

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

11:33 AM, 4 December 2018, Town Hall Annex

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

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

Scholl shared resignation letter for Luke Peterson. Kieley makes a motion to accept his resignation with regret, Cromwell seconds. Unanimous approval.

Review Budget

Planning Board

Pickman informed BAC that the Master Plan is basically done. Pickman has not seen the final bill yet, but expects everything will be paid in 2018.

Action Item: Cromwell will follow-up with Pickman on outstanding bills for Master Plan.

Pickman expects Planning Board to incur some printing/copying costs in 2019 to put add the new Master Plan chapters to the existing booklet. He does not have an estimate at this time, however expects it to be no more than \$200. Add \$200 to Printing and Advertising line item.

Office Supplies should be charged to Town Administration, not Planning Board.

Action Item: Cromwell will follow-up with bookkeeper to check on 2018 Office Supplies charges.

Postage charges are for certified mail. General mailings are done in the town office. There was a question regarding a bulk mailing that was done earlier this year. Where was that charged? It was a one-time expense. Postage *may* need to be raised to \$350.

Action Item: Cromwell will follow-up with bookkeeper to check on 2018 Postage charges.

Pickman does not sign-off on expenses other than Perry's hours (PB Recording Wages), and is therefore unfamiliar with how income/expenses are tracked in the office. The Auditors strongly recommend the department chair sign-off on all expenses. Question regarding who signs off on PB expenses.

Cromwell noted that no revenue has been recorded for 2018.

Action item: Scholl/Pickman will invite Perry to attend next BAC meeting so we have a better understanding of the Revenue/Expenses process.

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Training and Seminars can be reduced to \$1 for 2019. Per Pickman, no new training is anticipated in 2019. Cromwell noted that a lot of the NHMA online trainings are free, should anyone be interested in seeing what is available.

Action item: Cromwell will research where the law books are charged.

Action item: Scholl to ask for removal on Miscellaneous line item.

ZBA

Kieley reports that per ZBA chair the budget can stay the same for 2019.

Action item: Cromwell to review ZBA revenue for 2018.

Con Comm

Kieley reports that per ConComm chair budget can stay the same for 2019. However, Dues for the NH Association of Conservation Commissions for 2019 is unknown at this time. It may go up in 2019.

The Con Comm also plans to do a mailer with the TEEC Committee in 2019. Currently TEEC only has website expenses in their budget line item. Con Comm and TEEC will follow-up with BAC if additional funds are needed for mailing.

Holiday Lighting Committee

Cromwell raised the issue of a budget line item for the Holiday lighting committee. After some discussion the BAC concludes that there must be a warrant article to determine if the town would like to add the Holiday Lighting costs to the budget.

Action item: Cromwell will contact Holiday Lighting Committee to discuss amount, and draft a warrant article with the Select Board.

Dues and Association Costs

Southwest Regional Plan Comm costs increase by \$4 for 2019, budget \$1,537.

Action item: Cromwell to provide NHMA Dues amount for 2019.

Police

The total Temple portion of the budget for Police in 2019 is \$251,070.20 minus the 2018 surplus due to a shortage of part-time officers. As a result, the budget could end up being flat in 2019. The surplus is expected to be 30% of around \$70,000. The next Police Board meeting will be held on January 7th. The meeting is open to the public.

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Welfare

Welfare Officer has \$4,000 committed at least through March. BAC recommends leaving budget at \$10,000, but requests Select Board review the possibility of a revolving trust for an additional \$5,000.

Action Item: Cromwell to request Welfare schedule from town office.

Recreation

Budget remains the same for 2019.

Ambulance (see attached)

The Select Board is meeting with the Wilton Ambulance Chief and the Wilton Town Administrator this evening at 6:30 PM in Temple. Cromwell presented a copy of the contract, and meeting tonight is to get the details on the budget for 2019. All BAC members are encouraged to attend. Ambulance budget for 2019 is projected to be \$60,666. Last year the cost was \$57,000 which included the lease agreement. Historically there has been a surplus at the end of each year. It is unknown at this time how much is in the revolving fund.

Mansfield Library

Trustee Lockwood e-mailed Kieley regarding the need for a new furnace in the near future and the most recent energy audit. Kieley referred Lockwood to Bev Edwards who was on the committee. Kieley also suggests the Trustees get an estimate and share it with the CIP, and a quick consult with Tim Fisk might also be helpful (*see attached e-mail*).

Robidoux shared a request from Trustee VanDam regarding getting a copy of the Budget Worksheet. They most recently received only the YTD expenditures and would like the report to include the budget comparison.

Action item: Cromwell will request all departments receive a copy of the Budget Worksheet on a monthly basis.

Health Insurance

Calculated costs for insurance e-mailed prior to the meeting by Kieley.

Animal Control

All wages YTD are now included on the Budget Worksheet.

Old Business

Action item: Cromwell will correct Heating Oil to Propane under Government Buildings.

Cromwell shared YTD Postage meter readings for 2018.

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Action item: Cromwell will verify Postage meter for Tax Collector, as it seems low.

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: Scholl to request change from Miscellaneous to Contingencies.

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

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

Action Item: Scholl to follow-up with Judy on Supervisors and Election Workers Salaries and Wages. They appear to be logged incorrectly.

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.

Action Item: Robidoux to review all expenses for Town Hall and Municipal Building Repairs and Maintenance.

New Business

Cromwell reports that Select Board will be discussing Salary & Wage increases in the near future.

Action item: Cromwell will contact NHMA to inquire about how other towns handle cash deposits.

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Motion by Kieley to recommend Ivy Bibler to the BAC to fill the vacant position. Second by Cromwell. Unanimous approval.

Action item: Scholl to send letter to Select Board.

Approval of Minutes

Motions to approve minutes for the November 27th regular meeting. Kieley made the motion, Concordia seconded. Unanimous approval.

Next Meeting December 11th, at 11:30 AM.

Motion to adjourn at 1:15 PM by Robidoux, Second by Kieley. Unanimous approval.

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Draft of BAC Meeting Schedule:

December 11 11:30 AM Police, Recycling, Ambulance (first pass)

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.*

Addendum A

WHEREAS, Chapter 53-A of the New Hampshire Revised Statutes Annotated permits towns to enter into agreements to the mutual advantage of two or more communities when the communities will be best served by such mutual cooperation. The communities (Wilton, Lyndeborough, Temple) involved in the Inter-municipal Agreement signed on October 22, 2018, in consideration of the addition of the Town of Greenfield, as a municipal entity, and its Greenfield Fire and Rescue, to the Inter-municipal agreement, starting January 1st at 12:00 AM (hereinafter referencing Wilton, Lyndeborough, Temple and Greenfield), the communities now agree as follows:

For purposes of RSA 53-A:3 III (a), the Ambulance Advisory Committee (AAC) shall be designated to be the contract administrator responsible for administering the cooperative undertaking provided for in this agreement. This Agreement shall become effective upon signing by the communities and approval by the Attorney General of the State of New Hampshire and filing with the clerks of the Communities and the Secretary of State for the State of New Hampshire. The contract shall continue in effect for the term of the agreement or until earlier terminated as provided in the Inter-municipal Agreement.

Addition of Greenfield

Commencing on January 1, 2019, Wilton will provide Services to the Town of Greenfield, a New Hampshire municipal corporation with an address of 7 Sawmill Road, P.O. Box 256, Greenfield, New Hampshire 03047. The Town of Greenfield agrees to the terms of the Inter-Municipal Agreement for the Services and shall enjoy all the rights and privileges as that of Lyndeborough and Temple.

Term

The Town of Wilton/ Wilton Ambulance ("the Department"), agrees to furnish on-call twenty-four hour Emergency Ambulance Services to the communities as originally agreed upon , and to the Town of Greenfield and Greenfield Fire and Rescue beginning at 12:00 am January 1, 2015, and ending at 11:59 pm on December 31, 2015, as and when available.

If no Department ambulance is available, Mutual Aid will be requested.

The Department shall provide for the following:

- a. All ambulances will be registered in the State of New Hampshire and licensed by the New Hampshire Department of Safety, Division of Fire Standards & Training – Bureau of Emergency Medical Services.
- b. All ambulances shall meet the motor vehicle inspection requirements of the State of New Hampshire at all times. Maintenance of a current Ambulance Transporting License issued by the New Hampshire Department of Safety, Division of Fire Standards & Training – Bureau of Emergency Medical Services in accordance with the provisions of RSA 153-A.
- c. All ambulances will be equipped with a means to contact the respective Fire Departments of the communities supported by Wilton Ambulance via radio communications.

Records

Each member community shall provide all directories, maps, mass casualty response plans, personnel rosters, and town information to effectively provide ambulance services in the respective community.

The Department will maintain or cause to be maintained all records, books, or other documents relative to all changes or any other matter involving its performance of the Contract or demand for compensation from the communities for a period not less than three years from the date of final payment for services performed under this contract. In no event shall the period of contract, books, reports and record retention be less than as outlined in RSA 33-A:3-a.

INSURANCE

The Department shall secure and maintain Wilton's equipment and personnel, for the duration of this Agreement, and all insurances required by law for such equipment and personnel. The insurance coverage shall be at no additional cost to the member communities for any and all occasions the Wilton Ambulance is providing services pursuant to this Agreement.

The Department shall provide Certificates of Insurance for general public liability and automobile for personal injuries. Such insurance policies shall be in force as required by the applicable ordinances of the municipality and as required by the N.H. Code of Administrative Rules, He-P 1203.03(2)b. The coverage shall be for the Department equipment and personnel only. The Department shall demonstrate that it carries a general liability policy with limits of \$5,000,000 per occurrence and \$5,000,000 aggregate, as well as completed operations coverage, applicable to the work performed under this Agreement and all liabilities as set forth above. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth below. The cost of insurance shall be included in the Department's operating budget, the costs of which shall be paid in accordance with Section 5(e) of the Inter-Municipal Agreement.

The Department shall provide, at no additional cost to the member communities, workers compensation insurance to all Department employees as required by law.

The Department shall provide, at no additional cost to the member communities, malpractice insurance for all of the Department's employees having the same limits and provisions as the Town of Wilton's liability insurance. Coverage must coincide with the dates of the agreement.

INDEMNIFICATIONS AND HOLD HARMLESS

The Communities hereby covenant and agree to defend, indemnify and hold harmless each other and the Department, its officers, agents, representatives, and employees from any and all claims, suits, actions, losses, damages, costs, including reasonable attorney fees, or injury to persons or property to the extent caused by the negligent acts, errors or omissions of the members of said community, its officials, or employees.

The Department hereby covenants and agrees to defend, indemnify and hold harmless the Fire and Rescue Departments of each of the individual communities and their respective Towns (Lyndeborough, Temple, and Greenfield), their officers, agents, representatives, and employees from any and all claims, suits, actions, losses, damages, costs, including reasonable attorney fees, or injury to persons or property to the extent caused by the negligent or malicious acts, errors or omissions of the Department, its officials, or employees.

The Department agrees that it will carry any and all insurance which will protect it, the respective communities of Lyndeborough, Temple, and Greenfield, and their officials, agents,

volunteers and employees from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation and attorneys' fees including but not limited to any and all claims for personal injury and/or death, workers' compensation injuries, and property damages which may, in any way, arise from or out of the operations of the Department whether such operations be performed by the Department itself, anyone directly or indirectly employed by it or any other persons or company retained in any way to carry on all or portion of the operations, activities or work required by or related to the Agreement. The Department further agrees that the respective communities of Lyndeborough, Temple, and Greenfield and their officials, agents, volunteers and employees shall be named as an additional insured in any and all such liability insurance policies required by the Town of Wilton.

Town of Wilton by its Selectboard

Town of Lyndeborough by its Selectboard

Town of Temple by its Selectboard

Town of Greenfield by its Selectboard

P Marshall
Margaret A. Chair Bliss
Green Day

Addendum B

Intermunicipal Agreement Cost of Service Computation

Beginning January 1, 2019 the cost of service computation from the Wilton Ambulance Service (the Department) for each of the individual communities (Greenfield, Lyndeborough, Wilton, Temple) shall be based on Call Volume and not Population Data. Call Volume shall be the number of emergency 911 calls recorded by New Hampshire's Trauma & EMS Information System (NHTEMSIS) for the previous 12 month period ending December 31st at 11:59pm.

Cost of service will be allocated based on call volume percentages from the prior year based on the Department's finalized approved budget no later than the time frame outlined in section 5 of the intermunicipal Agreement (the Agreement).

Proportionate Share

Subsequent to the addition of Greenfield, the Proportionate Share outlined in the Agreement shall change from

Wilton -55%
Lyndeborough -25%
Temple -20%

to

Wilton -51%
Lyndeborough -16.33%
Temple -16.33%
Greenfield -16.33%

The cost of service will be calculated annually as outlined in the Agreement. For the 2019 year the cost breakdown is as follows:

Wilton-	\$189,429.30
Lyndeborough-	\$60,665.66
Temple-	\$60,665.66
Greenfield-	\$60,665.60

Term

The Term of the agreement shall be co-terminus for all of the communities, ending three years from the date of the original Agreement signed in 2018 between Wilton, Lyndeborough, and Temple.

Right to revisit Call Volume

Each of the community members may call a meeting as outlined in Section 4 of the Agreement in order to address increases in call volume, regardless of the cause of the increase, and the Department shall have the right to reconfigure the Cost of Service Computation's Proportionate Share. Such right shall be limited to once per year and require two complete quarters of service call volume data prior to such change.

Town of Wilton by its Selectboard

Town of Lyndeborough by its Selectboard

Town of Temple by its Selectboard

Town of Greenfield by its Selectboard

P. Marshall

Margaret A. Chair Bliss,

Karen May

From: Bev Edwards
Sent: Tuesday, December 4, 2018 11:35 AM
To: John Kieley; camilla lockwood
Cc: ricochetrobidoux@hotmail.com
Subject: Re: 2009 Energy Audit

Thanks for ccing me, John. I'll get a copy to Cam. No problem.
Bev

Bev Edwards
603-878-3227
nadesha@msn.com

=

From: John Kieley <johnkieley574@gmail.com>
Sent: Tuesday, December 4, 2018 11:02 AM
To: camilla lockwood
Cc: Edward Bev; ricochetrobidoux@hotmail.com
Subject: Re: 2009 Energy Audit

Hi Cam, there should be a copy of Margaret's report in the office but I have no idea where to look. I'm ccing Bev in case she has a copy or knows where to find it. Bev was the mastermind of that entire project.

I do recall discussions about the furnace when the study and work was going on and agree it's time to swap it out. The BAC and CIP are deep into 2019 budgets/spending now so would be great if the library trustees could provide an estimate to replace. Tim Fisk's knows x lot about that stuff so could be helpful.

I'll cc Christine too

Sent from my iPhone

On Dec 4, 2018, at 10:12 AM, camilla lockwood <caamlock@outlook.com> wrote:

Good morning, John -

First, before I forget again - thank you for the wonderful little Christmas Tree you set up in your field every year. I always look forward to the first sighting....and thereafter.

The Trustees of the Library, of which I am one, are looking to replace the old furnace.

I spoke with Margaret Dillon and she referred me to an energy audit she did for the entire town around 2009.

I went to the municipal building this morning, but unfortunately I really have no idea what I am looking for. Tara is searching on line and elsewhere, but we need advice about how and where to look for what!

I only need the part about the library and hope to obtain a copy of that portion of the report so we can use it making decisions.

After some thought, your name came to mind as being very involved with the energy improvements and that is why I am writing to you -

Thank you for any information you can provide.

Cam

CALENDAR YEAR 2019 MEDICAL INSURANCE COSTS

January-March

Fiske and Perry (two-person coverage): $\$1724 \times 2 \times 3 = \$10,344$

Harling (family coverage): $\$2327.50 \times 3 = \6982.50

Whitcomb (single coverage): $\$862 \times 3 = \2586

Total: $\$19,912.50$

April-June

Same as January-March except delete Whitcomb

Total $\$17,326.50$

July-August

Fisk and Perry (two-person coverage): $\$1724 \times 2 \times 2 = \6896 .

Harling (family coverage): $\$2327.50 \times 2 = \4655 .

Total: $\$11,551$

Less "premium holiday": $\$5704.39$

Net total: $\$5846.61$

September-December

Perry (two-person coverage): $\$1724 \times 4 = \6896

Harling (family coverage): $\$2327.50 \times 4 = \9310

New hire (assumed family coverage) $\$2327.50 \times 4 = \9310

Total: $\$25,516$

Grand total: $\$68,601.61$

Assumptions:

Whitcomb retires 3-31-19 and Fiske retires 8-31-19

New person hired 9-1-19 and has family coverage

Note new rates starting July are same as previous twelve months

Town of Temple Postage 1/1/18-12/31/18

	<u>Pieces of Mail</u>	<u>Total Cost</u>
Select Board	22	\$14.57
Check List	2	\$0.94
Clerk	299	\$189.73
Fire Dept.	1	\$1.63
Hwy Dept.	42	\$20.27
Planning Board	7	\$46.64
Tax Collector	495	\$240.53
Treasurer	171	\$80.37
	1,039	\$594.73

The Clerk also used 87 Stamps. \$43.50. Total postage \$637.50.