

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

11:30 AM, 11 December 2018, Town Hall Annex

BAC Attendees: Gary Scholl, John Kieley, Gail Cromwell (Select Board), Christine Robidoux, Steve Concordia

Also in attendance: Allan Pickman, Planning Board Chair; Betsy Perry, Planning Board Admin, Ivy Bibler, Temple resident

Review Budget

Scholl & Cromwell gave an update on the **Ambulance** meeting held on 4 Dec in Temple. Scholl still has concerns about collections. An Ambulance Advisory Committee will be established in January, once the new contract goes into effect. Scholl believes we are paying \$9000 more than we should be in 2019, and that the budget should be based on calls/usage rather than split by the number of towns included in the service contract. Cromwell reports that the Select Board is discussing. (See attached Ambulance Budget).

Scholl pointed out that Ambulance Budget presented has expenses and income that don't balance, and that Temple has still not received any YTD numbers from the Ambulance for 2018.

Motion to recommend Select Board appoint Scholl to Ambulance Advisory Committee starting in January 2019 (Kieley/Robidoux). All in favor with one abstention (Scholl).

Cromwell reports that the **Police** budget surplus for 2018 will be around \$50,900, with Temple's share of that being \$23,322.

No news yet on **Recycling**.

Planning Board

Perry gave an overview of administrative process. All fees are listed on the applications/forms. Once a resident pays the fees, Perry submits applications with to the office for filing and deposit. Tara writes a receipt, and Judy records the revenue. No revenue is listed yet this year, however an application was just submitted this past week. Fees are collected generally about 2-3 times were year. Perry uses the postage meter in the office for mailings.

Law books have been ordered but not yet delivered. Six books were ordered for the Planning Board and one for the ZBA.

Perry will submit office supplies expenses to the Town Admin account. Per the Auditors request, secondary signatures for all expenses will be signed off on by a PB member.

Kieley reports that **TEEC** is submitting their bills for their website. Discussion of recommending that TEEC combine their website with the Temple website. Kieley will talk with TEEC.

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

11:30 AM, 11 December 2018, Town Hall Annex

Government Buildings

Cromwell is working with the town office on verifying all energy expenses are logged correctly. She believes the current worksheet numbers are correct. BAC recommends changing description line to GB Propane Mun Bldg, Heating Oil, and the same for the library. Cromwell will review again, as some of the billing dates seem incorrect.

Scholl and Cromwell to work with Judy on Electricity. We seem to be over for the year on 4410 4412 (Electricity and Town Hall).

In general, the BAC wishes to be notified with any account is going over budget for the year.

Tara presented new **Postage** meter numbers for the YTD. These numbers likely need to be added to the postage meter readings presented last month, as they are from the new meter. Tara will confirm.

The **Town Administration Telephone/Internet** line is way over for the year. Tara will research with Judy.

Cromwell shared updated figures for the **BOS – Website Administration**. Budget for 2019 includes \$1750 for the website, \$600 for the conversion (\$1800/3 years), and \$2000 for the Website Administrator for a total of \$4350.

Reminder to move the **Dog License Fees** line from Animal Control to Town Clerk, to balance the revenue. Change the name to Dog Tags and budget \$900 for 2019.

Reminder to correct the allocations for **Election Workers** and **Supervisors of the Checklist** (Voter Registration).

Question whether **Treasurer Office Supplies** can be incorporated with the Town Admin Office Supplies.

It appears that **Postage** for the **Treasurer** can be reduced to \$160.

Question whether **Software** YTD includes the latest \$3500 bill. Cromwell to research.

Cromwell reports that **MCVP** is reducing their requested amount to \$187.

Patriotic Purposes reduce to \$150 for Memorial Day and \$100 for American Flags.

Remove the **250th Anniversary Fund** line from the budget worksheet.

Budget Advisory Committee
Town of Temple, NH
Meeting Minutes
11:30 AM, 11 December 2018, Town Hall Annex

Conservation Committee Dues numbers were received. Kieley or Cromwell will share at next meeting.

The **Library** Trustees shared that they have approved a 2% salary increase for all library staff.

Scholl will be out of town from January 14th through February 1st, 2019.

Minutes from 4 December BAC Meeting approved with ammendments.

Next meeting scheduled for 18 December 2018 at 11:30 AM for final wrap-up.

Open Action Items from Nov 27th Meeting:

Action Item: Cromwell will discuss Fire Department Maintenance and Repair Trust Fund replenishment with Select Board.

Action Item: Scholl and the CIP will follow-up with the Fire Department regarding all their upcoming CIP needs.

Open Action Items from Nov 13th Meeting:

Action Item: Kieley to request alternative postage options, like Stamps.com.

Action Item: Kieley will research alarm systems. Currently using Monadnock Security.

Action Item: Where are Payroll Checks logged? Should it be under Data Processing Supplies or Financial Administration? Should the Bookkeeper Wages and other expenses also be logged under Financial Administration? Cromwell will discuss with Tara/Judy.

Action Item: Cromwell will follow-up on alternative custodial services options and report back.

Action Item: Scholl to follow-up with Judy on correcting any errors on logging electrical and propane/oil expenditures across all departments.

Motion to adjourn at 12:55 PM by Robidoux, Second by Kieley. Unanimous approval.

Budget Advisory Committee
Town of Temple, NH
Meeting Minutes
11:30 AM, 11 December 2018, Town Hall Annex

BAC Meeting Schedule:

December 18 11:30 AM Final wrap-up of 2018

Final Budget recommendations meeting on January 29th, 2019 at 11:30 AM. Other meetings earlier in January may be needed.

BAC recommends a tentative date for the Public Budget Hearing, with Select Board approval, of Thursday, February 7th, 2019.

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

Scholl: Welfare, Ambulance, Recreation

Concordia: Planning Board, Patriotic Purposes

Robidoux: Town Hall, Recycling, Animal Control, Library

*Peterson: Energy, TEEC, Fire Dept

Kieley: ZBA, ConComm

Cromwell: Police

**Peterson resigned from the BAC as of 4 December 2018.*

AMBULANCE BUDGET

INCOME

	2019	Temple w/o Cap	2017	2018
Rev. fm Billing	\$ 250,000.00		\$ 156,000.00	\$ 175,000.00
Greenfield	\$ 60,665.66			
Lyndeborough	\$ 60,665.66		\$ 62,799.31	\$ 62,800.00
Temple	\$ 60,665.66	\$ 51,180.71	\$ 51,238.85	\$ 56,787.00
Wilton	\$ 189,429.30		\$ 129,398.93	\$ 129,400.00
Total Income	<u>\$ 621,426.28</u>		<u>\$ 399,437.09</u>	<u>\$ 423,987.00</u>

EXPENSE

457(B) Plan	\$ 2,200.00		\$ 2,300.00	\$ 2,100.00
Administration	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00
Vehicle	\$ 19,500.00	150.6%	\$ 12,950.00	\$ 16,300.00
Building	\$ 16,150.00	60.5%	\$ 26,700.00	\$ 26,200.00
Contracted Svc	\$ 20,000.00	137.5%	\$ 14,550.00	\$ 14,550.00
Dues & Subs	\$ 700.00		\$ 700.00	\$ 700.00
Insurance	\$ 14,800.00		\$ 33,738.00	\$ 33,930.00
Labor	\$ 428,497.02	159.0%	\$ 269,551.00	\$ 300,000.00
Misc	\$ 3,000.00		\$ -	\$ -
Payroll Proc	\$ 1,800.00		\$ 1,800.00	\$ 1,800.00
Postage	\$ 200.00		\$ 200.00	\$ 200.00
Repairs	\$ 13,000.00	1733.3%	\$ 750.00	\$ 4,500.00
Supplies	\$ 15,500.00	135.4%	\$ 11,450.00	\$ 14,500.00
Telephone	\$ 3,000.00		\$ 3,600.00	\$ 3,000.00
Mileage	\$ 500.00		\$ 500.00	\$ 500.00
Training	\$ 15,000.00	230.8%	\$ 6,500.00	\$ 6,500.00
Uniforms	\$ 10,000.00	337.8%	\$ 2,960.00	\$ 5,000.00
Encumbered	\$ -		\$ 2,300.00	\$ -
Tot Operations	<u>\$ 566,847.02</u>		<u>\$ 393,549.00</u>	<u>\$ 432,780.00</u>
New Equip	<u>\$ 58,083.00</u>			
Total Expense	<u>\$ 624,930.02</u>			
Income-Expense	\$ (3,503.74)			