

Budget Advisory & Capital Improvements Joint Meeting
Town of Temple, NH
Meeting Minutes

11:30 AM, 02 October 2019, Town Hall Annex

BAC Attendees: Gary Scholl (Chair BAC, CIP), John Kieley (BAC), Gail Cromwell (BAC, Chair CIP), Christine Robidoux (BAC), Steve Concordia (BAC), Mike Darnell (BAC), Andy Paul (CIP), George Willard (Select Board, CIP), Tedd Petro (CIP)

Also in attendance: Kent Perry (Highway Dept), Vivian Wills (Chair Recreation Committee), and Kathy Fedorka (Recreation Committee)

Meeting called to order at 11:30 AM.

Review Budgets and Facilities Needs for Highway Department
(See attachment with YTD Expenditures as of 2019 Sep 30)

Discussion of Labor line breakdown requested by BAC. Placeholder of \$155,000 for salaries, pending Highway discussion with Select Board. There are currently 3 full time workers, plus one Admin who works 2-3 hours/week.

Perry would like to breakout Highway Vehicle Maintenance line items. For example, tires should have their own line. *(See attached budget from Perry).*

Perry would like to replace the Ford 550 this year (2020) with a Dodge. Cost is about the same. Highway is spending roughly \$5000 per year on maintenance for the 550. There is also a recall on the turbo which means we could be looking at another \$5000 in 2020 and repairs would take the truck out of service for about a month. Perry shared the quote on the proposed new vehicle.

Perry reports that wages are not adequate for retention and hiring of employees. A survey of what other towns in our area was recommended.

The highway department did a full underground review of West Rd, including culverts, and found needs for significant repairs. There are 17 culverts that need to be replaced before the paving can be completed. Perry recommends postponing the paving of West Rd to 2021 so that culvert repairs can be done in 2020. He believes the total cost for culvert repair work would be around \$6600, plus at least \$3000 for the rental of an excavator (equipment rental). Perry recommends doing the 2021 paving in 2020.

There is a continued need for subcontractors for snow removal.

Sand and gravel requested amount is \$16,000.

Ashphalt & Paving will be covered by the CIP and an annual warrant article. Total estimated costs for paving in 2020 (following 2021 paving plan), is \$178,000.

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Signs & Markers to \$600.

Vehicle repairs can be reduced to \$10,000 if the warrant article for the new truck passes.

No need for office supplies. Keep \$1 as a placeholder.

Discussion of revenue from the sale of the existing 550 dump truck. It is normally used to offset the cost of a new vehicle to reduce the tax rate. Revenue would go into the general fund.

The chimney needs to be replaced on the highway building. Estimated Building Maintenance and Repairs is \$2000.

CIP question regarding tractor implements. A new mower cutter bar is needed at a cost of \$32,000. This will be a warrant article. A replacement brush chipper and sweeper are *not* needed.

Cemetery

See attachment YTD Cemetery Budget

A revenue line needs to be added for grave digging, along with a budget expenditure line for burial expenses. Staff are paid for their time, including overtime on the weekends. The income needs to cover the expense.

Perry will check on other area towns to see what they charge for burial fees.

Perry will research what remains as far as gravestone repairs. He believes the multi-year project is almost complete. A placeholder of \$1500 was suggested.

Town Building Repairs

Other repairs and maintenance for town building (ballfield, etc.) amount of \$1000 is recommended.

Recreation Committee

New Rec Committee Chair Vivian Wills inquired about the budget process. There is currently one line item in the budget, with \$3000 budgeted annually. Wills reported that she is working with the Select Board to correct wording on the original warrant article for the Rec Committee revolving fund. The issue is around the process for accepting donations.

Wills is learning the financial aspects of the Rec Committee and is working with town Treasurer. She will work with Rec Committee to make a list of all the annual activities with projected

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expenses for 2020 and get back to the BAC with a more firm budget for 2020. She suspects it will still be pretty close to \$3000. The Rec Committee is meeting in two weeks.

Minutes unanimously approved for September 4, 2019 meeting.

Minutes unanimously approved with amendments for September 24, 2019 meeting.

New Business:

TTHAC Chair Connie Kieley reports that there are no planned capital improvements in 2020. There may be a rug cleaning, but otherwise no major repairs are needed. Proposed placeholder of \$2000 for Town Hall Repairs and Maintenance pending review of annual maintenance contracts.

The Village Green would like to attend the BAC meeting on November 6th to discuss the budget.

The Select Board voted to accept the loan of a fire truck at no cost to the town, other than painting/lettering and any annual maintenance.

Motion to adjourn at 1:38 PM. Unanimous approval.

Attachments:

2020_09_04_BAC Budget Preparation Schedule

2019_03_16 CIP Spreadsheet + Graph

2019_10_02 HighwayYTD_Scholl

2019_10_02_HighwayBudget_Perry

2019_10_01_Email_CashAssets_Allen

2019_10_01_Email_BankSvcs_Allen

2019_09_26_Email_TrainingSeminars_Treasurer

2020

**Budget Advisory Committee
Town of Temple, NH**

***Proposed Meeting Schedule for Department Interviews and
Consolidation***

<u>Department</u>	<u>Date</u>	<u>Time</u>
Municipal Government & Finance*	25 September 2019	10:00 AM
Highway and Cemetery*	2 October 2019	11:30 AM
BOS and Auditors	16 October 2019	4:30 PM
BOS, Gov. Buildings & Village Green*	6 November 2019	4:30 PM
Fire, Animal Control, Library*	20 November 2019	4:30 PM
BAC Member Reports	4 December 2019	4:30 PM
BAC Budget Consolidation & Prep.	15 January 2020	4:30 PM
BAC Budget Consolidation & Prep.	29 January 2020	4:30 PM
BoS & BAC Town Budget Presentation	7 February 2020	7:00 PM

****Dates and times are pending confirmation with town departments and committees.***

Member Assignments:

Scholl: Welfare,

Concordia: Planning Board, Fire Dept

Robidoux: Town Hall, Library, Rec Committee, TCPC

Kieley: Energy, TEEC, ZBA, ConComm

Caisse: Ambulance, Recycling

Cromwell: Police, Animal Control

Darnell: Patriotic Purposes

**Town of Temple Budget Yr 2019
CIP Spreadsheet**

Dept.	Item Description	Year Purchased or Refurbished	Estimated Costs (2018-19 \$'s)	Temple Approp %	Replacement Cycle (Yrs)	2019 CIP Proposed	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
EMS	Ambulance #1 (20%) *	2018	\$ 207,600	20%	50	Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMS	Ambulance #2 (20%) *	2007	\$ 207,600	20%	50	Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMS	Cardiac Monitor #1 (20%)*	2018	\$ 40,000	20%	50	Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMS	Cardiac Monitor #2 (20%)*	2018	\$ 40,000	20%	50	Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	Airpacks and Comp	2014	\$ 57,500	100%	15	Final Pay	\$ 11,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	Jaws of Life - (Cutter & Spreader)	2015	\$ 24,650	100%	15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	HAZ Env. Digital Radios	2010	\$ 10,500	100%	50	Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	Thermal Imager	2004	\$ 5,000	100%	16		\$ -	\$ 5,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	Skid Unit	2003	\$ 10,700	100%	30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	Turnout Gear (purchase 2 per year)	2009	\$ 8,250	100%	10	3 New	\$ 8,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	Grumman Rescue Truck	2006	\$ 140,000	100%	20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,855	\$ 43,042
Fire Dept.	F550 Brush Truck / 1st Response Vehicle	2010	\$ 85,000	100%	20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Dept.	International Fire Pumper (Engine)	1993	\$ 443,300	100%	30		\$ -	\$ -	\$ -	\$ -	\$ 78,927	\$ 77,542	\$ 76,158	\$ 74,773	\$ 73,388	\$ -
Fire Dept.	Freightliner Tanker	2003		100%	30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	Ford F550 6 Wheel Dumptruck	2011	\$ 83,200	100%	10	Was 9yr	\$ -	\$ -	\$ 86,561	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	International Dump Truck (6 wheel)	2013	\$ 165,000	100%	15	Final Pay	\$ 27,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	International Dump Truck (6 wheel)	2006	\$ 184,500	100%	15		\$ -	\$ -	\$ -	\$ 68,502	\$ 67,209	\$ 65,917	\$ -	\$ -	\$ -	\$ -
Highway	CAT Road Grader	2009		74%	30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	CAT Loader	2015	\$ 117,500	100%	20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	Garage and Sand Storage Facility			100%			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	Brush Chipper	1987	\$ 22,200	100%	34	Was 32yr	\$ -	\$ -	\$ 23,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	Massey-Ferguson Tractor	2007		100%	30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	Tractor Implements	2007	\$ 15,000	100%	13	Was 12yr	\$ -	\$ 15,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway	Backhoe	2019	\$ 109,500	100%	0	New	\$ 38,417	\$ 38,417	\$ 38,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy Bridge	Converse 1 Bridge	2015	\$ 584,000	20%	40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy Bridge	Converse 2 Bridge	2014	\$ 15,500	100%	40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy Bridge	Hadley Highway 1 Bridge	2016	\$ 20,000	100%	40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy Bridge	Thomas Maynard	2018	\$ 30,000	100%	30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy Bridge	East Road Bridge		\$ 515,000	20%	20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy Cemetery	Cemetery Mower	2015	\$ 11,000	100%	10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,388	\$ -	\$ -	\$ -
Library	Replace North and West Roof	2000		100%	25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library	Replace South and East Roof	2009		100%	25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library	Furnace	2001	\$ 12,200	100%	20		\$ -	\$ -	\$ 12,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police	Ford Interceptor	2013	\$ 40,000	39%	8		\$ -	\$ -	\$ 16,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police	Explorer	2015	\$ 40,000	39%	8		\$ -	\$ -	\$ -	\$ 16,886	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police	Ford Explorer	2018	\$ 52,000	39%	8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,295	\$ -	\$ -	\$ -
Police	Detail Cruiser: 2007 Nissan			39%	8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation	Resurface Tennis & B-Ball Courts	2016	\$ 4,000	100%	9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,505	\$ -	\$ -	\$ -
Town Gov.	Records Preservation			100%			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Gov.	Photocopier	2013	\$ 7,500	100%	7		\$ -	\$ 7,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,787	\$ -
Town Gov.				100%			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Gov.	Computer upgrades	2015	\$ 12,000	100%	6		\$ -	\$ -	\$ 12,485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,060	\$ -
							\$ 85,623	\$ 66,467	\$ 189,483	\$ 68,502	\$ 84,095	\$ 144,844	\$ 94,435	\$ 99,453	\$ 141,475	\$ 116,431

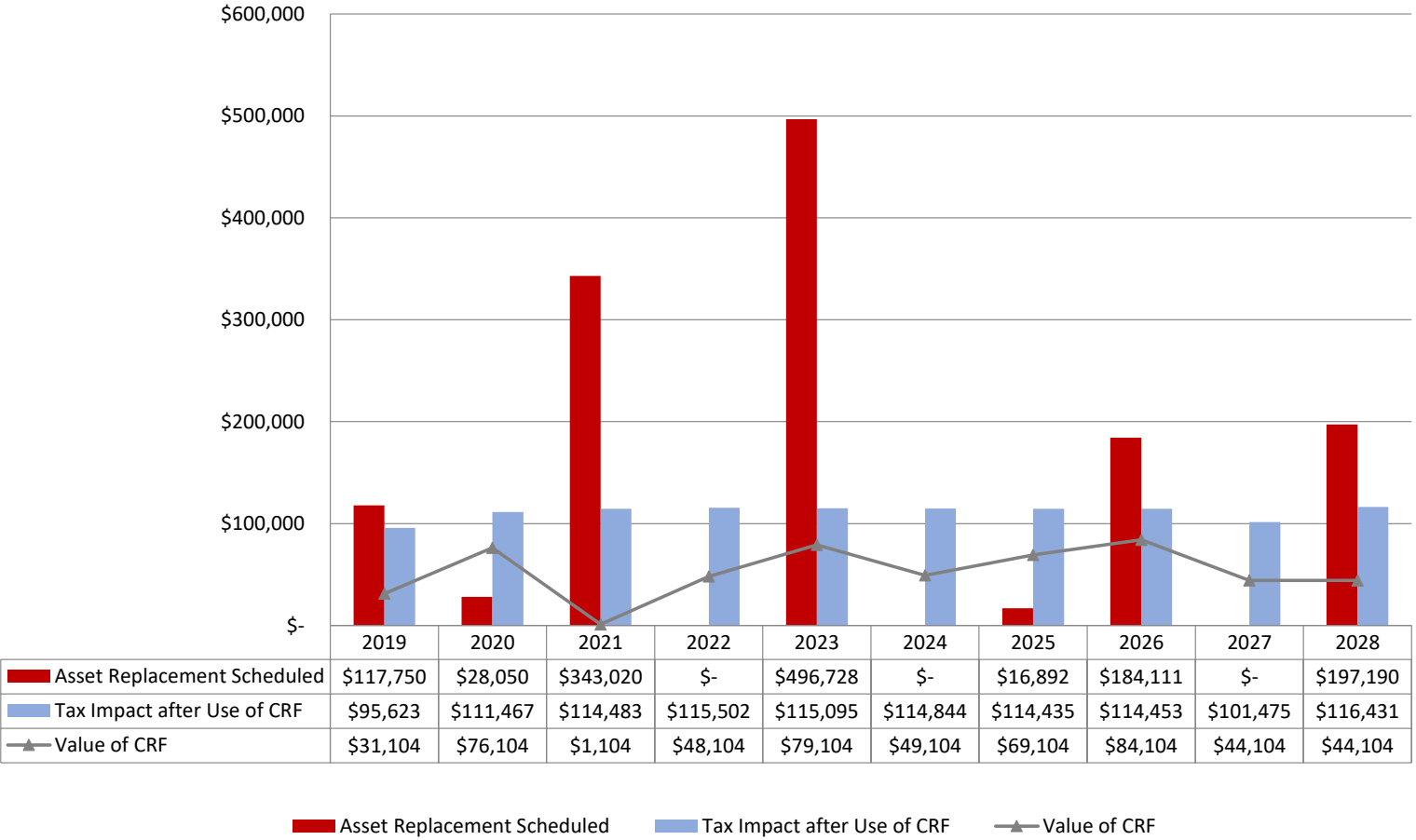
WITH CAPITAL RESERVE FUND

Asset Replacement Scheduled	\$ 117,750	\$ 28,050	\$ 343,020	\$ -	\$ 496,728	\$ -	\$ 16,892	\$ 184,111	\$ -	\$ 197,190
Recommended Contribution to CRF's	\$ 10,000	\$ 45,000		\$ 47,000	\$ 31,000	\$ -	\$ 20,000	\$ 15,000	\$ -	\$ -
Recommended Deductions from CRF's			\$ (75,000)	\$ -	\$ -	\$ (30,000)	\$ -	\$ -	\$ (40,000)	\$ -
Tax Impact after Use of CRF	\$ 95,623	\$ 111,467	\$ 114,483	\$ 115,502	\$ 115,095	\$ 114,844	\$ 114,435	\$ 114,453	\$ 101,475	\$ 116,431
Value of CRF	\$ 21,104	\$ 31,104	\$ 76,104	\$ 1,104	\$ 48,104	\$ 79,104	\$ 49,104	\$ 69,104	\$ 84,104	\$ 44,104

Indicates Future Debt Obligations

Indicates Current Debt Obligations

Capital Appropriations With vs Without Smoothing



2019 Sep YtD Actual

	Expenditures	Budget	\$ Over Budget	%Of Budget
4312 · 4312 Highway Dept.				
4312110 · HW Labor	\$ 98,079	\$ 144,130	-\$46,051	68.0%
4312140 · HW Overtime	\$ 10,598	\$ 16,500	-\$5,902	64.2%
4312220 · HW Social Security	\$ 7,378	\$ 9,959	-\$2,581	74.1%
4312225 · HW Medicare	\$ 1,768	\$ 2,329	-\$561	75.9%
4312341 · HW Telephone and Pager	\$ 2,260	\$ 2,500	-\$240	90.4%
4312410 · HW Electricity	\$ 342	\$ 600	-\$258	56.9%
4312411 · HW Propane	\$ 349	\$ 700	-\$351	49.8%
4312430 · HW Vehicle Maint & Repairs	\$ 13,628	\$ 15,000	-\$1,372	90.9%
4312440 · HW Subcontractors	\$ 1,448	\$ 6,000	-\$4,552	24.1%
4312441 · SN Subcontractors Snow Related	\$ 3,760	\$ 10,000	-\$6,240	37.6%
4312560 · HW Dues & Subscriptions	\$ 709	\$ 600	\$109	118.2%
4312561 · HW Training and Seminars	\$ 120	\$ 200	-\$80	60.0%
4312610 · HW Supplies	\$ 3,718	\$ 8,000	-\$4,282	46.5%
4312620 · HW Office Supplies	\$ 55	\$ 50	\$5	110.0%
4312625 · HW Postage	\$ 88	\$ 250	-\$162	35.1%
4312630 · HW Asphalt and Paving	\$ 73,677	\$ 140,000	-\$66,323	52.6%
4312635 · HW Facilities Repairs	\$ -	\$ 2,000	-\$2,000	0.0%
4312690 · SN Winter Salt	\$ 7,774	\$ 16,000	-\$8,226	48.6%
4312730 · HW Sand and Gravel	\$ 19,183	\$ 50,000	-\$30,817	38.4%
4312731 · HW Signs	\$ 69	\$ 600	-\$531	11.4%
4312732 · HW Culvert Pipe	\$ 1,971	\$ 2,500	-\$529	78.8%
Total 4312 · 4312 Highway Dept.	\$ 246,973	\$ 427,918	-\$180,945	57.7%
4195 · 4195 Cemeteries				
4195110 · CM Cemetery Maint (Labor)	\$ 2,526	\$ 3,299	\$ (773)	76.6%
4195220 · CM Social Security	\$ 161	\$ 205	\$ (44)	78.5%
4195225 · CM Medicare	\$ 38	\$ 48	\$ (10)	78.5%
4195430 · CM Cemetery Maintenance-Hired	\$ -	\$ 1	\$ (1)	0.0%
4195431 · CM Cemetery Repairs & Supplies*	\$ 409	\$ 4,500	\$ (4,091)	9.1%
Total 4195 · 4195 Cemeteries	\$ 3,134	\$ 8,053	\$ (4,919)	38.9%

1900 hr. Not a living wage.

1402 \$144,130
Overhead \$16,500
Social Security \$9,959
Medicare \$2,329
Telephone \$2,500
Electricity \$600.
Propane \$700
Dies \$600
Office Sup. \$50.
Postage \$250.
Training \$200.

Asphalt + Paving.

\$140.00

Vehicle Maint

13,000 Adjusted ADD

Shop Supplies

\$7,000 - Tools large equip. jacks ect. Mower
STUFF

SAND

\$20,000

Gravel/Stone

\$20,000

Tires.

1,550.00

475 ea

300 ea

Signs + Markers

\$600

Culverts

2500.00

15" 131.40

18" 204.22

\$6,214.80. West Rd

ADD \$3714.80

Salt

16,000

Subs for saw

10,000

Equip Rental, subs

6000.00

Building Maint.

\$2000.00

Trees, Rental Equip.

From: Peter Allen

Sent: Tuesday, October 1, 2019 1:02 PM

To: michael.t.darnell@comcast.net; Christine Robidoux; Gary Scholl; John Kieley; Steve Concordia; Gail Cromwell; Selectboard NH

Cc: Board Assistant

Subject: cash assets as of 9/30/19

hello to all

please see below. any question, please do not hesitate to let me know

my regards

Peter

FYI: we are expecting last \$60k plus highway invoice for paving in October

10/1/2019		
To: BAC and BOS	Treasurer Report Current Cash assets	
From: Peter W. Allen, Treasurer	end of month	Sep-19
as of 9/30/19		
Citizens Gen Fund	\$ 14,178.24	(includes interest below)
Citizens Mthly earned interest	\$ 0.37	
Net in Quickbook treasurer	\$ 4,498.74	
(Gen Fund minus Quickbook net)	\$ 9,679.50	checks outstanding at EOM
PDIP	\$ 1,029,190.70	(includes interest below)
Pdip Mthly Earned interst	\$ 2,143.94	
Year-to-date PDIEarned Interest	\$17,000.93	
NB: interest rate at PDIP now below 2% - 1.99% today - slowing interest earned along with less cash will impact int.		
Total Town Cash Assets	\$ 1,038,870.20	as of 09/30/19

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Peter W. Allen

Treasurer, Town of Temple

603-325-5177 cell

603-878 -2536 office

From: Peter Allen

Sent: Tuesday, October 1, 2019 12:55 PM

To: michael.t.darnell@comcast.net; Christine Robidoux; Gary Scholl; John Kieley; Steve Concordia; Gail Cromwell

Subject: update of Citizens costs for banking services

hello to all

Citizens has responded saying no change to cost of services that I provided to you earlier

TD is still working on their revision

Auditors (telcom with jen) already sees all this activities, and so there is no issue, merely to maintain authorization's such as signoffs, etc.

till get back asap with TD bank's response

regards

Peter

Peter W. Allen

Treasurer, Town of Temple

603-325-5177 cell

603-878 -2536 office

From: Peter Allen

Sent: Thursday, September 26, 2019 12:51 PM

To: michael.t.darnell@comcast.net; Christine Robidoux; Gary Scholl; John Kieley; Steve Concordia; Gail Cromwell

Cc: Board Assistant

Subject: NH MA conference Nov 13,14

hi BAC

here is infor on NHMA conference in Nov . I plan on going...as I think other might too
cost is \$180 , or \$130 early bird reg (before Oct 11), \$12 for parking for two days
lunch is included in fee

https://www.nhmunicipal.org/sites/default/files/uploads/Annual_Conference/2019_promo_flyer.pdf

https://www.cognitoforms.com/NewHampshireMunicipalAssociation/_2019NHMAAnnualConference

my regards

Peter

ps: if we use credit card (we now have \$10,000 credit to use) we have 55 day window to pay back, and we earn reward points...

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Peter W. Allen

Treasurer, Town of Temple

603-325-5177 cell

603-878 -2536 office