

Budget Advisory Committee
Minutes
October 11, 2023

Present: Gary Scholl, Robert Kenney, Tim Fiske, Gail Cromwell, Peter Allen , Bill Ezell, Mike Darnell

Chairman Scholl called the meeting to order at 7 p.m.

The bookkeeper, tax collector, and board assistant were unable to attend but each sent written comments which will be attached to these minutes.

Cara Nichols has been on the job just a few weeks but will be taking a vacation from January 30 to February 23. Brenda Wiley, who has worked for the town in the past, will step in for accounts payable and any special issues. Our board assistant, Carole, can do payroll. Cara estimates that Brenda will require about \$600 (8-12 hours at \$50 each). It was decided to put this estimated \$600 in the Select Board line of Professional Services. Caro's salary line will be deducted for the time missed.

Carole's letter identifies changes recommended in postage, custodial services, the welfare stipend, ballfield maintenance expense (adding a handicapped assessable portable toilet) and printing/advertising for the select board.

Elizabeth provided a lengthy set of recommendations , attached.

The Treasurer, Peter Allen, was present, and recommended only a small reduction in office supplies from \$350 to \$200. He was able to purchase a 2 year supply of the proper envelopes. Bank charges are showing as a negative number, to be corrected/explained in the future.

The discussion turned to considering the possibility of changing the salaries for the town clerk, tax collector, and treasurer from an annual sum to an hourly rate with a cap. Perhaps an expected number of hours to guarantee service. These ideas can be discussed at a future BAC meeting.

Mike reminded the group that last year we considered the idea of merging the highway and fire department reserve accounts for repairs into one fund, rather than one for each of them. We agreed to do it but then it got lost in the end of year warrant writing. The CIP committee can be involved in this.

Bill reported that Peter Caswell has found high levels of salt in town water. It is not an immediate problem but may require action in the future. Tim described that the town well has

a filter based on salt and he has long been concerned about the amount of salt being used annually. Also, for whatever reason, Kent did not change the salt and the town water turned brown and stained various fixtures in the church particularly. It is possible that it is roadway salt unrelated to our water filter. The state has apparently paid for a new well for the house immediately across from the Banks/St.Cyr house in the center of town, in the belief that road salt had contaminated their well. We need more information on this problem.

Problems still remaining with the accounting:

The garage door for the highway building has been paid for but does not show where in the accounting. The annual report likewise is a problem because only half shows paid but it is known to be paid for.

The CIP Committee will join the BAC for the next meeting to discuss the highway.

Tim reported that the Town Hall painting for next year should be \$9000, for 3 sides of the building (the front was done last year), and a small amount of interior painting in front of the stage.

Ken Caisse is to get a painting estimate for the town office building.

Gail reported that the supervisors of the checklist do indeed pay social security taxes and medicare. Gary will add to the budget.

Respectfully,

Gail Cromwell

Attachments:

Tax collector notes

Board assistant notes

Bookkeeper notes

From: Board Assistant boardassistant@templeh.org
Subject: Re: 2023/2024 Budget changes
Date: October 10, 2023 at 2:43 PM
To: BAC bac@templeh.org, Selectboard selectboard@templeh.org

Also, I am waiting for a couple more charitable donation requests but it is currently about the same as 2023.
I will send the final worksheet when I get the remaining requests.
Carole

On Tue, Oct 10, 2023 at 2:43 PM Board Assistant < > wrote:
Attached are my budget numbers and forecasts.

Highlights include:

- * The postage lease was renewed for 2 years only effective Q3/2023, the higher rate will put the 2023 budget over, and forecast higher for 2024.
- * Custodial is way down due to the change from Dutchmaids to Caleb Aho.
- * Welfare will be up for 2023 only, due to the 1 QTR overlap of welfare agents.
- * Ballfield Repair/Maint will be lower than expected in 2023 but will go up in 2024 due to the change from a regular unit to a handicap unit.
- * SB Printing & Advertising is over budget for 2023 due to several Newspaper ads including the highway worker, welfare agent, invitation to bid and charrette mailers.

gwscholl@gmail.com

From: Cara Nicholl, Temple Bookkeeper <templehbookkeeper@gmail.com>
Sent: Tuesday, October 10, 2023 9:08 PM
To: Selectboard NH; Ken Caisse; Bill Ezell; Gary Scholl
Cc: Board Assistant
Subject: Upcoming vacation

Hello all,

I am preparing for an upcoming vacation in January/February 2024. The dates I will be gone are specifically January 30 - February 23. In total, that is 3 payroll and 1 A/P run. Carole is fine with doing payroll while I am gone. I have talked with Brenda Wiley, who is willing to step in for A/P and any miscellaneous issues. Her hourly rate is \$50/hour. I am estimating she will take about 8-12 hours, adding in a bit of buffer time for emergencies and complicating factors. I am including this \$600 in my budget request for 2024.

Please let me know what other preparations I need to make for this trip or if I need to forward this email to anyone else.

Thank you so much and have a good evening,
Cara

Cara Nicholl
Bookkeeper
Town of Temple, NH

gwscholl@gmail.com

From: taxcollector@templeh.org
Sent: Tuesday, October 10, 2023 2:14 PM
To: gwscholl@gmail.com
Subject: Budget Notes

Hi Gary,

It was nice to see you earlier today. I have had a chance to look at this year's budget and see just one area of concern for the remainder of the year. I believe that I will go over on postage, as I will need \$350.00- \$400.00 to mail the December invoices. There is only \$280.00 remaining. I will keep my office supply expenditures as low as possible for the remainder of the year in hopes of balancing out the postage overage. Looking forward to next year, we will need to increase my postage budget again. I would suggest an increase of \$200.00 to \$1,150.00. My training budget for this year is just \$1.00 under budget, and I wasn't able to attend the Spring Workshop that should be attended each year, along with the Fall Conference. I would like to add \$50.00 to the training budget for a total of \$600.00. I have not yet received estimates for next year's fall conference. I will let you know if that price increases again.

Regarding collections, I anticipate that there will be a significant decrease in the amount of lien interest that is collected going forward, due to the unusual situation of having a large number of liens redeemed earlier this fall. There is now a much smaller number of liens accruing interest. The following is a snapshot of balances due at the end of September over the past 3 years:

2021 – Liens & Current Year	180,999.12	Current Year Only 80,953.49
2022 – Liens & Current Year	202,843.99	Current Year Only 70,075.63
2023 – Lines & Current Year	93,516.18	Current Year Only 64,500.57

The variances are due more than anything to the lien situation that I referenced earlier. My general feeling that is otherwise, things are holding fairly steady.

Best Regards,

Elizabeth Maxcy-Humphrey
Tax Collector
Town of Temple