

TOWN OF TEMPLE
BUDGET ADVISORY COMMITTEE/CAPITAL IMPROVEMENT PLAN COMMITTEE

Joint Meeting
November 20, 2019

Minutes

Gary Scholl, BAC Chair, called the meeting to order at 4:30.

Attendees:

Board Members: Gary Scholl, Mike Darnell, Ivy Bibler, Steve , John Kieley, Gail Cromwell, Tedd Petro, Ken Caisse, George Willard, Tim Fiske, Christine Robidoux

Guests: George Clark, Kent Perry, Kathy Fedorka, Cam Lockwood, Reenie Cullinan, Mary Amsden

Fire Department:

Chief Clark reviewed expenditures to date and anticipated costs for 2020. See his prepared chart attached. Currently 2019 shows a \$7000 surplus but a WD Perkins bill for \$4000 was charged to another department and will be corrected by year end. Additionally the “new” truck needs tires which will be purchased by yearend.

No monies will be requested for the repairs and maintenance reserve in 2020.

It was agreed that dues could be lowered to \$2100 and training lowered to \$3000.

The disposition of the old truck was discussed and it was agreed that there should be a warrant article at town meeting to deposit any proceeds of the sale into the reserve for fire department maintenance.

It was clarified that account #1620 is the one that should be used for repair and maintenance.

The replacement of the thermal imager is scheduled for 2020 and will be a \$6880 warrant article. The availability of auxiliary funds to cover this expense was discussed and a request will be made.

The Fire Department was congratulated for securing the “new” truck. Its replacement has been pushed “off the end of the CIP schedule”.

Library:

Kathy Fedorka discussed 2019 expenditures to date and needs for 2020. No handout was submitted.

The telephone is costing \$140 per month. Kathy will investigate.

Mileage has increased due to more trips to Peterborough to pick up books on loan from the State.

Miscellaneous expenses include costs of “prizes” for young readers and passes to the Science Center and the Canterbury Shaker Village. Usage of the library was described as “up” particularly among new young families in town.

The wage line for assistants is down due to a higher paid individual being unable to work as many hours as usual. Lower paid individuals are filling in.

Early in 2019 a water pipe froze and was fixed.

Replacement of the furnace is in the CIP for 2021. It makes noise now (fan plus vibration) which could be fixed for \$1500 under Repairs and Maintenance.

Exterior painting above the east door should be done in 2020. Perhaps this could be done when the rails on the common are painted.

The books expense line is substantially below budget. Some of this was explained by books ordered costing a few dollars less each than in the past. It was not clear what the majority of the difference could be attributed to. Buying books at a discount through Amazon was discussed but Fedorka thought inappropriate due to complexity of ordering/tracking and billing. Fedorka thought books could be reduced by \$1000 without any impact.

Fedorka has cut back on some magazines which weren't being read. This line could be reduced by \$300.

Dues and subscriptions includes classes taken by staff. They haven't done in recent years but perhaps will in 2020. Fedorka recommends leaving the budget as is.

Cam Lockwood suggested that Library staff receive a 3% increase in 2020. Chairman Scholl explained that the BAC does not address salaries/wages. Christine Robidoux explained the independence of the Library from the Town budget process.

Animal Control:

Jen Rheume discussed her services to the Town. A report regarding call volumes has been submitted to the Select Board and will be requested.

The new kennel is working well. Fill was brought in to prevent dogs from escaping and an invoice has been submitted to the Town but has not yet been recorded.

A proposal to charge horse owners \$25 for each animal rounded up was suggested years ago but apparently never adopted. It was agreed that this is not an urgent issue because there have not been many escapes.

It is important to keep the \$550 in miscellaneous expenses as this is the cost of Jen receiving rabies shots should she be bitten.

Supervisors of the Checklist:

Mary Amsden presented a detailed summary of her anticipated expenses for 2020 given that there are three elections plus the ConVal meeting. Total anticipated wages are \$2104.25. See attached summary.

Mary confirmed that they only have as many supervisors present during voter enrollment and attending voting as are required by the State.

Printing and advertising should be set at \$300 which was the budget in 2016 when NH last had three elections.

Mary does not anticipate purchasing any supplies that she cannot get from the Town office so that line should remain at \$1.

Welfare:

Chair Scholl summarized conversations with the welfare officer. It is anticipated that there will be little to no surplus in that line item and that the BAC should therefore keep that line item for 2020 as is.

ConComm:

Robidoux and Kieley met with the Commission and it was agreed to leave as is for 2020.

ZBA:

Kieley suggested leaving as is for 2020.

Tax Rate:

The recent work on the tax rate was discussed including the recommendation to the SB that \$103,000 from fund balance be used resulting in a \$22.58 rate.

The concept of developing a fund balance policy was discussed including the collection of policies from about a dozen towns. Kieley to develop a draft policy for the BAC's consideration with a target date of Town Meeting for project completion.

SWRPC Road Study:

Gail is chasing them. Target to meet on December 11 at 4:30.

Road Paving:

Tedd brought up some of the complications of moving from a budget line item to a warrant article. If the funds are in the budget the SB has more flexibility to move monies around.

Tim Fiske confirmed that there would not be monies coming out of the Highway trust fund in 2019.

Miscellaneous:

Tim reported that the heated walkway isn't working and that Pinney will come this year to fix.

Kent reported that the grave stone repair project is complete ahead of schedule and below budget. Funds need to be requested of the Cemetery Trustees for their share of 2019 cost. No budget needs to be established for this expense in 2020.

New revenue and expense lines need to be set up for grave digging. Final fees need to be confirmed. An expense budget needs to be established.

The BAC minutes of November 5 were discussed and the minutes modified. Motion by Kieley second by Cromwell to accept the minutes as amended. Unanimously approved.

Motion to adjourn at 6:21 by Kieley second by Cromwell. Unanimously approved.

Attachments:

Temple_FD_2018_Final

Temple_FD_2019_OctYTD vs Budget

Temple_FD_2019 OctYTD

2019_11_20_PostageMeter

Supervisor of the Checklist Hours 2020

2019_11_07_Email_HwySalary_Scholl

2019_11_08_Email_HwySalary_Cromwell

From: Gary Scholl

Sent: Thursday, November 7, 2019 6:17 PM

To: John Kieley; Gail P. Cromwell; Christine Robidoux; Steve Concordia; Mike Darnell; Ken Caisse

Subject: Fwd: Highway salary changes

BAC,

I received the attached from the SB today in regards to their meeting on Tuesday. Please note the new salary numbers that have been approved for the Highway Department. I have been informed that the affected employees will not be eligible for an "across the board" annual increase should one be approved.

g

Begin forwarded message:

From: Board Assistant <boardassistant@templenh.org>

Date: November 7, 2019 at 2:05:50 PM EST

To: Gary Scholl <gwscholl@gmail.com>

Cc: Ken Caisse <temple.nh.selectman@hotmail.com>

Subject: Highway salary changes

Hi Gary:

Please see the attached publicly disclosed minutes from the non-public session held this Tuesday. The board voted in public session to adopt these salaries.

Let me know if you need more information. The draft public session minutes will be available early next week.

Thanks,

Paul

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Paul Clifton-Waite

Assistant to the Select Board

Town of Temple, NH

603.878.2536

Hours: Mon. 7-9 a.m., Tues. 8-6 p.m., Thurs. 8-6 p.m., 1st and 3rd Sat 8-11 a.m.

From: Gail Cromwell

Sent: Friday, November 8, 2019 6:45 AM

To: Gary Scholl

Cc: John Kieley; Christine Robidoux; Steve Concordia; Mike Darnell; Ken Caisse

Subject: Re: Highway salary changes

I estimate the cost of this as follows: \$4 increase x 40 hours/week x 8 weeks remaining = \$1280 x 2 workers(Kent & Steve) = \$2560 + .0765 (FICA) = 2560+ 195 = \$2755. Can they hire a 3rd worker? Figure \$3000 total for rest of year.

Was this the estimate by the SB when they voted this increase?

> On Nov 7, 2019, at 6:16 PM, Gary Scholl <gwscholl@gmail.com> wrote:

>

> <Select Board Non-Public Mtg Minutes 11-05-19.pdf>

Account Detail by Class Report

Date Range: Jan 01 2019 to Sep 30 2019

Meter Group: Custom

Meter 1H00-1201963 at Pitney Bowes, Danbury

COPY

Account Detail by Class

Account	Carrier	Class of Mail	Pieces	Postage	Fee Amount	Total Charged
BOS	USPS	1st Class Regular Flat	5	\$6.620	\$0.000	\$6.620
		1st Class Regular Letter	175	\$86.900	\$0.000	\$86.900
		Total	180	\$93.520	\$0.000	\$93.520
CK List	USPS	1st Class Regular Letter	4	\$1.910	\$0.000	\$1.910
		Total	4	\$1.910	\$0.000	\$1.910
Clerk	USPS	1st Class Regular Flat	113	\$143.420	\$0.000	\$143.420
		1st Class Regular Letter	790	\$393.500	\$0.000	\$393.500
		Total	903	\$536.920	\$0.000	\$536.920
Hwy	USPS	1st Class Regular Letter	47	\$23.680	\$0.000	\$23.680
		Total	47	\$23.680	\$0.000	\$23.680
Library	USPS	1st Class Regular Letter	1	\$0.500	\$0.000	\$0.500
		Total	1	\$0.500	\$0.000	\$0.500
PB	USPS	1st Class Regular Letter	2	\$1.000	\$0.000	\$1.000
		1st Class Regular Letter w/Certified	58	\$29.000	\$365.400	\$394.400
		Total	60	\$30.000	\$365.400	\$395.400
Tax Collect	USPS	1st Class Regular Letter	726	\$364.560	\$0.000	\$364.560
		1st Class Regular Letter w/Certified	9	\$4.500	\$56.700	\$61.200
		Total	735	\$369.060	\$56.700	\$425.760
Treasurer	USPS	1st Class Regular Letter	436	\$216.590	\$0.000	\$216.590
		1st Class Regular Letter w/Certified	4	\$2.000	\$22.400	\$24.400
		Total	440	\$218.590	\$22.400	\$240.990
Grand Total			2,370	\$1,274.180	\$444.500	\$1,718.680

Supervisor of the Checklist hours 2020 anticipated
Sandra Wildes, Lynda Connolly & Mary E. Amsden

Date	Hours	Meeting/Training	Billable Hours
01/10/20	1	Post Checklist *	1
01/21/20	1	Supervisors Session **	2
02/05/20	1.5	School Board Meeting	4.5
02/??/20	12	Presidential Primary	36
02/??/20	2	Batch Election	6
02/11/20	1	Post Checklist *	1
02/29/20	1.25	Supervisors Session **	2.5
03/06/20	1	Post Checklist *	1
03/10/20	12	Town Election	36
03/11/20	1	Batch Election	3
03/14/20	2.5	Town Meeting	7.5
05/22/20	1	Post Checklist *	1
06/02/20	1.5	Supervisors Session **	3
08/11/20	1	Post Checklist *	1
08/29/20	1	Supervisors Session **	2
09/04/20	1	Post Checklist *	1
09/08/20	12	State Primary Election	36
09/09/20	2	Batch Election	6
10/06/20	1	Post Checklist *	1
10/24/20	1.5	Supervisor Session **	3
10/30/20	1	Post Checklist *	1
11/03/20	12	State General Election	36
11/04/20	2	Batch Election	6
/ /20	8	Supervisors Training	24
		<i>Estimated total hours</i>	221.5
		Times \$9.50 per hour = \$2104.25	
Total Hours	81.25		

***Usually one supervisor**

**** Minimum two supervisors required**

ChargeYear	2018
Account	4220 Fire Department

Sub Account	ChargeMonth	Name	Memo	Total
4220 · 4220 Fire Department - Other	Dec	Connolly, Mike	burn permits and mileage	\$213.17
4220 · 4220 Fire Department - Other Total				\$213.17
4220190 · FD Drill Allow/Salaries	Mar	Caisse, Kenneth C	0	\$0.00
	Jun	Caisse, Kenneth C	0	\$0.00
	Nov	Bruneau, Matthew L	0	\$25.00
		Bruneau, Morgan J	0	\$25.00
		Caisse, Kenneth C	0	\$700.00
		Charron, Cody T	0	\$300.00
		Clark, George F.	0	\$1,150.00
		Concordia, Steven A	0	\$300.00
		Connolly, Michael	0	\$300.00
		Connolly, Patrick	0	\$300.00
		Contois, Jason	0	\$300.00
		Fischer, Eric	0	\$150.00
		Harling, Debra M	0	\$200.00
		Harling, Devin	0	\$200.00
		Hipp, Jeffrey	0	\$300.00
		Kelley, Arthur	0	\$300.00
		Mcdonnell, William D	0	\$300.00
		McTague, Jacob J	0	\$200.00
		Pervere, Timothy A	0	\$300.00
		Peterson, Norvell	0	\$800.00
		Peterson, Robert I	0	\$125.00
		Walker, William B	0	\$125.00
		Wildes, William S	0	\$600.00
	Dec	Caisse, Kenneth C	0	\$0.00
4220190 · FD Drill Allow/Salaries Total				\$7,000.00
4220290 · FD Health and Safety	Nov	Monadnock Community Hospital	0	\$90.00
		Stone, L and Scholl, J		\$180.00
4220290 · FD Health and Safety Total				\$270.00
4220560 · FD Dues &Subscrips,cell, po box	Jan	Clark, George	0	\$35.00
		SWNH Organization Account NH District	Annual Organization dues 2018	\$150.00
	Feb	Clark, George	feb reimb verizon	\$35.00
	Mar	Clark, George	0	\$35.00
		ESO Solutions, Inc	0	\$400.00
	Apr	Clark, George	april reimburse phone	\$35.00
			march reimburse	\$35.00
		United States Postal Service	0	\$62.00
	Jun	Clark, George	may reimbursement	\$35.00
	Jul	Clark, George	june reimburse for phone	\$35.00
	Aug	Clark, George	july reimb	\$35.00
	Sep	Clark, George	august	\$35.00
	Oct	Clark, George	0	\$35.00
		Souhegan Mutual Fire Aid Assoc	0	\$590.50
	Nov	Clark, George	october phone reimb	\$35.00
		Fisch Solutions	0	\$350.00
	Dec	Clark, George	0	\$35.00
		Cournoyer, Joe	burn permits and mileage	\$94.25
4220560 · FD Dues &Subscrips,cell, po box Total				\$2,066.75
4220610 · FD Fire Supplies (PPE)	Apr	NH Signman	invoice for 4/3/2018 patches	\$384.00
	Jun	Firematic Supply	0	\$958.76
	Aug	Firematic Supply	0	\$4,099.56
	Nov	Firematic Supply	0	\$32.75
	Dec	East Coast Emergency Outfitter	0	\$51.99
4220610 · FD Fire Supplies (PPE) Total				\$5,527.06
4220740 · FD Truck Items/Equip	May	Tri State Fire Porotection, LLC	0	\$40.20
	Aug	Firematic Supply	0	\$489.78
	Oct	Fisher Auto Parts	0	\$76.90
		New England Emergency Equipment LLC	0	\$387.00
		NFPA	0	\$184.95
	Nov	Firematic Supply	0	\$112.94
4220740 · FD Truck Items/Equip Total				\$1,291.77
4220742 · FD Rescue Squad Expenses	Mar	CLIA Laboratory Program	0	\$150.00
	Jun	Moore Medical	0	\$406.57
	Jul	Caisse, Ken (*)	facelake and fischer auto invoices	\$243.72

4220742 · FD Rescue Squad Expenses	Nov	Temple Volunteer Fire Dpt Firefighter Fnd	0	\$141.00
	Dec	Moore Medical	0	\$298.54
		Peterson, Luke	0	\$200.00
4220742 · FD Rescue Squad Expenses Total				\$1,439.83
4221561 · FD Training	May	Zirpolo, Gary	emergency medical responder course text and work t	\$3,500.00
			excess of budget	\$648.33
4221561 · FD Training Total				\$4,148.33
4221630 · FD Equip Maintenance & Repair	Jan	Wheeland's Auto and Truck Service Inc	0	\$279.92
	Feb	W. D. Perkins	0	\$996.00
	Mar	Firematic Supply	0	\$64.91
		SWNH District Fire Mutual Aid	new tk 5210 portables	\$225.00
		W. D. Perkins	0	\$3,139.86
	Jul	SWNH District Fire Mutual Aid	0	\$60.25
	Aug	Fisher Auto Parts	458-295197,295524, 295937	\$180.70
		Liberty International Trucks	0	\$3,823.84
		W. D. Perkins	0	\$709.00
	Sep	W. D. Perkins	0	\$150.00
		Wheeland's Auto and Truck Service Inc	0	\$189.79
	Oct	W. D. Perkins	0	\$200.00
	Nov	Poseidon Air	0	\$745.00
		Sanel Auto Parts Co	0	\$338.31
Wheeland's Auto and Truck Service Inc		0	\$900.85	
4221630 · FD Equip Maintenance & Repair Total				\$12,003.43
4221740 · FD Station Items/Equip	Mar	Chappell Tractor	0	\$96.98
	Aug	SWNH District Fire Mutual Aid	0	\$2,034.00
	Oct	IDVille	customer # 2423905	\$2,717.44
4221740 · FD Station Items/Equip Total				\$4,848.42
4222430 · FD Maint & Repair	Dec	Moto's Towing and Repair	0	\$442.50
4222430 · FD Maint & Repair Total				\$442.50
4299390 · Dispatch Services	Jan	SWNH District Fire Mutual Aid	0	\$17,749.00
4299390 · Dispatch Services Total				\$17,749.00
Grand Total				\$57,000.26

	Oct YTD	2019		2018	
	Actual	Budget	Diff	LY	Diff
4220 · 4220 Fire Department - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4220190 · FD Drill Allow/Salaries	\$0.00	\$7,500.00	\$7,500.00	\$7,000.00	-\$7,000.00
4220290 · FD Health and Safety	\$1,314.99	\$1,200.00	-\$114.99	\$1,500.00	-\$185.01
4220560 · FD Dues &Subscrips,cell, po box	\$1,869.50	\$2,652.00	\$782.50	\$2,135.00	-\$265.50
4220610 · FD Fire Supplies (PPE)	\$5,388.83	\$5,500.00	\$111.17	\$5,500.00	-\$111.17
4220680 · FD Station Supplies (In Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4220740 · FD Truck Items/Equip	\$80.55	\$2,750.00	\$2,669.45	\$2,750.00	-\$2,669.45
4220742 · FD Rescue Squad Expenses	\$1,726.76	\$2,800.00	\$1,073.24	\$2,000.00	-\$273.24
4221561 · FD Training	\$2,310.00	\$3,500.00	\$1,190.00	\$3,500.00	-\$1,190.00
4221630 · FD Equip Maintenance & Repair	\$3,860.70	\$8,500.00	\$4,639.30	\$8,500.00	-\$4,639.30
4221740 · FD Station Items/Equip	\$4,640.57	\$5,000.00	\$359.43	\$5,000.00	-\$359.43
4222430 · FD Maint & Repair	\$215.00	\$0.00	-\$215.00	\$0.00	\$215.00
4299390 · Dispatch Services	\$18,246.00	\$18,246.00	\$0.00	\$17,572.00	\$674.00
Grand Total	\$39,652.90	\$57,648.00	\$17,995.10	\$55,457.00	-\$15,804.10

ChargeYear	2019
Account	4220 Fire Department

Sub Account	ChargeMonth	Name	Memo	Total
4220190 · FD Drill Allow/Salaries	Mar	Caisse, Kenneth C	0	\$0.00
	Jul	Caisse, Kenneth C	0	\$0.00
	Sep	Caisse, Kenneth C	0	\$0.00
4220190 · FD Drill Allow/Salaries Total				\$0.00
4220290 · FD Health and Safety	Aug	Monadnock Community Hospital	2524568 - Caisse, Kenneth C	\$131.38
			3267431 - Caisse, Kenneth	\$731.45
	Sep	Physcian Practice Billing Office Monadnock Community Hospital	K. Caisse 2439263 J. J. Eddinger MD Monadnock Comm W. Wildes	\$32.16 \$420.00
4220290 · FD Health and Safety Total				\$1,314.99
4220560 · FD Dues &Subscrips,cell, po box	Jan	Clark, George	jan	\$35.00
			dec	\$35.00
	Mar	MAFCA	0	\$100.00
		Clark, George	0	\$35.00
		ESO Solutions, Inc	0	\$400.00
	Apr	Clark, George	0	\$35.00
		Symposium Tech USA Inc	0	\$400.00
		United States Postal Service	0	\$64.00
	May	Clark, George	0	\$35.00
	Jun	Clark, George	may reimb cell phone	\$35.00
	Jul	Clark, George	0	\$35.00
	Aug	Clark, George	Verizon	\$35.00
	Sep	Clark, George	8/18/19 Bill date	\$35.00
		Souhegan Mutual Fire Aid Assoc	0	\$590.50
4220560 · FD Dues &Subscrips,cell, po box Total				\$1,869.50
4220610 · FD Fire Supplies (PPE)	Mar	Firematic Supply	0	\$1,719.34
	Apr	Firematic Supply	0	\$3,669.49
4220610 · FD Fire Supplies (PPE) Total				\$5,388.83
4220680 · FD Station Supplies (In Station	Jun	Citizens Bank Business Card	VOID:	\$0.00
4220680 · FD Station Supplies (In Station Total				\$0.00
4220740 · FD Truck Items/Equip	Mar	Batteries&Bulbs	0	\$80.55
4220740 · FD Truck Items/Equip Total				\$80.55
4220742 · FD Rescue Squad Expenses	Feb	Water Safety Products Inc	0	\$430.08
	Mar	Moore Medical	0	\$420.11
	Jun	Tactical Medical Solutions LLC	0	\$241.05
	Aug	McKesson Medical-Surgical Gov Sol LLC	0	\$195.40
	Sep	Allied 100, LLC	0	\$342.00
		McKesson Medical-Surgical Gov Sol LLC	0	\$98.12
4220742 · FD Rescue Squad Expenses Total				\$1,726.76
4221561 · FD Training	Feb	New England Fire Training	0	\$500.00
		State of NH, Dept. of Safety	0	\$810.00
	May	New England Fire Training	0	\$500.00
	Aug	New England Fire Training	0	\$500.00
4221561 · FD Training Total				\$2,310.00
4221630 · FD Equip Maintenance & Repair	Mar	Johnson Controls Fire Protection LP	0	\$398.00
	Apr	Firematic Supply	0	\$112.19
		NETS	0	\$240.00
	Aug	Firematic Supply	Order #757477 & 757478	\$762.76
		Wheeland's Auto and Truck Service Inc	0	\$490.10
			2011 Ford F550 W5H7 Safety Yellow	\$75.00
	Sep	Firematic Supply	0	\$576.00
		W. D. Perkins	Tanker 1	\$1,206.65
4221630 · FD Equip Maintenance & Repair Total				\$3,860.70
4221740 · FD Station Items/Equip	Jan	Batteries&Bulbs	0	\$89.95
		Silkscreen Graphics, LLC	0	\$30.00
	Mar	SWNH District Fire Mutual Aid	0	\$1,483.80
	Jun	Staples Credit Plan	6035517813047338	\$69.99
	Jul	National Pen Co. LLC	Customer #19029834 - Ref. #19029834-22371884	\$95.54
	Sep	SWNH District Fire Mutual Aid	W.O. No. R2019-100	\$2,866.30
		Citizens Bank Business Card	0	\$4.99
4221740 · FD Station Items/Equip Total				\$4,640.57
4222430 · FD Maint & Repair	Oct	Carbone's Window & Awning LLC	0	\$215.00
4222430 · FD Maint & Repair Total				\$215.00
4299390 · Dispatch Services	Jan	SWNH District Fire Mutual Aid	0	\$18,246.00
4299390 · Dispatch Services Total				\$18,246.00
Grand Total				\$39,652.90