

## **Budget Advisory Committee**

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

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

11:30 AM, 9 January 2018, Town Hall Annex

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

Meeting called to order at 11:36 AM

Review of Minutes from meeting on 12/19/17, approved with revisions.

Scholl reported that BoS has a copy of the most recent DRAFT of the budget proposed by the BAC. Town meeting is March 17<sup>th</sup> 2018. Cromwell will review laws around scheduling the Budget Hearing so BoS can set the date. If within the legal parameters, the BAC recommends Thursday, February 8<sup>th</sup> as the date for the town Budget Hearing.

Kieley expressed concerns that budget is so tight there is no room for contingency funds, such as environmental emergencies like the ice storm. Cromwell will discuss with BoS, however noted that having a tight budget is helpful when setting the tax rate.

Cromwell reported that BoS will review town employee wage increases at the meeting tonight (*see attached*). The BAC recommends a 1.5% wage increase for all town employees with the exception of the Webmaster (new position).

#### Working Session:

Discussion of open items in the budget.

- a) Abatements – An unpredictable item, to be left at \$5000.
- b) Unemployment Insurance – No change.
- c) Energy – K. Sullivan has done some work on this. Kieley will work on final numbers.
- d) Workers Compensation Insurance - \$7500 based on expenses in 2017.
- e) Police – Still waiting on final credit numbers from Greenville.
- f) Ambulance – Meeting scheduled for 1/10/18 in Temple with the Wilton Town Administrator. Unclear if a proposed budget will be presented at that time.
- g) Fire Department Radios – Review of invoice, revisited monies available for future replacements in 2018. BAC recommends accepting Fire Dept proposed budget. (*Invoice attached*)
- h) Recycling – No information available yet.

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- i) Dog License Fees – Remains the same at \$850.

#### **New Business:**

Cromwell noted that there were more building inspections this year as a result of an increase in solar installations. Scholl asked for revenue numbers on building permits. Cromwell recommends and increase to Building Inspection Wages to \$1000.

Kieley recommends increasing Election Meals due to additional elections in 2018. BAC recommends increase to \$600.

Highway Office Supplies to \$1 for consolidation.

Cromwell shared that Treasurer is requesting a policy on NHPDIP transfers (*see attached*). Citizens Bank Checking account it quite high, and moving the monies to NHPDIP would earn higher interest. BAC recommends keeping a balance of 1 ½ months funds in the checking account would be sufficient, or about \$400,000. Funds can easily be transferred back to checking account if needed. Cromwell will notify BoS of BAC recommendation.

Scholl and Concordia are working with the Town Bookkeeper to update and standardize the Budget Worksheet and will share with BAC & BoS when all the bugs are worked out.

Cromwell shared the latest expenses worksheet and a draft of the calculation for the year-end surplus (*see attached*). Cromwell working the Town Bookkeeper to come up with a more definitive amount.

**Next Meeting Scheduled for Tuesday, February 6<sup>th</sup> at 11:30 AM.**

Motion to adjourn by Cromwell, second by Concordia and unanimously approved at 1:07 PM.

Cost of various % changes

	2,017	current annual	One time Adjustment		projected annual	Budget Increase if 1.5%	2.0%	2.5%	3.0%
Road Agent	27	55,640			55,640	835	1,113	1,391	1,669
Tax Collector	13,680	13,680			13,680	205	274	342	410
Town Clerk	18,526	18,526			18,526	278	371	463	556
Adm. Assist.	18	18,720	20	2,080	20,800	312	416	520	624
Bookkeeper	20	10,400			10,400	156	208	260	312
Highway 1	20	40,934			40,934	614	819	1,023	1,228
Highway 2	19	39,541			39,541	593	791	989	1,186
		197,441		2,020	199,521	2,993	3,990	4,988	5,986
Add FICA	0.0765	15,104		155	15,263	229	305	382	458
		212,545		2,175	214,785	3,222	4,296	5,370	6,444

This assumes that all other positions will remain the same.

Last year we rounded up the deputy salaries for Treasurer and Town Clerk.

There have been no changes in the following for several years and we might round them up:

Welfare Officer receives \$1379/year, increase to \$1400

Town forester receives \$1339/ ear, increase to \$1350?

Cemetery Supervisor receives \$760/year, increase to \$800?

Is it time to increase the selectboard?

2 members	2,180	2,400	220	440
chair	2,280	2,500	220	220
				660
			FICA	50
			total	710

Cromwell 1/9/18



SWNH District Fire Mutual Aid  
32 Vernon Street  
PO Box 443  
Keene, NH 03431

pay 2518

# Invoice

Date	Invoice #
12/14/2017	5105

Phone #

Billing Questions: 603-352-1291

Bill To
Temple Fire Department PO Box 80 Temple, NH 03084

Ship To

W.O. No.	P.O. No.	Terms
2017-490		Net 30

Part Number	Description	Ordered	Invoiced	U/M	Rate	Amount
TK5210	TK-5210, VHF, 5 watt, digital portable radio, Kenwood	3	3	ea	1,831.00	5,493.00
KRA26	Antenna, VHF, for TK5210 Kenwood portable	3	3	ea	14.00	42.00
KMC42WM	Microphone, speaker-mic for TK-5210 portable radio	3	3	ea	114.00	342.00
KSC32	Charger, Kenwood, for TK5210 portable - multi unit charger	1	1		630.00	630.00
Programming	Programming labor	1	1	ea	75.00	75.00
SHIPPING/HIA...	Shipping & Handling Charge	1	1		19.00	19.00
ordered 11/07/17 JAC						

61 4220 50740

Thank You for Your Business. Please make checks out to SWNH Fire Mutual Aid

Total	\$6,601.00
Payments/Credits	\$0.00
Balance Due	\$6,601.00

Remainder YTD \$ 7670.88

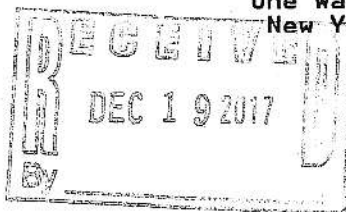
Cromwell 1/9/18

BNY MELLON

Broker/Dealer Services  
One Wall Street, Fourth Floor  
New York, NY 10286

Date: 12/11/17

000123 XBGSCD51  
ATTN: SHANNON KELLEY  
TOWN OF TEMPLE/ZLT  
P.O. BOX 62  
TEMPLE, NH 03084



Account Id: MK0151

Tax Id Number:

This advice is supplied as part of the Tri-Party Collateral agreement among the Customer, Citizens Bank, N.A. and The Bank of New York Mellon. Any questions should be directed to Paul Messina, Vice President, BDS/Tri-Party Services, (212)815-7011.

As agent we confirm the following collateralized deposit information received from Citizens Bank, N.A. as of close of business on each of the following listed days.

The collateral segregated on your behalf is as follows:

DATE:12/08/17 Total Deposits As of 12/07/17: \$200,974.69 Margin %: 102.00

CUSIP	DESCRIPTION	QUANTITY	MARKET VALUE
31292SCC2	FMAC FGPC 4.000% 10/01/44	480,450.00	204,994.58
TOTAL MKT VALUE			204,994.58

DATE:12/11/17 Total Deposits As of 12/08/17: \$198,931.13 Margin %: 102.00

CUSIP	DESCRIPTION	QUANTITY	MARKET VALUE
3138WHQT2	FNMA FNMS 3.000% 08/01/36	226,992.00	202,910.03
TOTAL MKT VALUE			202,910.03

Cromwell 1/9/18

Accounts	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Citizens Bank	1,124,566.69	411,423.29	113,788.87	153,568.44	258,192.78							
NHPDIP	319,265.47	819,565.38	821,643.01	522,026.17	300,253.52							
Total Cash	1,443,832.16	1,230,988.67	935,431.88	675,594.61	558,446.30							
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Citizens Bank	1,350,303.80	354,115.18	468,237.14	192,773.38	361,036.94	937,366.97	505,197.67	255,360.75	446,109.55	446,767.81	256,858.50	1,381,614.92
NHPDIP	154,463.99	904,618.47	504,988.03	495,196.88	95,303.55	102,351.65	1,102,705.63	1,117,172.01	617,536.00	317,777.90	318,682.00	319,075.80
Total Cash	1,504,767.79	1,258,733.65	973,225.17	687,970.26	456,340.49	1,039,718.62	1,607,903.30	1,372,532.76	1,113,645.55	764,545.71	575,540.50	1,700,690.72

2016 average of month end PDIP is \$504,156 @ 1.23% = \$6200  
 we received \$2700, but rates were probably lower in 2016.

Cromwell 1/9/18

	A	B	C	D	E
1					
2			Using 1/8/18 spreadsheet:		
3		VOTED	Budget	Expend.	Est. Surplus
4	Town Budget	1,325,140			
5	WA's	49,800			
6	Total	1,374,940			
7					
8			4,154,940	1,509,564	
9					
10		SB38 Grant		(24,886)	
11		County	(180,000)	(175,786)	
12			(2,600,000)		
13	Town Budget		1,374,940	1,308,892	66,048
14					
15	Code Enforcement				(700)
16					
17	Bridge/Culvert Expense ?				(13,458)
18					
19					51,891

Cromwell 1/9/18