

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

4:30 PM, 29 January 2020, Town Hall Annex

BAC Attendees: Gary Scholl (Chair BAC), Gail Cromwell (BAC), Christine Robidoux (BAC), Mike Darnell (BAC), John Kieley (BAC)

Absent: Steve Concordia (BAC), Ken Caisse (BAC/SB)

Also in Attendance: Bill Ezell (Select Board)

Meeting called to order at 4:30 PM

Resolve/Update Budget Line Items

Cromwell presented a summary of the CIP Warrant articles totaling \$262,265, which will bring the total budget up to \$1,495,681. This is an increase of about \$50,000 over last year. Ezell noted this does not include other warrant articles.

Kieley suggested that we need to be aggressive line by line to try and reduce the overage.

Scholl noted that all expenditures appear to be accounted for and resolved in the appropriate line items.

Ezell shared that the Select Board will have a special meeting to review and implement bookkeeping procedures in 2020.

Executive/Select Board

- Reduce Professional Services to \$1500
- There will be a Right-to-Know Law training session with NHMA this year. Recorded under Training Seminars.
- Postage will be consolidated under Town Administration
- Contingency Line to \$1. Usually used for gifts.

Town Administration

- Telephones consolidated under Town Administration, Budget \$5000
- Overtime to \$1
- Reduce Copier Maintenance to \$750
- Dues and Subscriptions includes items that should be elsewhere in the budget.
- Remove Books & Periodicals line
- Reduce Office Equipment to \$200

Financial Administration

Discussion of Office Items requested by Treasurer. BAC recommends \$2000 for 2020, with further research, review and discussion of additional items for 2021 budget. Select Board and

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BAC recommend Treasurer purchase scanner (\$300) plus bank service charges for use of the scanner to deposit checks (\$75/month = \$900), in addition to the furniture requested.

Further discussion of whether QuickBooks costs should be recorded under Financial Administration. It is currently charged under Data Processing Software.

Animal Control

Discussion of how Wages are tracked and whether or not an adjustment needs to be made. Animal Control office Rheume reports that she bills monthly, with December bills paid in January. BAC and Select Board recommend continuing with the way she is currently reporting to be consistent. Rheume in agreement. Caisse will confirm with Brenda to be sure this will not affect taxes.

Rheume reports that she had 75 calls in 2018, and a sharp increase to 110 in 2019. Calls are unpredictable from year to year.

Information Systems/Data Processing seems low. Scholl will research.

Tax Collector

- Discussion of request to increase Deputy Tax Collector Wages to \$800 made by Tax Collector. Select Board will discuss, BAC will keep at \$300 unless we hear otherwise.
- BAC will review Postage for Tax Collector. Reduce to \$900.
- Abatements still includes \$22,000 for utility pole settlement. Next year that number will go down to \$11,000.

Salary Increases for Town Employees

Discussion of town employee wages. Ezell reports that the Select Board discussed but did not have figures on hand. Ezell will get information to Scholl to update spreadsheet prior to Budget Hearing next week.

Personnel Administration

- Health Insurance can be reduced by \$7500 due to Highway Dept being short one staff person. BAC recommends \$65,820. Ezell noted that the Select Board is considering an Opt-In policy on Health Insurance.
- Unemployment Compensation reduced to \$400 due to a credit received (E-mail attached).

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Planning Board

- E-mail request received last week from Pickman for funding to update Tax Maps. Select Board and BAC recommend not doing it this year. No estimates were presented, and request was received late in the budget process. It is unclear where Tax Maps costs are tracked in the Budget. Further research needed.
- Reduce Postage to \$100.
- Reduce Recording Wages to \$1500 since the position is still open.

Zoning Board

- Reduce Recording Wages to \$300 since position is open.

Government Buildings and Land

- Municipal Building Electricity reduced to \$2900.
- Check balance of Municipal Building Propane Tanks, when were they last filled?

Discussion of Municipal Building Repairs and Maintenance. BAC and Select Board reached an agreement to do some repairs this year, but not full \$11,500 worth of repairs. No bids or estimates were received for consideration, nor has there been a scope of work presented. Caisse reports rot around several window sills & fire department garage doors, rusted heating grills and baseboard covers, and he would like to install a crash bar on the back door. The front of the building also needs to be painted.

- Kieley will get estimates on most urgent exterior municipal building repairs and report back to the committee.
- Scholl will review annual maintenance expenditures to be sure we budget enough to cover them (Pest Service, Security, Furnace and Generator maintenance, others?).
- Placeholder of \$6000 until further information is received.
- BAC recommends Select Board approach CIP for 2021 repairs if they are major.

- **Town Hall Repairs and Maintenance** reduced to \$5500 per Advisory Committee.
- **Other Properties Repairs and Maintenance** should be \$4000 and **Other Property Miscellaneous** should be \$1 (swap lines).

Police Board meeting on Monday, however budget should not change.

Discussion of Ambulance Budget

- BAC notes that the Ambulance budget presented by Wilton does not account for call volume, as per the contract (see attached). If we pay according to the contract, there would be a savings of about \$17,000.

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- Caisse reports that the meeting to discuss the contract dispute schedule for this past Monday was canceled.
- Discussion of options if we opt not to pay amount presented and pay the amount based on the contract.
- It is possible that the town will not approve the budget in March if the amount is not adjusted to reflect call volume.
- Is it possible to contract with Peterborough mid-year if we cancel the contract with Wilton or Wilton cancels the contract with Temple?
- BAC suggests approaching Wilton to discuss further. Ezell agreed to contact Wilton to get on the agenda for their next meeting. Caisse and Willard offered no opposition to this plan. BAC will await confirmation of meeting from Ezell.
- BAC and Select Board agree to present budget at public hearing at the contract amount (\$40,200) rather than the amount requested by Wilton Ambulance (\$56,097.63).

Highway Department

- Reduce **Labor** line by \$3520 due to staff shortage, total now \$143,620.
- The **Admin** position has been eliminated per Road Agent (\$1875).
- The **Subcontractor Snow Related** line is not being reduced as planned (due to backhoe purchase in 2019) because Highway department is short staffed. Subcontractors brought in must use their own vehicles due to insurance requirements.

BAC will request **Library** trustees cut their bottom line by \$2,000. Trustees have sole oversight of line items, while Select Board can set the bottom line.

Patriotic Purposes American Flags increase to \$150 for two flags.

After review and changes, budget stands at 1,447,834 (assuming Ambulance contract amount of \$40,200).

No significant changes expected in revenue in 2020. It was noted that there was a significant increase in NHPDIP income due to Treasurer's diligence with managing funds.

Review of Minutes from Jan 22 2020 meeting.

- BAC Chair acknowledges that protocol was not followed for a non-public meeting.
- After reviewing the RSA's for a non-public meeting, Scholl believes a non-public meeting would not have been justified.
- Darnell requested that committee minutes reflect specificity regarding the incident that occurred at the Jan 15 meeting which led to the Jan 22 discussion around respectfulness.

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At the meeting on Jan 15, Caisse and Cromwell got into a heated exchange. Caisse used profanity directed at Cromwell. Cromwell excused herself from the meeting, later Caisse apologized to the remaining members for his behavior.

At the Jan 22 meeting, Darnell stated that he found the swearing during the previous BAC meeting unacceptable. He stated that type of language has no place in an official meeting, especially by elected officials that represent the town.

From the Jan 22 Meeting Minutes:

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

The Jan 22 minutes were approved with agreement to document the incident in the minutes of this meeting, Jan 29.

Motion to adjourn at 7:01 PM. Unanimous approval.

Attachments:

2020_01_23_HolidayLighting_CKieley

2020_01_27_PBTaxMaps_Pickman

2020_01_27_Updates_Scholl

2020_VG_rails_on_Common_CKieley

2020_01_23_AdjustPrimex_Scholl

2020_WiltonAmbulanceRecyclingBudgets

2020_01_29_Updates_Scholl

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:

g

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



Virus-free. www.avg.com

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					

From: Gary Scholl
Sent: Wednesday, January 29, 2020 11:27 AM
To: 'Temple Bookkeeper'
Cc: Christine Robidoux; Gail Cromwell; John Kieley; Ken Caisse; michael.t.darnell@comcast.net; Steve Concordia
Subject: RE: Revised 12-31-19 reports

Correction:
Item 1 should be to move \$1,040.42

g

From: Gary Scholl <gwScholl@gmail.com>
Sent: Wednesday, January 29, 2020 11:06 AM
To: 'Temple Bookkeeper' <templenhbookkeeper@gmail.com>
Cc: Christine Robidoux <ricochetrobidoux@hotmail.com>; Gail Cromwell <gpiersoncromwell@gmail.com>; John Kieley <johnkieley574@gmail.com>; Ken Caisse (temple.nh.selectman@hotmail.com) <temple.nh.selectman@hotmail.com>; michael.t.darnell@comcast.net; Steve Concordia (noche4444@yahoo.com) <noche4444@yahoo.com>
Subject: RE: Revised 12-31-19 reports

Thanks Julie,
Ignore previous msg, I sent it before completion of changes:

Please move the \$3,500.64 expenditures:
For: "Monadnock Security Systems"
From: TA Dues and Subscriptions (4131560)
To: GB Mun Bldg Rep & Maint (4194430)

Please move the \$92 expenditure:
For: United States Postal Service
From: TA Dues and Subscriptions (4131560)
To: TA Postage: (4131625)

tnx

g

From: Temple Bookkeeper <templenhbookkeeper@gmail.com>
Sent: Tuesday, January 28, 2020 5:04 PM
To: Gary Scholl <gwscholl@gmail.com>; Steven Concordia <noche4444@yahoo.com>
Subject: Revised 12-31-19 reports

Good afternoon,

Attached are your revised reports which include 2019 invoices paid 1/27/2020.