

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

11:00 AM, 7 November 2017, Town Hall Annex

Attendees: Gary Scholl, John Kieley, Gail Cromwell (BoS), Ken Sullivan, Steve Concordia, Christine Robidoux, Joyce Kullgren (Town Clerk), Daryl Weinbrenner (Treasurer), Jeannie Whitcomb (Tax Collector), Mary Amsden (Supervisors of the Checklist & Library)

Meeting called to order at 11:02 AM

Town Clerk:

The budget for 2018 was discussed including:

1. Telephone/internet...consideration will be given to combining these across departments vs arbitrarily splitting out as currently. The BOS will consider authorizing "caller id" on the Clerk and Tax collectors combined line to facilitate the juggling of calls and in house business; the cost is expected to be \$6.50/month after a \$12 start-up cost.
2. More research needs to be done on costs recorded under printing and advertising.
3. It is not apparent where State fees for dog licenses are being recorded.
4. As previously discussed, the cost of the postage meter will be budgeted under administration with actual postage used charged to each department. It needs to be confirmed that the meter is set to zero for each department at the beginning of the fiscal year after the prior year's department totals are recorded.
5. Joyce reminded The Committee that there will be three elections in 2018.
6. The Committee agreed to give further consideration to recording office supplies under administration vs arbitrarily allocating to departments.

Treasury:

The budget for 2018 was discussed including:

1. Bank fees are bad check fees that the Town pays and is reimbursed for by the issuer.
2. Dues are \$40/year
3. Training costs are \$300 including mileage.
4. Current cash balances are checking \$380,000 and State pool \$260,000 for a \$640,000 total. The importance of keeping the BOS and BAC up to date on cash balances was discussed and Daryl confirmed that the information is always available. More work will be done to better communicate that information.
5. Daryl requested that the Town reimburse him for his mileage to and from the Bank. He estimated that the annual total was 1320 miles and that Mason reimbursed their treasurer who drives about the same distance.

Tax Collector:

The budget for 2018 was discussed including:

Information Systems

1. Currently changes to appraised values (including annual current use value changes) have to be manually entered resulting in large labor costs and risk of errors. Avatar has a program that automatically updates this information and prints the tax bills. The first-

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year cost is \$8400 with an annual cost of \$1631. This purchase (particularly with the adoption of Quick Books for accounting) would dramatically reduce the Town's costs for BMSI thus paying for the start-up costs in the first few years. These costs (Avatar and QB) would be expended in 2017 if approved by the BOS. Funds would come from the \$14,000 budget we have for BMSI's fees.

2. It was agreed that if the changes described in (1) were approved and paid in 2017, it would be appropriate to budget monies in 2018 for consulting help for implementation. \$5000 was mentioned.
3. The Clerk would like to keep the BMSI software she uses. The annual cost is \$1733.
4. If a change is made to BMSI, the Town should make sure (a) that we could continue to access our financial history which resides on Town hardware and (b) that year end 2017 processing could take place on BMSI.

Voter Registration/Supervisors of the Checklist:

The budget for 2018 was discussed including:

1. Wages for Voter Registration staff based on expected hours for three elections were reviewed and adjusted to reflect true VR hours vs hours spent counting ballots which should be charged to Elections. The adjusted wages figure is \$1552.50.
2. The cost to advertise five registration sessions was discussed. Gail to try to find cost of postings in the Ledger. The budget for 2018 was discussed including:
3. Training sessions are paid by the State. Mileage costs were estimated at \$60.
4. It was not clear where postage fees are booked. VR has a code for the postage meter.

Elections:

The budgets for three elections were discussed and it was agreed that \$4000 should be budgeted including the Moderators wages. Note that this does not include the Moderator's stipend for Town Meeting.

- Verify with moderator that Supervisors are paid out of Wages-Election workers for their time spent counting votes, not out of Supervisors Wages (approximately 3 hours per election for 3 Supervisors).

Town Meeting:

The budget for 2018 was discussed including:

1. Moderator's wages should be \$100
2. Postcard costs (printing and postage) were \$215 in 2017.
3. Cleaning costs were roughly \$100.
4. Rose is preparing an estimate for the Town Report; should leave at \$3100 for now.

Library:

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The Library budget was discussed including:

1. Wage/salary adjustment for all staff of 1.5%.
2. Landscape includes cost of plantings at front of building and around new sign.
3. Cost of sign to be donated; Library's private funds to pay for sign erection, downward lights etc.
4. \$1000 special projects budget to pay for technology upgrade.
5. The costs to remove trees threatening the Library buildings were discussed including the Trustees allocating private funds to this expense. It was agreed to table this question until Tim has a cost estimate. The trustees recommend that cost of tree removal be added to the library budget.

The minutes of the October 24 meeting were discussed. Motion by Gail to approve as is, second by Ken and unanimously approved.

Next Meeting Scheduled for Wednesday, November 15th at 6:00 PM.

Motion to adjourn by Gail, second by Kieley and unanimously approved at 1:06.

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TOWN OF TEMPLE

BUDGET ADVISORY COMMITTEE

2018 BUDGET DEVELOPMENT SCHEDULE

Date	Time	Subject
November 15	6:00	Fire Department Animal Control External vendors...info from Assistant to BOS
December 5	11:30	Reports on BAC member assignments*
December 19	11:30	Best information on Police, Recycling and Ambulance Review of overall budget
January	Meetings to finalize budget	
February	Budget and Warrant Articles Hearing	

BAC Member Assignments:

Gary: Welfare, Ambulance, Recreation
Steve: Planning Board, Patriotic Purposes, Fire Dept
Christine: Town Hall, Recycling, Animal Control, Library
Steve: Energy (diesel, gas, electricity, propane and heating oil), TEEC
John: ZBA and ConComm
Gail: Police

TEMPLE FINANCIAL REPORT							
2017 As of: Sep 2017							
		Total to Date	Total Budget	Percent To Date	Requested By Dpt	BAC Comment	Final Budget
	TOWN MEETING						
01-4130.30-130	MTG Moderators Wages	\$ 244	\$ 100	244%	\$ 100		
01-4130.30-220	MTG Social Security	\$ -	\$ -	#N/A	\$ -		
01-4130.30-225	MTG Medicare	\$ 1	\$ -	#N/A	\$ -		
01-4130.30-550	MTG Town Report Printing	\$ 3,191	\$ 3,100	103%	\$ 3,100	Review	
01-4130.30-610	MTG General Supplies	\$ -	\$ 100	0%	\$ 1		
01-4130.30-625	MTG Postage	\$ -	\$ 1	0%	\$ 1		
01-4130.30-690	MTG Miscellaneous	\$ 365	\$ 600	61%	\$ 500		
	**TOTAL ** TOWN MEETING	\$ 3,801	\$ 3,901	97%	\$ 3,702		
ELECTION, REGISTRATION & VITAL STAT							

	TOWN CLERK						
01-4140.10-130	TC Salary	\$ 13,895	\$ 18,526	75%			
01-4140.10-135	TC Deputy Salary	\$ 685	\$ 1,370	50%			
01-4140.10-190	TC Fees	\$ -					
01-4140.10-220	TC Social Security	\$ 904	\$ 1,234	73%			
01-4140.10-225	TC Medicare	\$ 212	\$ 289	73%			
01-4140.10-341	TC/TX Telephone/Internet	\$ 630	\$ 1,000	63%			
01-4140.10-550	TC Printing & Advertising	\$ 41	\$ 150	27%			
01-4140.10-560	TC Dues & Subscriptions	\$ 20	\$ 320	6%			
01-4140.10-561	TC Training & Seminars	\$ 832	\$ 900	92%			
01-4140.10-620	TC Office Supplies	\$ 37	\$ 650	6%			
01-4140.10-625	TC Postage	\$ 725	\$ 1,000	73%			
01-4140.10-740	TC Equipment & Refunds	\$ -	\$ 100	0%			
	**TOTAL ** TOWN CLERK	\$ 17,981	\$ 25,539	70%			
	VOTER REGISTRATION						
01-4140.20-130	VR Wages - Checklist Supervisors	\$ 563	\$ 900	63%			
01-4140.20-220	VR Social Security	\$ -	\$ -	#N/A			
01-4140.20-225	VR Medicare	\$ -	\$ -	#N/A			
01-4140.20-550	VR Printing & Advertising	\$ 82	\$ 100	82%			
01-4140.20-561	VR Training and Seminars	\$ -	\$ -	#N/A			
01-4140.20-620	VR Supplies	\$ 59	\$ 100	59%			
	**TOTAL ** VOTER REGISTRATION	\$ 704	\$ 1,100	64%			
	ELECTION ADMINISTRATION						
01-4140.30-110	EL Wages-Election Workers	\$ 1,035	\$ 2,050	50%			
01-4140.30-550	EL Printing and Advertising	\$ 333	\$ 400	83%			
01-4140.30-620	EL Supplies	\$ -	\$ 200	0%			
01-4140.30-690	EL Meals & services	\$ 241	\$ 150	160%			
	**TOTAL ** ELECTION ADMINISTRATION	\$ 1,608	\$ 2,800	57%			
	TAX COLLECTING						
01-4150.40-130	TX Salary	\$ 10,261	\$ 13,682	75%			
01-4150.40-135	TX Deputy Wages	\$ -	\$ 300	0%			
01-4150.40-220	TX Social Security	\$ 636	\$ 867	73%			
01-4150.40-225	TX Medicare	\$ 149	\$ 203	73%			
01-4150.40-341	TX Telephone/Internet	\$ 115	\$ 300	38%			
01-4150.40-390	TX Other Professional Services	\$ 36,468	\$ 1,100	3315%			
01-4150.40-560	Tx Dues and Subscriptions	\$ 20	\$ 30	67%			
01-4150.40-561	TX Training and Seminars	\$ 323	\$ 500	65%			
01-4150.40-620	TX Office Supplies	\$ 340	\$ 600	57%			
01-4150.40-625	TX Postage	\$ 748	\$ 1,200	62%			
01-4150.40-810	TX County Registry Charges	\$ 55	\$ 150	36%			
01-4150.40-820	Abatements and Refunds	\$ -	\$ 5,000	0%			
	**TOTAL ** TAX COLLECTING	\$ 49,115	\$ 23,932	205%			
	TREASURY						
01-4150.50-130	T Salary - Treasurer	\$ 3,048	\$ 3,970	77%			
01-4150.50-135	T Deputy Wages	\$ -	\$ 300	0%			
01-4150.50-220	T Social Security	\$ 189	\$ 265	71%			
01-4150.50-225	T Medicare	\$ 44	\$ 62	71%			
01-4150.50-340	T Bank Charges *	\$ 14	\$ 100	14%			
01-4150.50-341	T (Telephone). Internet Access Charges	\$ 145	\$ 275	53%			
01-4150.50-560	T Dues and Subscriptions	\$ 40	\$ -	#N/A			
01-4150.50-561	T Training and Seminars	\$ 274	\$ -	#N/A			
01-4150.50-620	T Office Supplies	\$ -	\$ 150	0%			
01-4150.50-625	T Postage	\$ 322	\$ 500	64%			
	**TOTAL ** TREASURY	\$ 4,076	\$ 5,622	72%			

TEMPLE FINANCIAL REPORT							
2017 As of: Sep 2017							
		Total to Date	Total Budget	Percent To Date	Requested By Dpt	BAC Comment	Final Budget
	LIBRARY						
01-4550.10-110	LIB Library Assistant and Aides	\$ 5,269	\$ 8,000	66%			
01-4550.10-120	LIB Librarian's Salary	\$ 15,065	\$ 20,087	75%			
01-4550.10-220	LIB Social Security	\$ 1,261	\$ 1,742	72%			
01-4550.10-225	LIB Medicare	\$ 295	\$ 408	72%			
01-4550.10-341	LIB Telephone	\$ 506	\$ 768	66%			
01-4550.10-360	LIB Janitor	\$ -	\$ 1	0%			
01-4550.10-410	LIB Electric	\$ 634	\$ 1,200	53%			
01-4550.10-411	LIB Heating	\$ 857	\$ 2,500	34%			
01-4550.10-430	LIB Repairs and Maintenance	\$ 1,174	\$ 1,800	65%			
01-4550.10-560	LIB Dues/Review Material/Training	\$ 185	\$ 600	31%			
01-4550.10-620	LIB Supplies	\$ 769	\$ 850	90%			
01-4550.10-625	LIB Postage	\$ 88	\$ 115	77%			
01-4550.10-650	LIB Landscaping	\$ -	\$ 150	0%			
01-4550.10-660	LIB Mileage	\$ -	\$ 100	0%			
01-4550.10-670	LIB Books	\$ 4,895	\$ 8,000	61%			
01-4550.10-671	LIB Magazines	\$ 381	\$ 500	76%			
01-4550.10-672	LIB Video Tapes	\$ 444	\$ 1,200	37%			
01-4550.10-673	LIB Newspapers	\$ 281	\$ 500	56%			
01-4550.10-690	LIB Newsletter/Special Projects/Other	\$ 91	\$ 1,000	9%			
	TOTAL LIBRARY	\$ 32,193	\$ 49,521	65%			

GENERAL GOVERNMENT

2017 Budget Comments:

Librarian's salary increase by 4% brings our Director's salary in line with her peers in NH.

Telephone decrease based on projected for this year (around \$700).

Repairs & Maintenance decrease, no major repairs expected (\$1200 annual + \$400 for Video Tapes/DVD's increase based on patrons' requests.

Warrant Article #8 - Storage Annex \$12,000

2018 Budget Comments:

Director & Staff Salary increase by 1.5%
Supplies increase for materials to process books. (Labels, covers and new scanner system supplies.
Postage increase based on 2017 expenses.
Landscape increase to cover plantings around new sign.
Newspaper decrease due to cutting one trial subscription (WSJ).

Supervisor of the Checklist hours 2018 anticipated

Sandra Wildes
Lynda Connolly
Mary E. Amsden

2017

Date	Hours	Meeting/Training	Billable Hours
01/12/18	1	Post Checklist *	1
01/23/18	1	Supervisors Session **	2
02/ /18	1.5	School Board Meeting	4.5
02/13/18	1	Post Checklist *	1
03/03/18	1.25	Supervisors Session **	2.5
03/09/18	1	Post Checklist *	1
03/13/18	12	Town Election	36
03/14/18	1	Batch Election	3
03/17/18	2.5	Town Meeting	7.5
05/25/18	1	Post Checklist *	1
06/05/18	1.5	Supervisors Session **	3
08/29/18	1	Supervisors Session **	2
09/07/18	1	Post Checklist *	1
09/11/18	12	Primary Election	36
09/12/18	1	Batch Election	3
10/09/18	1	Post Checklist *	1
10/25/18	1.5	Supervisor Session **	3
11/02/18	1	Post Checklist *	1
11/06/18	12	General Election	36
11/07/18	1	Batch Election	3
/ /18	8	Supervisors Training	24
		<i>Estimated total hours</i>	172.5
		Times \$9 per hour = \$1552.50	
Total Hours	64.25		

***Usually one supervisor**

**** Minimum two supervisors**