

Final

**Budget Advisory Committee
CIP Committee
Select Board
Town of Temple, NH
Meeting Minutes**

6:00 PM, 10 November 2021 at the Town Hall

1. Call to Order at 6:00 PM

BAC: Gary Scholl (CIP), Gail Cromwell (CIP), Christine Robidoux, Tim Fiske (CIP), Bill Ezell, *Absent: Mike Darnell*

CIP: Andy Paul, Ivy Bibler, *Absent: Ken Caisse (SB)*

Select Board: *Absent: George Willard, Absent: Ken Caisse (SB)*

A quorum of the Select Board was not present.

2. Review 2022 Budget for:

a) Fire Department

Presented by Chief Clark, L. Peterson

Chief Clark handed out the FD proposed budget for 2022. The BAC will check the Social Sec & Medicare numbers. FD requests an increase in Equipment Maintenance & Repair to \$9500 for 2022. Dispatch services cost is unknown at this time, rounded up to \$20K as a placeholder for now. Clark will notify BAC chair when the quote comes in.

Cost on maintenance for vehicles is a huge expense. There is an expendable trust for repair work that could be applied if needed. Check the balance. There was a procedural question around overages on line items. The FD should notify the SB if they are going to be over. As long as they stay within the bottom line it's OK, but they should not change the line items. In other words, all expenditures should be tracked under their appropriate line item, even if it will be over budget for the year.

The FD is keeping the Grumman truck until they are able to get the F550 converted over to use as the cascade truck. The body of the F550 has to be reconfigured. It won't happen this year. Some of the work will be done professionally, some of the work will be done by volunteers.

To change the body will be major work, can Clark get prices/estimates ahead of time? Fiske proposes submitting a warrant article to cover this work. The work will take some time. We should keep the Grumman running as long as possible. The "cascade" is the system that fills the air bottles and has a special pump.

FD will get estimates for the body conversion on the F550.

Budget Advisory Committee
CIP Committee
Select Board
Town of Temple, NH
Meeting Minutes

6:00 PM, 10 November 2021 at the Town Hall

CIP: There is currently nothing on CIP plan until 2027 to replace the Grumman. Are there any other CIP expenditures before 2027? The bed conversion will be costly. What is the expendable fund balance? CIP will look into it.

CIP: Jaws of Life planned in 2030 for replacement. Air packs and compressors for 2029. Remove turnout gear from CIP since that is now in the budget. Brush Truck planned for replacement in 2030.

b) Library

Presented by E. Crooker, C. Lockwood, G. Whitcombe

The Library Assistant wages are up for 2022 because they will be open 12 months. The 2021 number reflects 9 months, since the library was closed due to COVID. The Trustees approved an increase for the Library Director wages to reflect a cost of living increase of 6%. The SS & Medicare lines need adjustment. The Library is back to full hours now. For this year, the Assistant wages are expected total about \$4000.

The phone increase is due to a rate increase. The library got rid of one line in 2019 (fax), so this is the actual cost. CCI will give library free Wi-Fi and will likely reduce phone costs in 2022.

Repairs and Maintenance - the library needs masonry work. An estimate was received of \$500. The library added a cleaning service at \$121/month. They plan to replace all the locks this year, too. There will be three sets, and they do not have a quote yet.

CIP: Carpet will need to be replaced at some point in the near future. An estimate of \$7673 was received from Devine Flooring. They would like to replace it in the next couple of years. There is nothing currently in the CIP plan for the library. They will discuss timing of replacing the carpet and send the form to the CIP committee. It would likely be a warrant article. Lockwood will look at the furnace again to determine when it should be put into the CIP schedule. They are looking at alternative and more efficient energy options, however it is a historic building so options are limited.

The library will do another mailing in 2022. They've seen an increase in patrons this year, including summer reading, and children's programming.

They would like to add a Professional Development line for training & conferences in 2022 (\$200).

Budget Advisory Committee
CIP Committee
Select Board
Town of Temple, NH
Meeting Minutes

6:00 PM, 10 November 2021 at the Town Hall

There is an expenditure for mums under Repairs and Maintenance that should be under landscaping. BAC will send a note to the bookkeeper to update.

c) Animal Control

Presented by J. Rheume

No changes for 2022. The 2021 Veterinary Expenses are for surrendering two cats to the Humane Society.

Consideration of whether or not it makes sense to consolidate miscellaneous expenses to one line item that are unexpected (rabies shots, humane society for surrendering animals).

There is money in the budget for supplies that is not being used. The AC Officer should submit invoices for reimbursement of food, boarding, etc. so that we know actual expenses.

There are no additional anticipated expenses for this year other than hours as needed.

d) Recreation Committee

Presented by V. Wills, G. Whitcombe

Requesting \$2500 total budget for 2022. This year \$534 spent due to COVID. There was discussion of the Revolving Fund vs. the budget expenses. The budget is for the main programs that are free to the community. If programs have a cost, the revolving fund would be used to pay performers, etc.

The Rec Department's audio equipment needs an upgrade for meetings, etc. Ezell states that the SB set this as a high priority. Currently the equipment gets used by the whole town, even though it is technically owned and managed by the Rec Committee. Dan C. has been donating his time to handle this, and this should be taken into consideration in the budget and for future planning if remote meeting options are put in place.

BAC recommends creating a line item for paying someone to manage the A/V equipment for meetings. Usage of A/V could be used outdoors, as well.

**Budget Advisory Committee
CIP Committee
Select Board
Town of Temple, NH
*Meeting Minutes***

6:00 PM, 10 November 2021 at the Town Hall

What expenses are coming up through the end of the year? Postage for a mailing will cost about \$200, plus some minor expenses for treats at Open Mic Nights. There will be funds left over in the Rec Department budget for 2021.

Surplus funds factor into the tax rate. This is why we ask this question of Boards and Committees each year.

CIP: Repairs at tennis courts, basketball courts, and playground should be considered in CIP (when over \$5000). Likely they will need to be warrant articles. The Rec Committee is meeting soon and will discuss.

Select Board will bring a warrant article to correct the revolving fund issue.

- e) **Planning Board** – Unable to attend. Planning Board Chair will attend the meeting in December.

Planning Board Wages will be over for this year, and this will factor into the surplus conversation when setting the tax rate. Robidoux will follow-up on Tax Map updates.

f) Conservation Commission

Presented by M. Madden

There are some changes compared to the 2021 budget, with a total increase of \$500 over last year. They are putting up kiosks at all the town hiking trails. This will come out of the professional services line item. They are planning a wildlife survey which will also be under Professional Services. Are there outstanding expenses for this year? YTD is showing \$270 of expenses for 2021. Con Comm has about \$1700 of outstanding invoices for this year under professional services, however they are being reimbursed from the Anniversary Fund for \$1000 of that, so it will be an additional \$700. The Con Comm had planned on doing mailings this year but that didn't happen. They are expecting to carry those expenses over to next year. There will be about \$1200 left over for this year from their bottom line.

Explanation of how they use their trust funds. The Con Comm plans to gage interest in putting private land into conservation. Trust fund monies are designated to be used toward conservation easements rather than using budget funds. They are working with Monadnock Conservancy which includes costs for surveying, legal fees, management

**Budget Advisory Committee
CIP Committee
Select Board
Town of Temple, NH
*Meeting Minutes***

6:00 PM, 10 November 2021 at the Town Hall

of the land and maintenance in perpetuity. RSA 36 governs conservation that says we have to work with a certified conservation authority. The surveying and legal fees are the biggest expenses.

Sean Radcliffe is working on the Natural Resource Inventory updates and will come to the Planning Board to discuss. The Planning Board put in \$4000 as an estimate under Professional Services.

Scholl asked about a GIS system for the town suggesting it would be helpful for multiple purposes. Con Comm uses GranitView and looks at everything closely. They estimate that about twenty-two percent of the land in town is in conservation. SWRPC may have more data and we can check with them to see what's available.

3. New Business

Ezell reports that they are getting estimates from prospective auditors. They were quoted \$15K from a firm in Keene. Ezell spoke to another firm in Concord and was quoted \$12K. The SB will review and voted on it when they have reviewed all the information. They can do a one year contract at these costs, or a three year contract which offers a discounted rate.

4. Review Minutes from 27 October 2021 Joint Meeting with CIP

Thanks to Paul for taking the minutes in BAC Secretary's absence at the last meeting.

Motion to accept minutes as amended (Cromwell, Fiske). Approved with one abstention (Robidoux)

- Fiske noted an error after the minutes were approved on the Cemetery. Paul will correct.
- Scholl noted highway paving language is unclear. Paul will update the minutes.

Motion to rescind the original vote (Cromwell, Scholl). Unanimous approval.

New motion to approve the minutes as amended (Cromwell & Bibler). Approved by all members present BAC and CIP with one abstention (Robidoux)

**Budget Advisory Committee
CIP Committee
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Town of Temple, NH
*Meeting Minutes***

6:00 PM, 10 November 2021 at the Town Hall

Other Business

Has there been follow-up on the Highway updates and questions. No news yet, Scholl will check with Perry. Paving plan needs to be revisited once the numbers are received.

CIP will schedule their own separate meeting to wrap up for the year.

Discussion of setting the tax rate. A subcommittee of BAC, CIP and SB members will meet next week to review all information to date and recommend a tax rate.

4:55 PM Adjourn – Motion by Robidoux, second by Paul. Unanimous approval.

Attachments:

2021_11_02_Email_EOM_Allen
2021_11_04_Email_EOM_Scholl
2021_11_04_Email_CashReport_Scholl
2021_11_04_EmailAtt_CashReport_Scholl
2021_11_10_MS434Preview_BoardAsst
2021_11_10_Email_FD-CIP_Cromwell
2021_11_10_EmailAtt_FD-CIP_Clark
2021_11_10_PB_Requested
2021_11_10_RecComm_Requested
2021_11_10_ConComm_Requested
2021_11_11_FD_Requested
2021_11_11_Library_Requested

Available upon request:

Budget Worksheets