

Budget Advisory Committee
Town of Temple, NH
Minutes

10:00 AM, 12 January 2022, Town Hall – Main Room

1. Call to Order & Roll Call at 10:00 AM

BAC Attendees: Gary Scholl (Chair), Gail Cromwell (Vice Chair), Christine Robidoux (Secretary), Mike Darnell, Tim Fiske, Bill Ezell (Select Board Ex-Officio),

Other Present: Nicole Concordia (Planning Board), Paul Clifton-Waite

2. Review Budgets Needs for Planning Board – N. Concordia

The BAC received the proposed budget from the Planning Board and reviewed it at our last meeting. There is a significant increase in Recording Wages & Professional Services that we felt needed further explanation.

The \$4000 in Professional Services is for updating the Master Plan, which the Planning Board identified as a project for 2022. Many sections have not been updated in quite some time. The PB will prioritize and do a section or two each year, and set up a regular schedule for updating.

Recording wages – Concordia reports that when Betsy was clerk, the minutes were a couple of pages and meetings were significantly shorter. There was a smaller workload in general. When Olivia took over, some training was required which added hours. Also, the meetings and therefore the minutes are now longer (on average 2 hours vs. 30-45 minutes) which also added time. There have been more zoning & housekeeping projects in the past couple of years, and generally a lot more work this year than in years past. Concordia estimates it more than doubled. This upcoming year we don't believe the workload will decrease.

We are seeing an increase in the number of people needing planning board assistance. Scholl asked if Concordia is aware of a reason for the increase. What has changed in Temple? Ezell comments that several new commercial ventures are being presented, which is one reason. It's also one of the reasons for the increase in legal fees. Concordia could not speculate on other reasons, generally.

Cromwell calculates that the Recording Wages work out to about 200 hours for the year. Does this seem excessive, is it necessary? Concordia spends quite a bit of her own time working with Olivia on efficiencies and supporting her to try and decrease her hours. Nicole prefers to plan to be under budget rather than over budget. The project for cleaning up the filing in the town office (10 hours) is included in the PB Recording Wages. Scholl commented that we ask these

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questions because we are accountable to the taxpayers. Concordia feels this is the right number for 2022. If we spend the time now, we should see efficiencies in the future. Scholl hopes to see a decrease next year.

Concordia asked a question regarding postage: “Is it offset by revenue for mailing notices to abutters?” Cromwell reported that related revenue is recorded and that this line item reflects gross budgeting values. Scholl thanked Concordia for coming to the BAC meeting.

3. Discussion of outstanding budget figures

- a) Legal fees – There is a \$10/hour increase in the contract amount. This calculates to about a \$1000/year increase.
- b) Data Processing – Back-ups are done systemically and stored on-site. The BAC recommends considering offsite and cloud storage. The town hardware consultant (Holz) reports that our staff keeps things secure and are careful when “clicking”. The existing software may not be compatible with Windows 11 upgrade expected in 2022. Holz will come back to us with better numbers and expectations. The CIP warrant article for \$12000 covers 5 computers and one server. The State of NH is pushing for a firewall migration/upgrade. The State has to approve the system because of motor vehicle data. Placeholders in the budget worksheet are \$5500 for software support, \$4400 for Ed Holz.
- c) Health Insurance – The town spent \$62K this year. Gail calculated \$68K for 2022, but is uncertain about dependents for town employees. Ezell will follow-up.
- d) Government Buildings – Municipal Building Maintenance and Repairs is still lacking estimates from Caisse (SB). Scholl did a detailed report on regular budget items for BAC review. We do need to account for inflation, 6-7%. It's a guess due to fluctuations in different sectors. The flagpole replacement is still not in the budget. Fiske will follow-up with TTHAC. Placeholder of \$2500.
- e) Conservation Committee label should be Conservation *Commission*. Scholl will ask bookkeeper to correct.

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4. General Review –

2021 Budgeted expenditures are indicating an approximate \$50K surplus before consideration of any compensating values.

2022 Budget

- a) Fire Department Drill Allowance, budgeted \$9600. We received funds through the CaresAct to cover these expenditures. We need to make sure there is a revenue offset.
- b) There will be a \$100 cleaning fee for using the School for town meeting. It should be covered under Moderator.
- c) Welfare Vendor payments were budgeted at \$24K in 2021. Welfare Officer believes the \$15K is a good number for 2022. Most funds are generally used to pay rent.
- d) Gasoline and Diesel – Scholl did an analysis which was reviewed by Fiske. Because Temple is transitioning from diesel to gasoline and inflation rates are uncertain, projecting budgets based on past usage is complex. We should not be paying state taxes for gas on the new account Road Agent set up at Country Mile. A form needs to be filled out by the Select Board and submitted, bookkeeper needs to track. Ezell will follow-up.
- e) Heating Oil and Propane costs will increase in 2022. Increase Municipal Building Propane (\$1400), Library (\$2000), & Highway Department (\$2000).

5. New Business

Police Budget – Ezell reports the new contract is for 3 years. The new contract changes the allocation to 40% Temple/60% Greenville based on recent census data. The total budget is \$701,110.33. Temple pays \$280,444. Scholl will update the spreadsheet. There will be a surplus of \$29,187.74 that can be applied towards next year. The Police Budget target number after the surplus reduction is \$251,256.76. The final number is dependent on auditors review.

[These figures were modified again following this meeting.]

The Wilton/Temple/Lyndeborough Ambulance Association is liquidating the former ambulance building in Wilton. Temple will receive a portion of the proceeds from the sale of the building. The Association didn't file appropriate paperwork with the state so it was dissolved. They will reconstitute the association solely for the purpose of liquidating the building. There is no liability for Temple; no expenses to the Town of Temple for this process.

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Land Use Committee – Cromwell stated that the money being spent by the Land Use Committee is being handled by a revenue offset from the warrant article. It may be wise to add a line for the Land Use Committee to the Budget Worksheet so expenses can be tracked. Currently the bills note “from Trust Fund”, the state says this is not enough.

Cromwell report that the CIP Warrant Articles total \$296K for this year.

Select Board still has not discussed town employee wage increases. Ezell will put it on the next SB agenda. The BAC requests a list of positions that the increase will apply to, since a few were missed last year.

2023 Review of Minutes from Last Meeting (8 December 2021) Cromwell motion to approve as written, Fiske second. Unanimous approval.

Next meeting: January 26th at 5 PM. This will be a joint meeting to go over the budget with the Select Board.

2024 Adjourn Meeting

Motion to adjourn at 11:35 AM made by Cromwell, second by Ezell. Unanimous approval.

Attachments:

2022_01_04_Email_EOM_Allen
2021_12_31 Chart Cash Flow Report

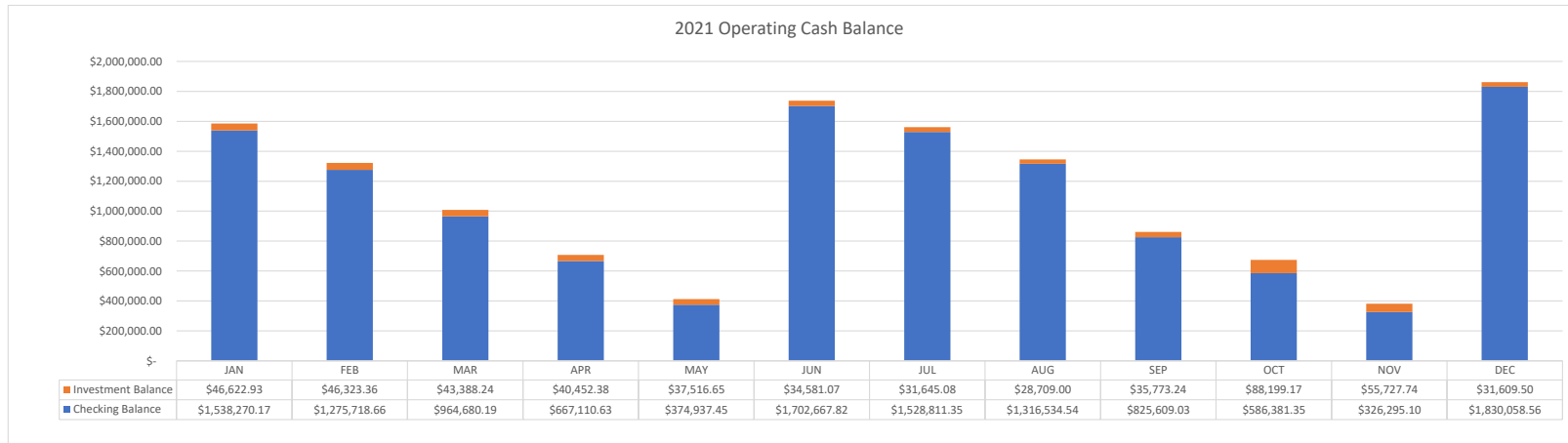
Available upon request:

Budget Worksheets

2021 Cash on Hand

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Citizens Starting Balance (Actual)	\$	1,826,455.99	\$ 1,566,921.70	\$ 1,295,505.11	\$ 684,212.87	\$ 684,212.87	\$ 431,696.41	\$ 1,730,724.99	\$ 1,270,721.01	\$ 1,388,273.57	\$ 594,837.81	\$ 317,282.33	\$ 326,295.10
Citizens Ending Balance (Ledger)	\$	1,538,270.17	\$ 1,275,718.66	\$ 964,680.19	\$ 667,110.63	\$ 374,937.45	\$ 1,702,667.82	\$ 1,528,811.35	\$ 1,316,534.54	\$ 825,609.03	\$ 586,381.35	\$ 326,295.10	\$ 1,830,058.56
Transfer to NHPDIP	\$	250,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00	\$ 250,000.00	\$ 340,360.95	\$ 210,464.02	\$ 301,521.55
Transfer from NHPDIP	\$	242,937.23	\$ 240,302.23	\$ 242,937.23	\$ 242,937.23	\$ 242,937.23	\$ 242,937.23	\$ 242,937.23	\$ 242,937.23	\$ 242,937.23	\$ 287,937.23	\$ 242,937.25	\$ 325,643.00
NHPDIP Dividends Earned	\$.. 2.83	\$ 2.66	\$ 2.11	\$ 1.37	\$ 1.50	\$ 1.65	\$ 1.24	\$ 1.15	\$ 1.47	\$ 2.21	\$ 1.80	\$ 3.21
NHPDIP Ending Balance	\$	46,622.93	\$ 46,323.36	\$ 43,388.24	\$ 40,452.38	\$ 37,516.65	\$ 34,581.07	\$ 31,645.08	\$ 28,709.00	\$ 35,773.24	\$ 88,199.17	\$ 55,727.74	\$ 31,609.50
Total Cash Balance	\$	1,584,893.10	\$ 1,322,042.02	\$ 1,008,068.43	\$ 707,563.01	\$ 412,454.10	\$ 1,737,248.89	\$ 1,560,456.43	\$ 1,345,243.54	\$ 861,382.27	\$ 674,580.52	\$ 382,022.84	\$ 1,861,668.06

Excludes:	Broadband Bond Funds	\$ 335,218.00
	American Rescue Act Funds	\$ 74,434.34



From: Peter Allen

Sent: Tuesday, January 4, 2022 4:13 PM

To: Bill Ezell; Christine Robidoux; Gail Cromwell; Gary Scholl; Mike Darnell; Tim Fiske; Selectboard NH

Subject: Temple End-of-December Cash balance; update on Bond/CCI transactions.

hello to all

\$1,843,808.80 is our net cash balance in our General Fund. as of end of December 2021. Interest rates remain startlingly low so bulk of cash remains in Citizens as there is no meaningful earning potential to be in PDIP.

Bond/ CCI report

AS mentioned in last month's report, the first tranche of Bond receipts for \$355,218 has been received and promptly paid in full to CCI

As a consequence, CCI has paid to-date \$11,711.40 in monthly fees.

Our first Bond repayment of \$4208.59 is due Jan 14, 2022, and has been so scheduled. (next bond payment will not be due till August 2022).

Per telcom with Bond Bank, our second tranche of \$355,217 will be deposited in our Citizens bond account on February 10, 2022.

This too will be paid promptly to CCI, and then we will get another stream of monthly fees from CCI to cover additional Bond repayments.

I know this sounds a bit complex, so if any questions please don't hesitate to ask.(It took me a while to get my knagin around it!!!!)

It is comforting to know that the hard work of Jess and Christine et al has in fact secured CCI infrastructure at NO COST to our good and worthy citizens, as promised (however much I sweat in the salt mines!)

my regards for a good year ahead..

To: BAC and BOS	<u>Treasurer Report</u>	
From: Peter W. Allen, Treasurer	<u>End of month</u>	
	as of December 31, 2021	
<u>Gen fund at Citi vs QB Treas</u>		
Citizens Bank Gen Fund	\$ 1,860,478.20	(includes interest below)
Citizens Mthly earned interest	\$ 7.74	
Net in Quickbook treasurer	\$ 1,812,199.30	
(Citi Gen Fund minus Quickbook net)	\$ 48,278.90	EOM checks outstanding
<u>GEN FUND at PDIP</u>		
as of December 31, 2021	\$ 31,609.50	(includes interest below)
Pdip Mthly Earned interst	\$ 3.21	
Year-to-date PDIP Earned Interest	\$ 7,237.69	
NB: interest rate at PDIP now	0.02%	
Total Town NET Cash Assets	\$ 1,843,808.80	as of December 31, 2021