

Joint Budget Advisory & Select Board
Town of Temple, NH
Meeting Minutes

3:30 PM, 22 January 2020, Town Hall Annex

BAC Attendees: Gary Scholl (Chair BAC), Gail Cromwell (BAC), Christine Robidoux (BAC), Mike Darnell (BAC), Steve Concordia (BAC)

Absent: John Kieley (BAC)

Select Board Attendees: Ken Caisse (BAC/SB), George Willard (SB), Bill Ezell (SB)

Meeting called to order at 3:30 PM

Review of Minutes from Jan 15 2020 meeting. Minutes approved with one amendment.

Resolve/Update Budget Line Items

Town Administration Office Equipment

- The shredder was purchased in 2019 so can come off the 2020 Budget.
- New Telephone system still has some outstanding issues to resolve. May be a \$75 charge in 2020.

An estimate was received for the **Town Report** for \$2900 (**Moderator**).

An e-mail was received from the **Holiday Lighting Committee** requesting \$2200.

Treasurer requesting **office equipment**. Recommended to follow-up with Select Board. Recommended budget of \$500.

Data Processing keep at \$5000.

Select Board approved **Tax Collector** request for increase to \$800 for **Deputy Tax Collector**.

Willard recommends increase for **webmaster** to \$3000.

BAC recommends increase in **Abatements** since this is a ReVal year to \$30,000.

BAC recommends **Auditing** to \$11,500.

Select Board recommends increase in **Legal Expenses Town Attorney** to \$18,000.

The Select Board will be reviewing the Health Insurance strategy in 2020. They may offer an opt-in option.

*A **Planning Board Admin** has not yet been hired. Budget to \$1875.

Government Buildings Custodial services to \$9700 based on 2019 expenses.

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Town Hall Repairs and Maintenance needs increase due to floor needed to be redone. Budget to \$7000.

Municipal Building Repairs and Maintenance to \$11,500 to address rot around the windows, per Caisse.

Insurance Property and Liability received at \$13,030 for 2020.

Primex bill for **Workers Comp** for 2020 is \$9127.

Is the **SWRPC** amount the same for 2020?

Police Budget to \$256,000.

Ambulance Budget received from Wilton, Temple portion \$57,798.

Recycling Budget received from Wilton, Temple portion \$77,092.

Highway Department Overtime up to \$20,000 due to short staff so team putting in extra hours.

Animal Control Wages keep at \$3300.

Note of warrant article for lease purchase of agreement of backhoe (CIP) for \$38,500.

Caisse following up on **Highway Dept Cell Phones**.

Community Planning Committee (TCPC) requesting \$350 for Broadband mailing. Put under **Select Board Printing and Advertising**. Total of \$600.

Next BAC meeting January 29nd at 4:30 PM.

Prior to adjourning, Chairman Scholl lead a brief discussion of expectations for respectfulness and misdemeanor in BAC meetings.

Motion to adjourn at 4:30 PM. Unanimous approval.

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Attachments:

2020_01_18_WiltonCo_Op_Scholl
2020_WiltonAmbulanceRecyclingBudgets
2020_01_21_PrintingTownReport
2020_01_21_AuditorFees
2020_01_23_HolidayLighting_CKieley
2020_01_27-PBTaxMaps_Pickman
2020_01_27_Updates_Scholl
2020_01_27_VG_RailsOnCommon_CKieley
2020_01_23_AdjustPrimex_Scholl

From: Gary Scholl

Sent: Saturday, January 18, 2020 12:52 PM

To: Christine Robidoux; Gail Cromwell; John Kieleley; Ken Caisse; michael.t.darnell@comcast.net; Steve Concordia

Cc: George Willard; Bill Ezell

Subject: Wilton Co-Op costs for Temple

BAC,

Per the Wilton Budget Meeting on 16 January, the (Temple Allocation) is as follows:

Ambulance (16.33%): \$57,797.96

Recycle Center (13.38%): \$77,091.19

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Ambulance

	Total	Wilton	Lyndeborough	Temple	Greenfield
Percentage	100.00%	51.01%	16.33%	16.33%	16.33%
Salaries	\$ 477,775.00	\$ 243,713.03	\$ 78,020.66	\$ 78,020.66	\$ 78,020.66
Operations	\$ 95,750.00	\$ 48,842.08	\$ 15,635.98	\$ 15,635.98	\$ 15,635.98
Communications	\$ 10,000.00	\$ -	\$ 3,333.33	\$ 3,333.33	\$ 3,333.33
Ambulance Building	\$ 25,000.00	\$ 12,752.50	\$ 4,082.50	\$ 4,082.50	\$ 4,082.50
Total Expenditures	\$ 608,525.00	\$ 305,307.60	\$ 101,072.47	\$ 101,072.46	\$ 101,072.46
Income - Quick Med	\$ 265,000.00	\$ 135,176.50	\$ 43,274.50	\$ 43,274.50	\$ 43,274.50
Total Income	\$ 265,000.00	\$ 135,176.50	\$ 43,274.50	\$ 43,274.50	\$ 43,274.50
Total Operational Expense	\$ 343,525.00	\$ 170,131.10	\$ 57,797.97	\$ 57,797.96	\$ 57,797.96
Payments Due from Towns (Total)	\$ 343,525.00	\$ 170,131.10	\$ 57,797.97	\$ 57,797.96	\$ 57,797.96
Payments Due from Towns (Quarterly)	42,532.78		14,449.49	14,449.49	14,449.49
Capital Purchases					
Ambulance Lease 2018	\$ 36,549.00	\$ 18,643.64	\$ 5,968.45	\$ 5,968.45	\$ 5,968.45
Cardiac Monitors	\$ 17,260.00	\$ 8,804.33	\$ 2,818.56	\$ 2,818.56	\$ 2,818.56
2020 Response Vehicle	\$ 45,000.00	\$ 22,954.50	\$ 7,348.50	\$ 7,348.50	\$ 7,348.50
Ambulance - Capital Funding	\$ 98,809.00	\$ 50,402.47	\$ 16,135.51	\$ 16,135.51	\$ 16,135.51
(Not included in the Operating Budget) To be funded from the Fund Balance Account					
Ambulance Revolving Fund Balance December 31, 2019 =				\$273,105	

(B) IMPROVE
 (2) LINE ITEM MIS ALLOCATE

2020 Recycling Center Budget Town of Wilton, NH

	Total	Wilton	Greenville	Lyndeborough	Mason	Temple
Percentage	100.00%	36.00%	20.61%	16.48%	13.53%	13.38%
Salaries	\$ 92,349.00	\$ 33,248.53	\$ 19,034.04	\$ 15,218.19	\$ 12,496.46	\$ 12,351.78
Operations	\$ 555,329.00	\$ 199,935.84	\$ 114,458.78	\$ 91,512.65	\$ 75,145.86	\$ 74,275.87
Building	\$ 13,700.00	\$ 4,932.43	\$ 2,823.71	\$ 2,257.62	\$ 1,853.85	\$ 1,832.39
Total Expenditures	\$ 661,378.00	\$ 238,116.80	\$ 136,316.53	\$ 108,988.46	\$ 89,496.17	\$ 88,460.04
Estimated Income Reduction	\$ 85,000.00	\$ 30,602.66	\$ 17,519.34	\$ 14,007.15	\$ 11,502.01	\$ 11,368.84
Net Payment Due from Towns	\$ 576,378.00	\$ 207,514.14	\$ 118,797.19	\$ 94,981.32	\$ 77,994.16	\$ 77,091.19
(Quarterly) Town Payments	\$ 51,878.53	\$ 29,699.30	\$ 23,745.33	\$ 19,498.54	\$ 19,272.80	
Additional Capital Expenses						
Building Repairs & Maintenance	\$ 45,000.00	\$ 16,201.41	\$ 9,274.94	\$ 7,415.55	\$ 6,089.30	\$ 6,018.80
Backhoe Lease	\$ 19,687.00	\$ 7,087.94	\$ 4,057.68	\$ 3,244.22	\$ 2,664.00	\$ 2,633.16
Catapillar Skidsteer	\$ 8,817.00	\$ 3,174.40	\$ 1,817.27	\$ 1,452.95	\$ 1,193.10	\$ 1,179.28
Total Additional Expenses	\$ 73,504.00	\$ 26,463.74	\$ 15,149.90	\$ 12,112.72	\$ 9,946.39	\$ 9,831.24
Capital Expenses are not included in the operating budget To be funded from the Fund Balance Account						
Recycling Reserve Account Dec. 31, 2019	\$266,893					

Project Estimate

PREPARED FOR:

Temple Selectmen

P.O. Box 191, Temple, NH 03084
(603) 878-2536

Rose Lowry

38 Cutter Road, Temple, NH 03084

603-878-3955

rose@beechleafdesign.com

December 10, 2019

Background

I will use my 30+ years of broad design and marketing experience to provide you with a well-designed report that communicates effectively and is easy to use, as well as clean and accurate pre-press production. My experience working on this report will assist Temple staff to help the process be smooth and efficient.

Scope of project: Temple 2019 Annual Report

This bid includes typesetting of electronic text files provided to the designer by town administrators; layout; delivery of proofs to be proofread by town administrators (coordinated by Select Board Assistant); prepress production; printing; and delivery of final reports to the Town Office on March 3, 2019.

Printed Piece Specifics

- 6" x 9"; approx 128 pages plus cover; 440 printed pieces; including 10 spiral bound for town staff.
- Full color cover, 80lb cover, full bleed, no varnish; Interior pages 1c (black), 60lb text; no bleed
- All paper is Forest Stewardship Council (FSC) certified
- The Town of Temple will pay the printer directly (with no markup from the designer)

Design Considerations

- Opportunities to upgrade the look and ease of use will be investigated.
- I will continue to invest in collecting a variety of photos from townspeople.

Price Estimate

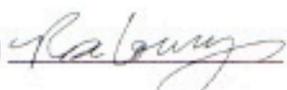
Printing charges	\$1,300
Design & production	\$1,600
Total	\$2,900

Timeline (Note, many of these dates require quick turnaround of proofreading from town administrators. Delivery timelines have been shortened and are critical, as I will be leaving town on February 12th.)

- Dec 20, 2019: Comments from BOS or Town Administrator about any changes requested.
DUE to designer: Inventory of Properties; Town Property; Tax Rates; Schedule of Valuation; Auditor's Report
- Jan 6, 2020: Pages delivered to Select Board (note: photos will be added later)
- Jan 10: SB edits from first pages delivered to designer
- Jan 17: DUE: Taxes Assessed; 2018 Town Meeting Minutes; Birth/Death/Marriage; Social Services reports; Committee / Department reports; (note: Department budgets can be added later if necessary)
- Jan 24: Town Report in progress delivered for proofreading
- Jan 24: DUE: all available financial sections and other pages except Warrant and Budget
- Feb 3: Town Report in progress delivered for proofreading. Last day for photo submissions.
- Feb 7: DUE: Edits from Jan 24 pages and Feb 3 pages
- Feb 11: Town Report (Complete except for Warrants and Budget) delivered for final proofreading
- Feb 13: DUE: Warrants and Budget -- NOTE: My partner April will complete the Report
- Feb 13: Final corrections from Feb 11 pages delivered to designer
- Feb 17: Final review including Warrants & Budget (same-day turnaround)
- Feb 19: Town Report sent to Printer
- Proofs from Printer TBD, will need to be reviewed immediately.
- Mar 3: Printed Town Reports delivered.

Terms

Payment is due within 30 days of invoice date (presented upon delivery of printed reports.) Client shall assume responsibility for any collection fees necessitated by default. In case of non-payment, all reproduction rights are cancelled. In case of cancellation of project, a fee will be assessed in relation to the amount of work done. Rights include unlimited use of all design work, with the exception of photos and illustrations, as copyright remains with the authors of those images and any additional use must be pre-arranged with those authors.

Respectfully Submitted  Approved _____ Date _____

Gary Scholl

From: Board Assistant <boardassistant@templenh.org>
Sent: Tuesday, January 21, 2020 1:55 PM
To: Gary Scholl
Subject: Re: BAC Agenda for 22Jan2020 3:30p

Gary,

The 2020 Audit fees are \$11,500.00

Carole

On Thu, Jan 16, 2020 at 3:36 PM Gary Scholl <gwscholl@gmail.com> wrote:

BAC,

At our BAC meeting yesterday, it was decided that we would require an additional meeting to be held on 22 January. That agenda is attached.

Per our discussion, I have sent a note to Peter Allen requesting that he request an agenda item to meet with the SB at their next meeting regarding the desk and scanner needs. I have also requested missing contractual values from Carol Singelais.

The “first pass” budget is attached per our consolidation review yesterday.

Carol,

Please post hard copies of the attached agenda at the appropriate locations and pass on an electronic version to our webmaster.

SB,

FYI

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From: Connie Kieley

Sent: Thursday, January 23, 2020 10:20 AM

To: Gary Scholl; Gail Cromwell; Christine Robidoux; Bill Ezell

Cc: Scholl Mary; Matthew Cabana; Robert Wills; calmclimb; Connie Kieley

Subject: Holiday Lighting Committee official budget request to BAC

The Holiday Lighting Committee met this morning and my initial request of \$2500 has been reduced to \$2200 for submission to the budget committee.

Connie Kieley

Home Phone: ~~603-878-1220~~

Cell: ~~781-771-2847~~

From: Gail Cromwell

Sent: Monday, January 27, 2020 8:12 AM

To: Gary Scholl

Cc: Christine Robidoux; John Kieley; Steve Concordia; Mike Darnell; George Willard

Subject: Re: Planning Board Budget.

Allan should be asked for the list of changes that would be required on the tax maps. Since we did the last update, I recall that the company told us they would no longer do paper maps. This might affect the cost. I believe the last cost was \$1980.

On Jan 26, 2020, at 5:48 PM, Gary Scholl <gwscholl@gmail.com> wrote:

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Begin forwarded message:

From: ALLAN PICKMAN <apickman@comcast.net>

Date: January 26, 2020 at 3:40:34 PM EST

To: Gary Scholl <gwscholl@gmail.com>

Subject: Planning Board Budget.

Reply-To: ALLAN PICKMAN <apickman@comcast.net>

Gary

We need to update the tax maps this year. Last time we did it was 2017, and the cost was something like \$2500 or \$3000. Legally we are supposed to do it every year, but there were a couple of quiet years. Probably should put \$3,000 in the budget line this time.

Thanks
Allan

From: Gail Cromwell

Sent: Monday, January 27, 2020 10:07 AM

To: Gary Scholl

Cc: Christine Robidoux; John Kieley; Ken Caisse; michael.t.darnell@comcast.net; Steve Concordia

Subject: Re: BAC Updates

I am concerned that the select board put in a last minute request for \$11,500 for repairs to the municipal building. Do they have actual bids?
Did I miss their presentation on this?
Maybe this work should be delayed a year?

On Jan 24, 2020, at 11:22 AM, Gary Scholl <gwscholl@gmail.com> wrote:

BAC

I have attached the Budget Worksheet with updates from our meeting on Wednesday. Note that our "Operating Budget" is down only \$90k after moving last year's HW Asphalt & Paving (\$140k) to CIP. The 2020 Budget – 2019 Actual is down less than \$25k.

Because last year's Debt service of \$38k has gone to \$0, the "Total budget" is down around \$130k.

– Sharpen your pencils.

SB

FYI

g

<Adjust Primex - Unemployment Comp.pdf><2020_01_24 Budget Worksheet (follow 1-22 mtg).pdf><Adjust Holiday Lighting.pdf>

Daniel LaSalle (painting contractor)

130 summer st
peterborough, NH 03458 US
ldlasalle11@aol.com

quote

ADDRESS

Connie Kieley

QUOTE # 1045

DATE 01/27/2020

ACTIVITY	QTY	RATE	AMOUNT
exterior painting Rails at Temple Common (including two benches)- hand wash as needed scrape / sand all loose and peeling paint primer at all exposed wood one coat Benjamin Moore "moorgard" white (low lustre finish)	1	2,800.00	2,800.00

TOTAL			\$2,800.00

Accepted By

Accepted Date

Gary Scholl

From: Board Assistant <boardassistant@templeh.org>
Sent: Thursday, January 23, 2020 9:16 AM
To: Gary Scholl
Subject: Primex

Gary,

I just saw another Primex bill for Unemployment compensation for 2020.
The contribution amount due is \$500.00 but we have a credit balance of (\$101.78) so we are paying \$398.22.

--

Carole Singelais

Assistant to the Select Board

Town of Temple, NH

603.878.2536



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