

## **Budget Advisory Committee**

### **Town of Temple, NH**

#### ***Meeting Minutes***

11:30 AM, 19 December 2017, Town Hall Annex

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

Meeting called to order at 11:34 AM

Working Session - Line by line review of proposed 2018 budget.

#### Board of Selectmen

Professional Services increased to \$1000 to pay for accounting system transition support.

#### Town Administration

Telephone & Internet increased to \$2275 to include Town Clerk & Tax Collector as part of bookkeeping consolidation.

Office Supplies to include Admin, Planning Board, Tax Collector supplies as part of consolidation. Increased to \$1200.

Postage to include entire machine rental expense, rather than dividing between departments that use it, as part of consolidation.

Cromwell reports that BoS is discussing new telephone system in town office, with a potential cost increase of \$200-\$300 for the additional equipment (one-time expense). Office Equipment increased to \$300.

County Registry Charges increased to \$300.

#### Town Clerk

Telephone/Internet increased to \$1370 to include Tax Collector Telephone charge, as part of consolidation (includes \$70 fee to connect with the state).

Office Supplies reduced (included on Town Administration), however leaving \$200 for special forms only used by Town Clerk.

#### Treasurer

Scholl to notify Treasurer that BAC does not recommend mileage reimbursement for trips to/from the bank, based on research of neighboring towns. The only town in our area that reimburses for mileage pays reduced wages, so mileage is part of the compensation package.

Telephone/Internet moved to Town Administration Telephone as part of consolidation.

More research needed on checks (Office Supplies). Checks are currently paid for out of Data Processing, however new software will change how checks are written. Increased to \$500.

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Postage decreased to \$200.

#### Personnel Administration

Benefits not allocated elsewhere, Kieley to research Health Insurance.

#### Planning Board

Discussion of Planning Board budget proposed by A. Pickman via e-mail to S. Concordia (see attached).

BAC recommends increasing Printing and Advertising to \$300.

BAC recommends decreasing Office Supplies to \$1 as part of Town Administration bookkeeping consolidation.

Otherwise, Planning Board budget accepted as presented by Pickman.

#### Government Buildings

K. Sullivan researching Electricity & Propane for all government buildings.

Town Hall Repairs and Maintenance to \$3000.

Ballfields Electricity reduced to \$400 per discussion with T. Fiske.

#### Cemetery Maintenance

Per Cromwell discussion with S. Fiske, the BoS can request reimbursement for cemetery expenses from trust funds every year as long as there are funds available. Cromwell with discuss with BoS.

#### Insurance Not Otherwise Allocated

Per e-mail from Judy, Property and Liability increase to \$12,439 for 2018 (from \$12,243).

#### Police

Cromwell presented final Police Budget as approved by the Police Board on 12/18/17 (see attached). Temple's portion totals \$242,053.89, however we will receive a refund. The refund amount has not been finalized (January).

#### Welfare

Discussion of Welfare challenges (affordable rent in our area).

Cromwell to research whether or not trust fund monies are available for burials.

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Patriotic Purposes

Memorial Day to \$300 based on spending history.

American Flags to \$200 based on spending history.

Outstanding Issues

Debt Services, Recycling, School District, Salaries, Police Refund, Health Insurance

**Next Meeting Scheduled for Tuesday, January 9<sup>th</sup> at 11:30 AM.**

Motion to adjourn by J. Kieley, second by Robidoux and unanimously approved at 1:32 PM.

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#### **TOWN OF TEMPLE**

#### **BUDGET ADVISORY COMMITTEE**

#### **2018 BUDGET DEVELOPMENT SCHEDULE**

Date	Time	Subject
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: Nov 2017**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date	Total Budget	Percent To Date	Requested By Dpt	Percent Change		
PLANNING BOARD																			
01-4191.10-110	PB Recording Wages	73	59	26	42	56	42	-	65	131	-	-	\$ 493	\$ 600	82%	\$ 1,783	197.2%		
01-4191.10-220	PB Social Security	5	4	2	3	3	3	-	4	-	-	-	\$ 22	\$ 38	59%	\$ 111	192.1%		
01-4191.10-225	PB Medicare	1	1	0	1	1	1	-	1	-	-	-	\$ 5	\$ 9	58%	\$ 27	200.0%		
01-4191.10-310	PB Engineering Reviews	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 1	0%	\$ 1	0.0%		
01-4191.10-320	PB Legal	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	#N/A	\$ -			
01-4191.10-550	PB Printing and Advertising	-	133	-	-	-	-	-	62	-	-	-	\$ 195	\$ 250	78%	\$ 250	0.0%		
01-4191.10-560	PB Dues and Subscriptions	-	90	-	-	-	-	-	-	-	-	-	\$ 90	\$ 120	75%	\$ 100	-16.7%		
01-4191.10-561	PB Training and Seminars	-	-	-	-	-	205	-	-	-	-	-	\$ 205	\$ 200	103%	\$ 200	0.0%		
01-4191.10-620	PB Office Supplies	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 50	0%	\$ -	-100.0%		
01-4191.10-625	PB Postage *	-	-	20	7	-	70	-	-	20	-	-	\$ 117	\$ 300	39%	\$ 100	-66.7%		
01-4191.10-690	PB Tax Map Updates/Professional Services	-	-	-	-	-	1,950	-	-	-	-	-	\$ 1,950	\$ 6,700	29%	\$ 1	-100.0%		
**TOTAL** PLANNING BOARD																			
		\$78	\$287	\$48	\$52	\$60	\$2,270	\$-	\$131	\$151	\$-	\$-	\$-	\$-	\$3,078	\$8,268	37%	\$ 2,573	-69%
\$6,573 with proposed changes																			

\$50 paper/supplies for home office (Betsy?)  
\$300 mail whole town master plan notice, workshop session mailing  
\$4,000 reserve for consultants

# Police

## 2018 Preliminary Budget

v7 12/18/2017

	Budgeted 2017	Expended 2017 YTD	Proposed 2018	Notes
Part Time Wages	56,184.00	\$35,225.50	56,184.00	
Full Time Wages	164,012.00	\$134,966.00	164,012.00	
Chief's Wages	77,491.00	\$66,860.55	77,491.00	
Admin Wages	35,798.00	\$26,791.21	35,798.00	
Overtime Wages	12,362.00	\$20,994.81	12,362.00	
Janitorial Wages	3,010.00	\$2,546.28	3,010.00	
Health Insurance	90,594.00	\$69,211.45	<b>89,898.00</b>	1 person to 2 person plan
Dental Insurance	1,967.00	\$1,639.20	<b>2,013.00</b>	Final
Life, LTD STD Insurance	3,435.00	\$2,399.12	<b>2,641.00</b>	Final
Social Security	5,889.00	\$3,796.17	5,889.00	
Medicare	5,058.00	\$4,099.57	5,058.00	
NH Retirement	70,841.00	\$59,087.14	72,500.00	Full year at increased rates
Unemployment Insurance	575.00	\$538.00	<b>361.00</b>	
Workers Comp Insurance	7,998.00	\$7,471.00	<b>7,466.00</b>	Final
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	<b>2,809.00</b>	Final
Property and Liability Insurance	22,750.00	\$10,774.00	<b>12,234.00</b>	Final
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	<b>24,925.00</b>	Final
Community Relations			500.00	
TOTALS	633,225.00	\$500,621.59	620,651.00	
Greenville 61%	386,267.25	305,379.17	378,597.11	
Temple 39%	246,957.75	195,242.42	242,053.89	

Police Board Approved  
12/18/17

G. Connell  
12/19/17

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**From:** John Kieley

**Sent:** Wednesday, December 20, 2017 4:11 PM

**To:** Gail P. Cromwell; gwscholl@gmail.com; ricochetrobidoux@hotmail.com; noche4444@yahoo.com; ksulliva2@yahoo.com; templenhbookkeeper@gmail.com; Temple Municipal Building; wje@quackers.net

**Subject:** Re: Health policy

Budget for calendar 2018 should be \$82,731.

Here's 2018 detail:

Jan-June \$7064/month or \$42,384

Premium credit in July \$3099.48

July-Dec \$7241/month or \$43,446

Total net of credit \$82,731. BUDGET

July-Dec:

One single plan @ \$862

One two person @ \$1724

Two families @ \$2327.50

Total \$7241.

Judy:

...monthly payment Jan-June 2018 should continue to be \$7064

...July payment should be \$7241 minus \$3099.48

...August-Dec should be \$7241

Let me know if any questions.

Sent from my iPhone

> On Dec 20, 2017, at 1:33 PM, Gail P. Cromwell <gpierson@tiac.net> wrote:

>

> Yes, \$7064.

>

> Tim Fiske Two party, \$1,682.00

> Stephen Harling, Family \$2,270.50

> Steven Hruska, Family, \$2270.50

> Jeanne Whitcomb, Individual, \$841.00

>

>

**Town of Temple (the "MEMBER")**  
**SCHOOLCARE Medical Rates for 2017-2018**

**GUARANTEED Monthly Billing Rates - July 1, 2017 through June 30, 2018**

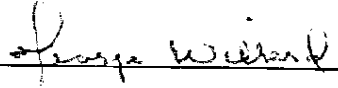
TRADITIONAL PLANS	Single	Two-Person	Family	% Increase
Green Open Access (formerly HMO)	n/a	n/a	n/a	n/a
Red Open Access (formerly OA+)	\$ 841.00	\$1,682.00	\$2,270.50	6.9%
CONSUMER DRIVEN PLANS	Single	Two-Person	Family	% Increase
Yellow Open Access <u>with</u> Choice Fund (formerly CDHP)	\$ 795.50	\$1,591.00	\$2,148.00	n/a
Yellow Open Access <u>No</u> Choice Fund	\$ 697.00	\$1,394.00	\$1,882.00	n/a
Orange Open Access	\$ 613.50	\$1,227.00	\$1,656.50	n/a

**Monthly Effective Rates - July 1, 2017 through June 30, 2018**

TRADITIONAL PLANS	Single	Two-Person	Family	% Increase
Green Open Access (formerly HMO)	n/a	n/a	n/a	n/a
Red Open Access (formerly OA+)	\$ 817.50	\$1,635.00	\$2,207.50	4.6%
CONSUMER DRIVEN PLANS	Single	Two-Person	Family	% Increase
Yellow Open Access <u>with</u> Choice Fund (formerly CDHP)	\$ 773.00	\$1,546.00	\$2,087.00	n/a
Yellow Open Access <u>No</u> Choice Fund	\$ 677.50	\$1,355.00	\$1,829.50	n/a
Orange Open Access	\$ 596.50	\$1,193.00	\$1,610.50	n/a

Each MEMBER's monthly invoice will show the Monthly Billing Rates above. SCHOOLCARE will apply Town of Temple's **Premium Holiday in the amount of \$2,223.76** as a credit on the July 2017 invoice. The **Effective Rates** are the calculated rates after the Premium Holiday (if applicable) that MEMBERS may use to determine the employee, retiree and COBRA cost share.

The Town of Temple accepts the medical rates provided above and agrees to participate as a MEMBER of the Coalition for the plan year July 1, 2017 through June 30, 2018. Please fax response to 603-782-4079 or e-mail to [mperreault@schoolcare.org](mailto:mperreault@schoolcare.org) **before February 1, 2017.**

Authorized Signature 

Date 1/24/2017

Print Name GEORGE WILLARD

Title Select Board chair

Please indicate any anticipated/pending plan changes:

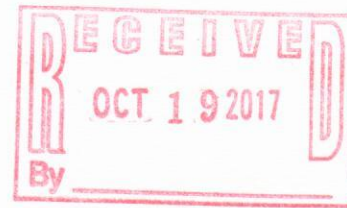
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ARE WE PAYING THIS?



Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624  
(603) 225-2841  
(800) 698-2364  
www.nhprimex.org



October 15, 2017

Gail Cromwell, Selectman  
Town of Temple  
PO Box 191  
Temple, NH 03084

RE: **CY 2018 Property & Liability Program Renewal**

Dear Gail:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our **Property & Liability Program**. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your **CY 2018 Property & Liability Member Contribution Summary**. The intent of the Summary is to build awareness of your member contribution and how performance, payroll changes and exposure changes, such as buildings or vehicles affect your contribution. Invoices will be mailed around January 1, 2018.

The Primex<sup>3</sup> Membership Agreement and Public Entity Coverage Document have a 45-day written notice requirement in the event that you elect to terminate membership in the Property & Liability Program. **This notice must be provided on official letterhead to the Chief Executive Officer of Primex<sup>3</sup> by 4:30 PM on November 17, 2017 and must specify a final decision regarding your participation in the program.** Please carefully review your Public Entity Coverage Document, General Conditions, Section L, regarding notice of termination.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Property & Liability Program.

Sincerely,

Carl Weber  
Director of Member Services

OCTOBER 15, 2017

**PROPERTY and LIABILITY PROGRAM**

**MEMBER CONTRIBUTION SUMMARY  
JANUARY 1, 2018 through DECEMBER 31, 2018 RENEWAL**

**MEMBER:** Temple, Town of  
**MEMBER NUMBER:** 309

**CY 2017**

**CY 2018**

**Contribution Assurance Program (CAP)** No

**PRIME<sup>3</sup> Program** No

**Member Contribution** \$12,243

**Member Contribution** \$12,439

Your 2017 Property Values	\$3,744,363
Your 2018 Property Values* (Exposures Valued as of 9/21/2017)	\$4,083,863
Change in Property	9.1%

Your 2017 Payroll (CY 2015 Reported)	\$299,151
Your 2018 Payroll (CY 2016 Reported)	\$300,386
Change in Payroll	0.4%

Your 2017 Loss Ratio Adjustment Factor	0.93
Your 2018 Loss Ratio Adjustment Factor	0.93
Change in Loss Ratio Adjustment Factor	0.0%

<b>Change from 2017 to 2018</b>	
Contribution Amount Change	\$ 196
Contribution Percent Change	1.6%

Please contact the Primex<sup>3</sup> Member Services Team  
if you have any questions or comments.

Invoices will be mailed around January 1, 2018.