File in office, available electronically upon request:

2020_03_19_Email_BudgetWorksheetAfterTownMeeting_Scholl
03 gYTD Budget Report March 2020