

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

4:30 PM, 13 November 2018, Town Hall Annex

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

Select Board: Bill Ezell, Ken Caisse

Also in attendance: Andy Paul, CIP Committee

Review Budgets for Select Board & Municipal Buildings

Select Board

There will be a website upgrade next year. The contract starting in 2019 includes an \$1800 conversion fee to be paid over three years at \$600 per year, with additional fees for maintenance. The new system will include compatibility with mobile devices.

BoS recommends a slight increase to Website Administration to accommodate \$2000 for webmaster wages, \$600 for annual conversion fee, plus maintenance costs. Total TBD.

Action Item: Cromwell to research and report to BAC on annual maintenance fees.

BoS recommends an increase on the Professional Services line to \$2000 to cover the additional training and assistance during auditing for Accukeep (Brenda).

Cromwell suggests \$250 for training and seminars, although noted that many trainings and seminars offered by the state recently have been free.

BAC recommends changing Miscellaneous line item to "Contingencies". In the past, this line has been used for gifts for retiring town employees. BoS requests increase to \$500 for 2019.

Action Item: Scholl to request change from Miscellaneous to Contingencies.

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

Telephone System

The BoS has been researching new phone systems for the town office and other municipal buildings. Ezell reports that a small business telephone plan with little or no additional fees will likely be selected. Preliminary Office Equipment expenses for the new system are estimated at around \$1000.

Action Item: Concordia to confirm that Fire Dept does not use a landline. Who does the town pay for as far as cell phones within the Fire Department?

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Action Item: Does the Highway Department use a landline, and does the town pay for cell phones for Highway Dept employees? If so, who/how many?

Ezell reports that the Alarm Systems in the town office are outdated and have required a lot of expensive repairs this year. It is likely that they will need to be replaced in the not too distant future, perhaps 2020. More research is required.

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

Moderator

A bid was expected today, Nov 13th, for the printing of the Town Report.

Miscellaneous can be reduced to \$100. This line is used for paying for the sound system operator at Town Meeting.

Voter Registration & Election Administration

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

Financial Administration

Cromwell reports that the BoS has not yet received any information on the costs for Auditing, but does not expect an increase.

Data Processing Info Systems

Some tracking clarification needs to occur around Data Processing and Software and Support Charges vs. Hardware Maintenance & Upgrades. Software can be reduced to \$7000, Hardware can stay the same at \$3000.

Action Item: Cromwell to work with Judy to make sure all expenses are logged correctly. Website costs should be removed from Data Processing and instead tracked under Executive Website Administration.

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.

Assessing

This is a revaluation year so an increase is needed for Assessing Services. Expected cost is \$24,900. A full town revaluation is done every five years and is due in 2019.

Personnel Administration

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Cromwell reports that while the health insurance rates will not change in 2019, there will be personnel changes in 2019 that will affect this number. Rates have been received, calculations are needed.

Action Item: Kieley will calculate the costs factoring in the personnel changes and report back to BAC.

No change to Unemployment Compensation (\$500).

Legal Expenses should not change in 2019.

Insurance

Property and Liability Insurance estimate received for \$11,954. Recommended budget for \$12,000.

Workers Comp & Audit increase due to claims incurred this year. Increase to \$10,000 based on quote of \$9506.

Dues and Association Costs

Quote received from NHMA for \$1243.

Nothing received yet from SW Regional Plan Comm.

Government Buildings, Land

The Custodial Services cost is quite high. BAC/BoS recommends researching alternative options.

Action Item: Cromwell will recruit a volunteer to research and report back.

The BoS secured a new 2-year contract for Electrical services that will be lower than Eversource. It was noted that there may be some inaccuracies in the current bookkeeping for logging electrical and propane charges.

Action Item: Scholl to follow-up with Judy on correcting any errors.

The new floor installation on the second floor of the Fire Department was postponed. Budget needs to include \$2484 for 2019 under Municipal Building Repairs and Maintenance.

Town Hall building maintenance costs for 2019 were presented to the BoS at the regular meeting on October 9, 2018 (see Select Board Meeting Minutes). The floor needs to be refinished at a cost of \$750, otherwise nothing major is expected. Requested budget at \$3500 for Town Hall Repairs and Maintenance.

Action Item: Review all expenses for Town Hall and Municipal Building Repairs and Maintenance.

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Discussion on whether push bars or a lever set should be added to upstairs doors in the Municipal building. BoS will make a decision. Keep \$1000 under Municipal Building Improvement to Buildings.

Other Property Repairs & Maintenance can be reduced to \$1000. Costs incurred in 2018 were for one-time expenses for tree removal.

CIP Schedule Review for Select Board and Municipal Buildings

Review of Highway Dept items and discussion on how to plan ahead to keep the tax rate smooth. Next step is for the CIP Committee to schedule a meeting.

*Note: The BAC agreed to gather information for the CIP Committee since the committee is very small and too avoid having the departments attend meetings to discuss duplicate issues.

New Business

The Ambulance Committee reported that they received a letter from Wilton and it sounds like the Ambulance may actually not be over budget this year. Clarification is needed as what was received in the letter is very confusing (see attached).

There is a Budgeting and Taxing Webinar available that is free.

Action Item: Scholl will share the details in case anyone is interested in attending.

Scholl did some research on the mileage question for the Town Clerk and recommends the BoS follow the state recommendation for fees in their salary negotiations for 2019.

Approval of Minutes

Motions to approve minutes for the October 2nd regular meeting, the October 2nd meeting with the Auditors, and the November 6th regular meeting, as amended. Kieley made the motions, Concordia seconded. Unanimous approval.

Next Meeting November 27th, at 5:15 PM to review Fire Department and Other Committees as needed.

Motion to adjourn at 6:24 PM by Cromwell, Second by Concordia. Unanimous approval.

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Draft of BAC Meeting Schedule:

November 27	5:15 PM	Fire Department, other committees as needed
December 4	11:30 AM	BAC Committee Reports
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 BoS 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



Wilton Town Administrator <wiltonta@wiltonnh.org>

Visit to Wilton

Dow, Jamie <Jamie.Dow@dra.nh.gov>
 To: Wilton Town Administrator <wiltonta@wiltonnh.org>

Wed, Nov 7, 2018 at 10:50 AM

Hi Paul,

It was great to meet with all of you.

As explained in the meeting the revolving fund functions in a manner where the funds (fees, other towns) are deposited directly in to the fund, and expenses paid out without an appropriation. The SelectBoard are the ones that approve the expenditures from the revolving fund. The only money that needs to be appropriated is the Wilton share from taxation, the remainder should not be budget for the annual MS737 for town meeting vote.

31:95-h Revolving Funds. –

I. A town may, by vote of the legislative body, establish a revolving fund. Each revolving fund shall be limited to one of the following purposes:

- (a) Facilitating, maintaining, or encouraging recycling as defined in RSA 149-M:4;
- (b) Providing ambulance services, or fire services, or both;
- (c) Providing public safety services by municipal employees or volunteers outside of the ordinary detail of such persons, including but not limited to public safety services in connection with special events, highway construction, and other construction projects, or for any other public safety purpose deemed appropriate by the municipality;
- (d) Creating affordable housing and facilitating transactions relative thereto;
- (e) Providing cable access for public, educational, or governmental use;
- (f) Financing of energy conservation and efficiency and clean energy improvements by participating property owners in an energy efficiency and clean energy district established pursuant to RSA 53-F; or
- (g) Facilitating transactions relative to municipal group net metering.

II. If a town establishes a revolving fund for any of the purposes listed in paragraph I, it may deposit into the fund all or any part of the revenues from fees, charges, or other income derived from the activities or services supported by the fund, and any other revenues approved by the legislative body for deposit into the fund. The money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general surplus. The town treasurer shall have custody of all moneys in the fund, and **shall pay out the same only upon order of the governing body**, or other board or body designated by the local legislative body at the time the fund is created; provided, that no further approval of the legislative body, if different from the governing body, shall be required. Such funds may be expended only for the purposes for which the fund was created.

III. The legislative body may, at the time it establishes a revolving fund or at any time thereafter, place limitations on expenditures from the fund including, but not limited to, restrictions on the types of items or services that may be purchased from the fund, limitations on the amount of any single expenditure, and limitations on the total amount of expenditures to be made in a year. **No amount may be expended from a revolving fund established hereunder for any item or service for which an appropriation has been specifically rejected by the legislative body during the same year.**