

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

6:00 PM, 3 October 2017, Town Hall Annex

Attendees: Gary Scholl, John Kieley, Christine Robidoux, Gail Cromwell (BoS), Ken Sullivan, Steve Concordia, Ken Caisse (BoS), Bill Ezell (BoS)

Also in attendance: Connie Kieley for the Municipal Building/Town Hall Custodial (Outside Hired), on behalf of the TTHAC.

Meeting called to order at 6:05 PM

A general discussion of the order of business took place to start the meeting. We set out to do a line by line review of the Budget Worksheet (as of August 31, 2017), however we would not discuss categories related to salaries (Wages, Social Security, Medicare), as those categories are entirely at the discretion of the Select Board.

Board of Selectman

The BoS may request our advice at a later date, but Salaries & Wages are not something we generally discuss. J. Kieley shared that in the past the BAC has done analysis for the BoS by reviewing surrounding town employee's salaries to be sure we are not "falling behind".

Professional Services is showing a charge of \$75 for 2017 (Apr \$25, Aug \$75). G. Cromwell will research.

Printing & Advertising, Dues & Subscriptions, Training & Seminars stay the same for 2018.

Town Administration

Note made to change the Line Item descriptions to reflect the new job titles "Assistant to the Select Board" and "Bookkeeper". G. Cromwell noted that the current salary for the Assistant to the Select Board is \$18/hr x 20 hrs/week for 52 weeks totaling \$18,720 annually. The current salary for the Bookkeeper is \$20/hr x 10 hrs/week for 52 weeks totaling \$10,400.

A line needs to be added for the webmaster's salary. Current salary is \$25/hour, however an estimate has not been made for 2018 hours. G. Cromwell will discuss with BoS.

The BAC & BoS discussed increasing the Overtime line to \$1000 in anticipation of additional software training for 2018, if the Town changes over to a new system.

B. Ezell shared that the BoS is looking at adding designated e-mails for town committees and departments where appropriate (BAC, Planning Board, Conservation, etc.). This will cost the town \$5 per e-mail per month. Discussion on where to add this expense focused on the Telephone/Internet line item, increasing to \$2000 for 2018.

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Copier Maintenance requires more research, G. Cromwell will follow-up; \$800 for 2018 was proposed.

G. Cromwell researched Dues & Subscriptions line item and found that the town has a vault in Manchester. She is working with the company to find out the contents of the vault and if this is a necessary and appropriate expense. She will discuss with BoS. Other Dues & Subscriptions will be reviewed, but \$1 was proposed for this line item for now.

Training & Office Supplies remain the same for 2018.

BAC recommends putting the entire cost of the Postage machine in this department rather than dividing it up between other departments. G. Cromwell will find out the total cost. Each department would still pay for their individual postage.

Books & Periodicals to \$1.

Office Equipment – Discussion of purchasing some new file cabinets. Proposal made to add \$500 to the Municipal Building Furniture line item. BoS will research costs for filing cabinets and update. Office Equipment stays at \$100.

County Registry charges to \$1. There were no charges in this line item for the last two years.

Town Meeting

Moderator wages stay the same.

Discussion of Town Report Printing. BoS will research and discuss (itemized invoice).

Recent Town Reports are available online. C. Kieley requested BoS consider mailing Town Reports to all town residents.

General Supplies to \$1, Postage remains \$1, Miscellaneous to \$500 (\$365 spent in 2017 now that we have a town owned sound system).

Legal

No change at this time, however BAC & BoS will keep an eye on this category as there are some expected additional charges for 2017 (current \$3603).

Benefits not Allocated Elsewhere

No 2018 Contract information yet. G. Cromwell will follow-up. No changes at this time.

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Meeting Minutes

6:00 PM, 3 October 2017, Town Hall Annex

The BAC recommends adding a line item for Accrued Vacation & Sick time. Currently, the bookkeeper tracks these days manually. We will have an estimate at the end of the year based on these numbers. The new accounting software being considered can track this for us in the future.

Government Buildings (Municipal Building)

C. Kieley recommends talking to Ron Pulos on the Temple Town Hall Advisory Committee (TTHAC) for 2018 budget items related to the Town Hall Building maintenance.

C. Kieley presented a recommendation made to the BoS regarding the Custodial Services (Outside Hired) for both the Municipal Building & the Town Hall:

*"A motion was made to recommend to the BoS Option 5 (maximum cleaning time would be three hours weekly) with the understanding that we would review the Town Hall summer schedule in May and determine if it were possible to reduce the number of cleaning days or hours for just the summer months. Cleaning of the Municipal Building would remain on a weekly schedule. **The yearly cost to the town would be a minimum of \$7,920 and a maximum of \$8,640. It was noted that the TTHAC would need to present this budget change for 2018 to the BAC.** The motion was unanimously approved. Gail will evaluate the 2017 overage and the recommendation as well as this year's overage will be discussed at the next BoS meeting on September 12. A representative of the TTHAC will attend."*

C. Kieley noted that the town does not consistently charge a cleaning fee for use of the town hall, and the BoS may want to set a policy on this issue to help cover the costs.

Suggestions were made to consider a separate cleaning person for the municipal building, getting a door mat for the Municipal Building, or hiring a company to swap out door mats at the Municipal building. BoS will research.

K. Caisse noted that some Maintenance and Repairs need to be done in the Municipal building. Radiators need to be painted, and the floor upstairs in the Fire Department meeting room needs to be replaced. K. Caisse will research and provide an estimate. An additional \$1000 was recommended to convert the emergency exits in the Municipal Building to include Push Bars (2 doors).

BoS & BAC recommend adding \$500 to Municipal Building Furniture & Fixtures for some new Filing Cabinets, including one that is fireproof and secure for personnel documents.

G. Cromwell will research Custodial Supplies for 2017.

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

6:00 PM, 3 October 2017, Town Hall Annex

An estimate was received from JP Pest for treating the Old Schoolhouse for \$190 per quarter. The BoS will discuss and make a decision.

Other town Property Maintenance includes the removal of several trees next to the library. An outside contractor needs to be brought in with a bucket truck. BAC will follow-up with T. Fiske.

General Government/Insurance Not Otherwise Allocated

BoS is waiting on number from an RFQ for Property and Liability and Workers Compensation.

No changes to Other General Government. This includes Town Forester, TEEC, Historic District, and Other (Not Defined).

New Business

G. Scholl noted to the BoS that there is quite a bit of money in the checking account and BAC recommends moving some to the money market or NHPDIP account. Amount is at the discretion of the BoS, however BAC recommends moving about \$400,000. BoS will discuss and follow-up on procedure for moving funds.

The minutes from the 21 September 2017 meeting were reviewed and approved unanimously as written.

Next Meeting Scheduled for Thursday, October 5th at 6:00 PM.

Meeting was adjourned at 7:54 PM.

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TOWN OF TEMPLE

BUDGET ADVISORY COMMITTEE

2018 BUDGET DEVELOPMENT SCHEDULE

Date	Time	Subject
October 24	11:30	Highway and Cemetery
November 7	11:00	Town Clerk, Tax Collector and Treasurer Moderator and Checklist Supervisors Highway...second meeting if needed
November 15	6:00	Fire Department Animal Control Library 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: Aug 2017													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total to Date	Total	Percent	Requested	BAC	
										Budget	To Date	By Dpt	Approved	
EXPENDITURES														
EXECUTIVE														

BOARD OF SELECTMEN														
01-4130.10-130	EX Salaries Selectmen	-	-	1,660	-	-	1,635	-	-	\$ 3,295	\$ 6,772	49%		
01-4130.10-220	EX Social security	-	-	103	-	-	101	-	-	\$ 204	\$ 420	49%		
01-4130.10-225	EX Medicare	-	-	24	-	-	24	-	-	\$ 48	\$ 99	48%		
01-4130.10-390	EX Professional Services	-	-	-	25	-	-	-	50	\$ 75	\$ 100	75%		
01-4130.10-550	EX Printing & Advertising	-	-	41	-	-	41	-	25	\$ 107	\$ 300	36%		
01-4130.10-560	EX Dues & Subscriptions	-	-	-	-	-	-	-	-	\$ -	\$ 1	0%		
01-4130.10-561	EX Training & Seminars	-	-	-	-	-	-	-	-	\$ -	\$ 200	0%		
TOTAL BOARD OF SELECTMEN		\$ -	\$ -	\$ 1,828	\$ 25	\$ -	\$ 1,801	\$ -	\$ 75	\$ 3,729	\$ 7,892	47%		
TOWN ADMINISTRATION														
01-4130.20-110	TA Wages - Administrative Assistant	3,466	3,466	4,556	3,534	3,534	4,418	7,972	698	\$ 31,643	\$ 45,955	69%		
01-4130.20-111	TA Wages - Part Time Office Assistant	1,434	1,407	1,913	1,435	1,295	1,871	831	590	\$ 10,776	\$ 19,060	57%		
01-4130.20-140	TA Overtime	-	65	167	-	-	-	-	-	\$ 232	\$ 530	44%		
01-4130.20-220	TA Social Security	304	306	411	308	299	390	546	52	\$ 2,616	\$ 4,080	64%		
01-4130.20-225	TA Medicare	71	72	96	72	70	91	128	12	\$ 612	\$ 955	64%		
01-4130.20-341	TA Telephone/Internet	-	74	113	93	79	131	77	77	\$ 643	\$ 1,300	49%		
01-4130.20-440	TA Copier Maintenance and Supplies	117	-	-	128	-	-	-	1,937	\$ 2,182	\$ 1,200	182%		
01-4130.20-560	TA Dues & Subscriptions	-	150	70	-	-	-	-	-	\$ 220	\$ 250	88%		
01-4130.20-561	TA Training & Seminars	-	-	-	-	-	-	-	-	\$ -	\$ 500	0%		
01-4130.20-620	TA Office Supplies	-	-	-	-	-	-	-	439	\$ 439	\$ 500	88%		
01-4130.20-625	TA Postage	200	-	20	-	-	220	-	-	\$ 440	\$ 1,000	44%		
01-4130.20-670	TA Books & Periodicals	-	-	-	-	-	-	-	-	\$ -	\$ 500	0%		
01-4130.20-740	TA Office Equipment	-	-	-	-	-	-	-	-	\$ -	\$ 100	0%		
01-4130.20-810	TA County Registry Charges	-	-	-	-	-	-	-	-	\$ -	\$ 50	0%		
TOTAL TOWN ADMINISTRATION		\$ 5,591	\$ 5,539	\$ 7,347	\$ 5,570	\$ 5,278	\$ 7,121	\$ 9,553	\$ 3,805	\$ 49,803	\$ 75,980	66%		
TOWN MEETING														
01-4130.30-130	MTG Moderators Wages	-	-	244	-	-	-	-	-	\$ 244	\$ 100	244%		
01-4130.30-550	MTG Town Report Printing	-	-	-	3,191	-	-	-	-	\$ 3,191	\$ 3,100	103%		
01-4130.30-610	MTG General Supplies	-	-	-	-	-	-	-	-	\$ -	\$ 100	0%		
01-4130.30-625	MTG Postage	-	-	-	-	-	-	-	-	\$ -	\$ 1	0%		
01-4130.30-690	MTG Miscellaneous	-	215	-	-	150	-	-	-	\$ 365	\$ 600	61%		
TOTAL TOWN MEETING		\$ -	\$ 215	\$ 244	\$ 3,191	\$ 150	\$ -	\$ -	\$ -	\$ 3,800	\$ 3,901	97%		
*****TOTAL** EXECUTIVE		\$ 5,591	\$ 5,754	\$ 9,419	\$ 8,786	\$ 5,428	\$ 8,922	\$ 9,553	\$ 3,880	\$ 57,332	\$ 87,773	65%		
LEGAL EXPENSES														

LEGAL DEPARTMENT OPERATIONS														
01-4153.10-320	LE Town Attorney	-	234	536	270	103	420	554	1,486	\$ 3,603	\$ 15,000	24%		
01-4153.10-690	LE Other Legal Expenses	-	-	-	-	-	-	-	-	\$ -	\$ 1,000	0%		
TOTAL LEGAL DEPT OPERATIONS		\$ -	\$ 234	\$ 536	\$ 270	\$ 103	\$ 420	\$ 554	\$ 1,486	\$ 3,603	\$ 16,000	23%		
PERSONNEL ADMINISTRATION														

BENEFITS NOT ALLOCATED ELSEWHERE														
01-4155.20-210	PA Health Insurance *	6,611	6,611	6,611	13,222	6,611	6,611	-	18,614	\$ 64,891	\$ 82,050	79%		
01-4155.20-212	PA Health Insurance Deductible	(8)	16	38	94	161	73	-	-	\$ 374	\$ 6,000	6%		
01-4155.20-250	PA Unemployment Compensation	500	-	-	-	-	-	-	-	\$ 500	\$ 500	100%		
TOTALBENEFITS NOT ALLOCATED		\$ 7,103	\$ 6,627	\$ 6,649	\$ 13,316	\$ 6,772	\$ 6,684	\$ -	\$ 18,614	\$ 65,765	\$ 88,550	74%		
GOVERNMENT BUILDINGS														

MAINTENANCE AND REPAIRS														
01-4194.10-110	GB Municipal Bldg Custodial Wages	-	-	-	-	-	-	-	-	\$ -	\$ 1	0%		
01-4194.10-360	GB Custodial Services(Outside Hired)	234	432	54	324	75	610	-	-	\$ 1,729	\$ 6,000	29%		
01-4194.10-410	GB Electricity - Municipal Building	94	103	151	194	139	144	-	146	\$ 970	\$ 2,500	39%		
01-4194.10-411	GB Heating Fuel- Municipal Building	-	-	854	-	-	-	-	-	\$ 854	\$ 2,000	43%		
01-4194.10-430	GB Mun Bldg Repairs and Maint	-	155	314	360	266	898	-	-	\$ 1,983	\$ 3,500	57%		
01-4194.10-610	GB Municipal Building Supplies	-	-	-	-	-	-	-	-	\$ -	\$ 1	0%		
01-4194.10-640	GB Muni Bldg Custodial Supplies	-	-	-	-	-	-	-	-	\$ -	\$ 300	0%		
01-4194.10-710	GB Mun Bldg Improv to Grounds	-	-	-	-	-	-	-	-	\$ -	\$ 1	0%		
01-4194.10-720	GB Mun Bldg Improv to Building	-	-	-	-	-	-	-	-	\$ -	\$ -	#N/A		
01-4194.10-730	GB Municipal Bldg Other Improvements	-	-	-	-	-	-	-	-	\$ -	\$ -	#N/A		
01-4194.10-750	GB Mun Bldg Furniture/Fixtures	-	-	-	-	-	-	-	-	\$ -	\$ 1	0%		
01-4194.20-651	GB Other Property Repairs & Maintenance	-	-	-	-	-	-	-	-	\$ -	\$ 1,500	0%		
01-4194.20-690	GB Other Property Misc.	-	-	-	-	-	-	-	-	\$ -	\$ -	#N/A		

TEMPLE FINANCIAL REPORT													
2017	As of: Aug 2017												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total to Date	Total Budget	Percent To Date	Requested By Dpt	BAC Approved
01-4199.20-830	GB Village Green Committee - Common *	-	-	-	-	-	-	-	\$ -	-	#N/A		
	TOTAL MAINTENANCE AND REPAIRS	\$ 1,058	\$ 3,998	\$ 2,864	\$ 1,714	\$ 1,410	\$ 4,755	\$ -	\$ 442	\$ 16,241	\$ 25,660	63%	
General GOVERNMENT													

	INSURANCE NOT OTTHERWISE ALLOCATED												
01-4196.10-520	IN Property and Liability	12,243	-	-	-	-	-	-	\$ 12,243	\$ 12,243	100%		
01-4196.30-520	IN Worker's Compensation & Audit	7,474	-	-	-	-	-	-	\$ 7,474	\$ 7,474	100%		
	TOTAL INS. NOT OTHERWISE ALL.	\$ 19,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,717	\$ 19,717	100%		
ADVERTISING AND REGIONAL ASSOCIATIONS													
01-4197.10-560	NHMA Dues	1,192	-	-	-	-	-	-	\$ 1,192	\$ 12,243	10%		
01-4197.40-560	Southwest Regional Planning Comm. Dues	-	-	-	1,518	-	-	-	\$ 1,518	\$ 7,474	20%		
	TOTAL ADVT & REG ASSOCIATIONS	\$ 1,192	\$ -	\$ -	\$ 1,518	\$ -	\$ -	\$ -	\$ 2,710	\$ 19,717	14%		
OTHER GENERAL GOVERNMENT													
01-4194.20-120	Town Forester	-	-	335	-	-	335	-	\$ 670	\$ 1,339	50%		
01-4194.20-220	Town Forester Social Security	-	-	21	-	-	21	-	\$ 42	\$ 83	50%		
01-4194.20-225	Town Forester Medicare	-	-	5	-	-	5	-	\$ 10	\$ 20	49%		
01-4199.20-820	Temple Economic Energy Committee	-	-	-	-	-	-	-	\$ -	\$ 500	0%		
01-4199.20-810	Historic District Commission	-	-	-	-	-	-	-	\$ -	\$ 1	0%		
01-4199.20-110	Other General Government (Not Defined)	-	-	-	-	-	-	-	\$ -	\$ -	#N/A		
	TOTAL OTHER GENERAL GOVERN	\$ -	\$ -	\$ 360	\$ -	\$ -	\$ 360	\$ -	\$ -	\$ 721	\$ 1,943	37%	