

Budget Advisory Committee
Town of Temple, NH

Meeting Minutes

18 January 2012

I. Call to order

Steve Andersen called to order the regular meeting of the BAC at 7:00 PM on 18 January 2012 in The Town Hall Annex.

II. Attendance

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

No members of the BAC were absent.

Also in attendance were: Mike Darnell (Selectmen), Tim Fiske (Highway Department), Mark Salisbury (Fire Department)

III. Approval of minutes from last meeting

The minutes from the last meeting of 4 January 2012 were reviewed. No changes were offered and minutes were approved as presented.

IV. Agenda Items

a) **Review Consolidated Budget:** Steve provided an updated version of the 2012 *Town of Temple Budget Worksheet*. Those line items where the values recommended by the BAC differed from the values proposed by the Selectmen were highlighted for discussion. Mike Darnell projected the spreadsheet on the wall to facilitate those discussions. The following motions were approved by the committee:

1. Any differences related to **salaries** were not adjusted in the BAC recommended budget because those values appear to be arbitrary and no guidelines for a salary plan have been communicated to the BAC.
2. Line Items in the **Executive** budget related to “*Town Meeting*” were adjusted downward in accordance with the Selectmen’s proposed values. Based on passed expenditures, The “*Town Administration*” line item for “Books and Periodicals” was not reduced from \$500 (vs. \$200) based on 2011 expenditures and previous interviews with the department head.
3. Items in the **Election, Registration & VITAL STAT** budget related to the “*Town Clerk*” were adjusted downward in accordance with the Selectmen’s proposed values, with the exceptions of “Dues and

Subscriptions” where the committee retains the higher value of \$320 (vs. \$100) and “Training and Seminars” which the committee reduced from to \$550 from \$650 based on earlier interviews with the department heads

4. Two items in the **Financial Administration** budget were reduced downward to reflect the Selectmen’s proposed values for “Postage.”
5. In the **PERSONNEL ADMINISTRATION** budget, the committee accepted the selectmen’s recommendation to change the “Health Insurance Deductable” from \$7,000 to \$6,000 assuming updated information was available to the Selectmen that was not available to the BAC during our early interview session.
6. In the **GENERAL GOVERNMENT BUILDINGS** budget, the committee accepted the minor differences, up and down, to various line items with the following exceptions: “Mun Bldg Custodial Supplies” was kept at \$250 (vs. \$150); “Electricity – Town Hall” was increased to \$1,500 from \$1,300; and “Heating Oil – Town Hall” was increased to \$3,750 from \$3,500.
7. The **CEMETERIES** budget was again updated with Tim Fiske. It was agreed to keep the “Cemetery Maintenance – Expansion” at \$1 as this was not seen as a priority for 2012. The line item for “Cemetery Repairs & Supplies” was again discussed and it was agreed that \$5,000 would be allocated for the purchase of a used mower and the rental of a crane.
8. The **OTHER GENERAL GOVERNMENT** budget was reviewed. The committee agreed that no allocations were added to the “Temple Economic Energy Committee” or the “Historic District Commission” as the BAC had no information to justify those allocations.
9. The **PUBLIC SAFETY** budget was reviewed and extensive discussions were held with Mark Salisbury in regards to the “*Fire Department*” budget. At the conclusion of those discussions, the committee agreed to keep the BAC’s original values with two exceptions. The “Postage” was reduced to \$100 from \$200. The “Vehicle Maint and Repair” was increased to \$12,000 from \$4,000. The justification for this was that the pump on the 1993 International Engine failed certification and will have to be rebuilt. The quote for this work was for \$8,000 with possible increases to \$12,000 contingent upon internal discoveries. Because this is a forecast repair, it was the committee’s opinion that \$8,000 should be added to the budget and that the “Fire Department Vehicle Maintenance and Repair Expendable Trust Fund” was available to cover unforeseen overruns. In regards to the “*Building Inspection*” budget, the BAC adjusted all line items in accordance to the recommendations of the Selectmen.

Questions were raised regarding the “*Emergency Management*” budget for “Forest Fires.” This is a state required appropriation and is reimbursed. However, it is not clear what happens when this appropriation is exceeded. Further study of this line item is required. –

Action: Steve Andersen

10. The **HIGHWAYS AND STREETS** budget was again reviewed with the help of Tim Fiske. Following discussions and in consideration of the Selectmen’s recommendations, the committee agreed on the following line item adjustments: “Electricity” was increased to \$475 from \$450; “Propane” was reduced to \$700 from \$800; “Dues an Drug Testing” was reduced to \$300 from \$500; “Repairs – Building and other equipment” was reduced to \$500 from \$1,000; “Signs” was reduced to \$1,000 from \$1,500; and “Subcontractors” for the plowing of roads was reduced to \$9,000 from \$10,000.

Discussions were revisited about using a section of Hadley Highway to evaluate suitability and durability when leaving the road surface in the “grind” condition. It was agreed that this “test” should be done in the interim of the town approving paving of the road by warrant article.

The “Bridge Repair and Maintenance” line item was discussed in detail. It was agreed that the five bridges identified for repair or rebuild should all be repaired The bridge to be addressed in 2012 will be the “Converse #2” bridge.

The work on replacement of the bridge on Putnam Road should be terminated at the “Design Stage.” (Warrant article required –

Action: Tim Fiske)

A final estimate is required to replace the \$6,000 in this line item – **Action: Tim Fiske**

A question was raised regarding the current balance of the “Bridge Capital Reserve Fund” and the existence of a cap – **Action: Steve Andersen**

11. The **HEALTH AND WELFARE** budget was reviewed. The values proposed by the Selectmen for “*Animal Control*” were accepted as the committee did not have an opportunity to interview the new animal control officer. The “*Health Office Expenses*” were reduced to \$1 based on the information that monitoring of the recycle center was no longer required. The values proposed by the Selectmen for “*Health and Welfare*” were accepted on the understanding that these values reflected more recent data than was previously available to the BAC.

12. The **CULTURE AND RECREATION** budget was reviewed. The BAC proposed budget for the "*LIBRARY*" was adjusted for several values proposed by the Selectmen: "Telephone" was reduced to \$850 from \$925; "Electric" was increased to \$1,500 from \$1,400; "Postage" was increased to \$300 from \$200; and "Video Tapes" was reduced to \$225 from \$300. Members of the committee did not approve adjustments to "Repairs and Maintenance," "Dues/Review Material/Training," or "Mileage." The selectmen's recommendations for "*PATRIOTIC PURPOSES*" were considered and the committee chose to continue with our recommendations in this area to support a project for the replacement of veteran flag holders and flags in the cemetery.
13. The "**OTHER FINANCIAL USES**" budget were reviewed. The selectmen's values for "*DEBT SERVICE*" were utilized with the understanding that these figures represented more recent data than those used by the BAC. The committee did not feel that it was necessary to fund the expendable trusts for "Hwy Vehicle Maint & Repair" or the "Fire Dept Vehicle Maint & Repair" at this time.

V. New business

- a) There was no new business.

VI. Adjournment

Steve Andersen adjourned the meeting at 9:30 PM.

Minutes submitted by: Gary Scholl

Minutes approved by BAC: 1 February 2012