

***Budget Advisory Committee  
Town of Temple, NH***

***Meeting Minutes***

23 January 2013

**I. Call to order**

Steve Andersen called to order the regular meeting of the BAC at 7:11 PM on 23 January 2013 in The Town Hall Annex.

**II. Attendance**

The following members of the BAC were present: Steve Andersen (Chair), Mike Darnell (Ex Officio,) Mike Davidson, Brian Kullgren, Luke Peterson, Gary Scholl (Minute Taker)

The following members of the BAC were absent: Stacy Caswell

**III. Approval of minutes from last meeting**

The minutes from the last meeting, 9 January 2013, were approved without changes.

**IV. Agenda Items**

**1. Review Action Items from Last Meeting**

- a. *Review Temple Only Police Budget provided by Steve Andersen:* The BAC was in agreement that the value of \$213,000 represented a realistic though optimistic budget.
- b. *Draft of Advisory Statement on G-T Police Costs provided by Gary Scholl:* The BAC agreed with the format but had reservations about some of the values cited.  
**Action:** Steve Andersen to review past town reports to improve accuracy.
- c. *Get updates on numerous line items from Debra Harling by Steve Andersen:* A new worksheet was provided via email. Gary Scholl updated the BAC budget accordingly.
- d. *Update Planning Board Budget by Steve Andersen:* The Proposed budget for the Planning Board Budget was approved by the BAC.
- e. *Update Village Green Committee by Gary Scholl:* Steve Andersen reported that \$3.1k of that line item was returned to the town and, as such, therefore, should have an “asterisk” in column “A.” The BAC approved this line item. The BAC also increased the “*Electricity Ball field*” by \$100 to \$600.

- f. *Update Animal Control budget by Steve Andersen:* Debra Harling reported that the proposed budget would be unchanged from 2013. Gary Scholl did not feel this was appropriate in light of adjustments that BAC had reviewed earlier (e.g. *Pagers* had been purchased in 2012; *Miscellaneous* had been used for one-time immunization shots.) Steve Andersen offered that the BAC might want to review the Fee Schedule for **Animal Control**. The BAC agreed to put that topic on the agenda at our next meeting.

**Action:** Gary Scholl to review this department's budget with Debra Harling

- g. *Update Conservation Commission Budget by Gary Scholl:* Lincoln Geiger remains inactive in this commission due to injuries, Following the commission's meeting on 14 January, Dave Repack (Vice Chair) requested that the budget remain unchanged from 2012.
- h. *Draft of BAC letter for Town Report by Steve Andersen:* Steve Andersen provided a basic "topics and format" outline for the letter. The letter will be updated, revised and communicated among the BAC by email.
- i. *Contact Stacy Caswell by Steve Andersen:* Steve Andersen reported that he had left multiple messages by various means and that his calls had not been returned. In that the term for this committee member expires with this budget cycle, no further action will be taken.

## 2. Review Select Board Responses to Memorandum Issued at 9 January 2013 Meeting

- a. *Why there was abnormally low cash available at the end of November 2012:* Mike Darnell provided a comparison of revenues and expenditures comparing November 2011 and November 2012. The document showed that early Property Tax payments in 2011 were \$119.1k vs \$6.3k in 2012. This and an increase in expenditures for ConVal (2012 over 2011) of \$20k were the principal drivers affecting the decline. The BAC feels that early payments can not be expected going forward and expressed concern that when, combined with a reduction to the Fund Balance, the town is at risk of becoming burdened by needing to borrow against future tax revenues.
- b. *Provide a copy of the police study showing \$285k for a 2012 "Temple Only" forecast:* Mike Darnell provided a spreadsheet showing computation for "Temple Only" budgets for 2012 (\$270k) and 2013 (\$282k.) That sheet also contained the 2013 G-T Police Budget for 2013 showing Temple's portion to be \$204.6k.
- c. *Provide copy of the "five year projections" for the G-T Police Budget:* Mike Darnell reported that the projection was still awaiting review by the chief and, therefore, was not yet available. Mike agreed to provide a copy via email to the BAC as soon as it is available and the BAC agreed to review those projections at the next meeting.

**Note:** That document was provided via email on 25 January 2013.

### 3. Scan Budget for Final Updates

The BAC reviewed and accepted final updates to: *Voter Registration, Election Administration, Vital Statistics, Accounting and Auditing, Assessing, Information Systems, Legal Department Operations, Benefits not Allocated Other, Ambulance, Emergency Management, Solid Waste, Health and Welfare, Welfare, and Patriotic Services.*

### 4. Scan Budget for Final Adjustments:

- a. **Town Administration** was modified to remove the \$7,500 for the purchase of a Printer/Scanner/Copier (*Office Equipment*) because this equipment will be covered by a Warrant Article. The *Copier Maintenance and Supplies* was increased \$500 to \$1,500 to reflect the higher costs should the WA fail to pass. The BAC advises that the Warrant Article should stipulate that \$500 of the total cost would be funded from the “Maintenance” line item.
- b. As of this meeting, the **Police Department Budget** has not yet been finalized. Therefore, the committee agreed that the BAC recommendation should reflect the latest value received (Spreadsheet provided by Mike Darnell’s email dated 23 January 2013) of \$204,641.
- c. Following discussion, **Communication Other Public Safety, Communications** was reduced by \$500 to \$15,000.
- d. Following discussion and based on low snow fall forecasts, the **Highway and Streets** budget for *SN Subcontractors* and *SN Winter Salt* were reduced \$3,000 and \$500 respectively to \$6,000 and \$14,000.

### 5. Compute Total Town Budget (Excluding Other Financial Uses)

Based on a spreadsheet summary at this meeting, the Town Budget came to \$1,120,088.

### V. New Business

There was no new business.

### VI. Adjournment

Steve Andersen adjourned the meeting at 8:59 PM.

Minutes submitted by: Gary Scholl

Minutes approved by BAC: 6 March 2013

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	Nov 2011	Nov 2012	Difference
Receipts:			
Taxes	119,055	6,303	112,752
MVS	20,976	17,090	3,886
Other	<u>243</u>	<u>150</u>	<u>87</u>
	140,274	23,549	116,725
Payments:			
General	58,219	86,770	22,551
County	169,162	174,137	4,975
School	<u>211,047</u>	<u>230,890</u>	<u>19,843</u>
	438,428	491,797	47,369

Low cash in November 2012 due to  
\$116,725 LESS in Receipts and \$47,369  
MORE in Payments for a net reduction  
in cash of \$164,094.

2013 Temple Stand Alone Budget

	Temple Solo 2012	Temple Solo 2013	TGPD 2013	Temple Share 39%	
Part Time Wages	\$30,618.00	\$31,536.54	\$124,363.23	\$48,501.66	32 hours week
Full Time Wages	\$45,000.00	\$46,350.00	\$90,378.38	\$35,247.57	
Chief's Wages	\$63,000.00	\$64,890.00	\$71,321.32	\$27,815.31	
Admin Wages	\$13,312.00	\$13,711.36	\$32,899.23	\$12,830.70	16 hours
Overtime Wages	\$5,000.00	\$5,150.00	\$9,184.51	\$3,581.96	(court, vacation, emergency coverage)
Health Insurance	\$48,600.00	52051	\$57,125.00	\$22,278.75	(2 family plans)
Dental Insurance	\$0.00		\$2,460.00	\$959.40	
Life, LTD STD Insurance	\$0.00		\$3,611.00	\$1,408.29	
Social Security	\$2,723.66	\$2,805.37	\$9,751.00	\$3,802.89	
Medicare	\$2,529.96	\$2,605.86	\$4,792.00	\$1,868.88	
NH Retirement	\$21,546.00	25168	\$36,854.55	\$14,373.27	
Uniforms	\$1,000.00	1000	\$2,000.00	\$780.00	
Telephone	\$3,117.64	3118	\$3,850.00	\$1,501.50	
Electricity			\$2,800.00	\$1,092.00	
Vehicle Maintenance	\$2,500.00	2500	\$4,000.00	\$1,560.00	
Vehicle Insurance	\$897.18	897	\$1,795.00	\$700.05	
Equipment Rentals	\$0.00	0	\$0.00	\$0.00	
Dues & Subscriptions	\$150.00	150	\$150.00	\$58.50	
Heating Oil			\$4,000.00	\$1,560.00	
Cruiser Fuel	\$6,500.00	6500	\$16,282.00	\$6,349.98	
Office Supplies	\$800.00	800	\$1,350.00	\$526.50	
Postage	\$300.00	300	\$225.00	\$87.75	
Janitorial Supplies			\$400.00	\$156.00	
Janitorial Payroll			\$2,323.68	\$906.24	
Building Maintenance	\$500.00	500	\$600.00	\$234.00	
Books & Periodicals	\$150.00	150	\$150.00	\$58.50	
Departmental Supplies	\$600.00	600	\$800.00	\$312.00	
Equipment	\$1,000.00	1000	\$2,000.00	\$780.00	
Equipment Repairs	\$500.00	500	\$500.00	\$195.00	
Training	\$1,000.00	1000	\$1,800.00	\$702.00	
Prosecution	\$3,000.00	3100	\$7,000.00	\$2,730.00	
Dispatch	\$8,936.00	9300	\$23,739.00	\$9,258.21	
Property and Liability Insurance	\$4,500.00	4500	\$12,321.00	\$4,805.19	
Workers Comp Insurance	\$1,600.00	1600	\$5,945.00	\$2,318.55	
Unemployment Insurance	\$600.00	600	\$1,259.00	\$491.01	
Sewer	\$0.00		\$200.00	\$78.00	
Water	\$0.00	0	\$300.00	\$117.00	
				\$0.00	
Totals	\$269,980.44	\$282,383.13	\$538,529.90	\$204,641.36	

Additional Considerations:

Cost of building and maintaining a station

Cost to buy out equipment

Coverage 16 hour single coverage vs 20 hour with dual coverage

T-GPD 2013 not finalized as of this date

## Temple-Greenville Police Department 5 year projection

The Temple-Greenville Police Department projects the following schedule of replacement:

Cruisers: The 3 cruisers are on an 8 year replacement schedule, with a new cruiser scheduled to be purchased every 2 years. The current cost to purchase and equip a new cruiser is approximately \$35,000.

Bullet Proof Vests at 2 per year. The current cost for these items is \$600.00 – 1200.00 a piece. They have a manufacturer's suggested life of 5 years. All department owned vests are at least 8 years old. Two should be replaced each year, on a continuing basis.

TASERS – the current eight TASERS are seven years old, manufacturer's recommended life is 5 years - should be replaced at a rate of 2 per year. The current cost per TASER is \$1,050.00.

Assuming 2013 passage of the warrant article for handgun replacement, no expenditure for handguns is projected for the next 5 years.

Computers – The current computers range in age from 0 to approximately 10 years old. Replacement of one eight year old desktop and 2 approximately 10 year old desktops will be necessary within the next 2 years. The current cost for a new desktop computer with monitor and software ranges from \$800.00 to \$1,000.00, depending on software requirements.

The Temple-Greenville Police Department is unable to project many of the costs of operation. Insurance, utility, retirement rates are set by commissions or legislatures. No projections for these items are available. We are at the end of a 5 year rate cycle for dispatch services, provided by Hillsborough County. No further projections have been provided. The price per gallon of heating fuel and gasoline is also unpredictable.

It is the intention of the department to maintain a superior level of experience and professionalism among our staff. Competitive wages and benefits are critical to this goal.