

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

11:30 AM, 5 December 2017, Town Hall Annex

Attendees: Gary Scholl, John Kieley, Gail Cromwell (BoS), Christine Robidoux

Meeting called to order at 11:30 AM

The minutes of the November 15th meeting were reviewed and amended. Motion by J. Kieley to approve, second by G. Scholl, and unanimously approved.

Open Items:

Discussion of trees alongside the library and highway department building. Tim Fiske is expecting an estimate any day, he has already taken down a few with the Highway department equipment.

Scholl discussing possibility of expendable trust for Welfare with town Welfare officer.

Cromwell reports that BoS is reviewing the trust fund calendar and their responsibilities.

Cromwell researching revaluation schedule.

Working session:

Executive

Cromwell researching Copier Maintenance contract. She believes it is \$122/quarter (total=\$488) plus the cost of paper. This is a follow-up of the BAC recommendation of consolidating costs.

Postage costs by department are difficult to track as the data is cumulative, not annual. There are 9 departments sharing the cost of the postage meter. Starting 1-1-18 the meter will be tracked by department. Cromwell to research annual cost of the machine contract.

Town Clerk -Dues & Subscriptions to \$300 for the online Blue Book.

Move Town Clerk Office Supplies \$650 to Town Admin Office Supplies.

Tax Collector needs special forms so keep money in the Tax Collector Office Supplies.

BoS is considering switching to PayChex and direct deposit for next year.

Cromwell researching Printing and Advertising for Town Clerk.

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There are 3 elections in 2018. What are the printing/mailing/supply needs. Cromwell will research.

Assessing costs will go up in 2019 with a new contract. The BoS received a letter notifying them of the "cost leveling".

Tax Collector Telephone charge, is this split with Town Clerk? Leave at \$200 for now, Cromwell to research.

Tax Collector Postage to be reviewed. Lowered to \$1000 for postage machine consolidation.

Treasurer Postage to be reviewed. Lowered to \$250 for postage machine consolidation.

Software cost reduced to \$10,000.

Information Systems Supplies – Is this used for paycheck forms, should this be moved to Treasurer under office supplies?

BAC Training increased to \$360 for conference.

Personnel Health Insurance to be researched by Kieley. Deductible to \$3000.

Planning Board Recording Wages calculated to \$1776 ($24 \times 4 = 96$ hours, $96 \times \$18.50 = \1776).

Planning Board Postage to \$100 for registered letters, remove meter consolidation costs.

Master Plan was not completed in 2017, work will carry over into 2018. S. Concordia to follow-up with Planning Board (Pickman).

ZBA budget (*See Attached*).

Government Buildings

Ken Sullivan reviewing town energy costs. Cost of \$1500 for electricity plus two oil fills per year.

Town Hall Custodial & Repairs and Maintenance discussed. Robidoux to share notes of conversation with TTHAC.

Electricity at the Ball Field was reviewed. Discussion with T. Fiske who will research. Cromwell will update BAC.

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Cromwell to research Property & Liability, Workers Comp, Advertising & Regional Associations, and Building Inspections.

Forester budget to remain the same for 2018. Clarification needed on where Forest Fire payroll is recorded. G. Clark believes they were recorded under Drill Allowance in 2017.

BAC received Fire Department consolidation recommendation from G. Clark. Question regarding Rescue Squad reduction, however BAC recommends accepting new budget with consolidation as requested. (*See attached*)

Cromwell presented the proposed Police budget the BoS is reviewing. (see attached) Temple will receive a credit in January which will help reduce overall budget increase. Police Board is meeting on December 18th to finalize the budget.

Robidoux to research Recycling budget with K. Caisse.

Robidoux to share Animal Control budget reductions with Animal Control officer. What are "dog license fees"?

Child Advocacy requests \$500 increase.

BoS reviewing request of \$257 from MCVP (Monadnock Crisis & Violence Prevention).

Robidoux to follow-up with Library Trustees regarding alarm maintenance.

Robidoux to review Memorial Day flags expense history (Patriotic).

Conservation Commission (*See attached*). Dues were paid in 2017 for 2018, so no payment in 2018.

Scholl to review Debt Service numbers.

Next Meeting Scheduled for Tuesday, December 19th at 11:30 AM.

Motion to adjourn by J. Kieley, second by Robidoux and unanimously approved at 1:55 PM.

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TOWN OF TEMPLE

BUDGET ADVISORY COMMITTEE

2018 BUDGET DEVELOPMENT SCHEDULE

Date	Time	Subject
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

CONSERVATION COMMISSION

Below is a chart showing the 2017 budget, expenditures to date and a straw budget for 2018.

	2017 Budget	2017 Expenditures	2018 Draft Budget
Professional services	\$1	\$0	\$1
Printing/advertising	1	22.50	1
Dues and subscriptions	266	532	1*
Training and seminars	50	55	50
Office supplies	1	0	1
Postage	150	0	50
Books and periodicals	50	5	50

*Note that it looks like annual dues for the Association of ConComms was paid twice....perhaps once for 2017 and once for 2018. I'll confirm this and if the 2018 dues have been paid will reduce that line to \$1.

Not sure what the 22.50 for printing was but could have been miscoded.

ZONING BOARD

	2017 Budget	Spent .	2018 Draft	
Recording wages incl SS etc .	\$539 .	\$0	\$539	\$500 Plus SS and Medicare
Printing and advertising	200 .	0	200	
Training and seminars	100 .	370	100	
Office supplies	50	0	1	
Postage	200	85.90	100	

Police
2018 Preliminary Budget
v6 12/04/2017

	Budgeted 2017	Expended 2017 YTD	Proposed 2018	Notes
Part Time Wages	56,184.00	\$35,225.50	56,184.00	0% wage increase
Full Time Wages	164,012.00	\$134,966.00	164,012.00	0% wage increase
Chief's Wages	77,491.00	\$66,860.55	77,491.00	0% wage increase
Admin Wages	35,798.00	\$26,791.21	35,798.00	0% wage increase
Overtime Wages	12,362.00	\$20,994.81	12,362.00	0% wage increase
Janitorial Wages	3,010.00	\$2,546.28	3,010.00	0% wage increase
Health Insurance	90,594.00	\$69,211.45	89,898.00	6 % decrease, plan change
Dental Insurance	1,967.00	\$1,639.20	2,012.16	Final
Life, LTD STD Insurance	3,435.00	\$2,399.12	3,641.00	Estimated 6% increase
Social Security	5,889.00	\$3,796.17	5,889.00	0% wage increase
Medicare	5,058.00	\$4,099.57	5,058.00	0% wage increase
NH Retirement	70,841.00	\$59,087.14	72,500.00	Full year at increased rates
Unemployment Insurance	575.00	\$538.00	603.75	Estimated 5% increase
Workers Comp Insurance	7,998.00	\$7,471.00	8,397.90	Estimated 5% increase
Uniforms	2,500.00	\$1,316.71	2,500.00	
Telephone	2,850.00	\$2,177.05	2,850.00	
Electricity	2,250.00	\$1,970.18	2,500.00	Inc. Based on 2017 exp.
Water	200.00	\$130.00	200.00	
Sewer	300.00	\$370.00	300.00	
Building Maintenance	2,500.00	\$194.02	2,500.00	
Vehicle Maintenance	5,000.00	\$2,629.67	5,000.00	
Vehicle Insurance	4,340.00	\$2,380.00	2,500.00	Estimated 5% increase
Property and Liability Insurance	22,750.00	\$10,774.00	11,528.00	Estimated 7% increase
Dues & Subscriptions	200.00	\$150.00	200.00	
Heating Oil	2,500.00	\$1,878.04	2,500.00	
Cruiser Fuel	9,000.00	\$6,734.03	9,000.00	
Office Supplies	1,000.00	\$518.61	1,000.00	
Postage	225.00	\$176.61	225.00	
Janitorial Supplies	425.00	\$442.20	425.00	
Books & Periodicals	150.00	\$0.00	150.00	
Departmental Supplies	600.00	\$431.74	600.00	
Equipment	1,500.00	\$882.45	1,500.00	
Equipment Repairs	1,050.00	\$540.00	1,050.00	
Safety Equipment Replacement	3,500.00	\$908.00	3,500.00	
Training	2,000.00	\$2,449.28	2,500.00	
Prosecution	7,000.00	\$3,018.00	7,000.00	
Dispatch	26,171.00	\$24,925.00	26,171.00	Estimated 5% increase
Community Relations			500.00	
TOTALS	633,225.00	\$500,621.59	623,055.81	

Greenville 61%	386,267.25	305,379.17	380,064.04
Temple 39%	246,957.75	195,242.42	242,991.77

Proposed Items "A"

ACCOUNT & NUMBER	2018 Budget
Drill Allowance 10-190	\$7,000.00
Social Security 10-220	\$458.00
Medicare 10-225	\$110.00
Health & Safety 10-290	\$1,500.00
Dues/Subscription 10-560	\$2,135.50
Fire Fighter PPE 10-610	\$5,500.00
Items on Trucks 10-740	\$2,750.00
Maintenance/Repair 60-430	\$8,500.00
Training 40-561	\$1,000.00
Station Items 20-740	\$5,000.00
Rescue Squad 10-742	\$2,000.00
TOTAL:	\$35,953.50

Proposed Items "B"

ACCOUNT & NUMBER	2018 Budget
Drill/SS/Medicare 10-190	\$7,568.00
Health & Safety 10-290	\$1,500.00
Dues/Subscription 10-560	\$2,135.50
Fire Fighter PPE 10-610	\$5,500.00
Items on Trucks 10-740	\$2,750.00
Maintenance/Repair 60-430	\$8,500.00
Training 40-561	\$1,000.00
Station Items 20-740	\$5,000.00
Rescue Squad 10-742	\$2,000.00
TOTAL:	\$35,953.50