

## Budget Advisory Committee

### Town of Temple, NH

#### *Meeting Minutes*

11:30 AM, 31 January 17, Town Hall Annex

Attendees: Gary Scholl, John Kieley, Christine Robidoux, Gail Cromwell

Guests: BOS: George Willard

Meeting called to order at 10:04 AM

The meeting minutes from January 24, 2017 were unanimously approved with amendments.

#### Town Employee Vacation Day - Liabilities

It appears that the vacation day liabilities are included in the Highway Department line items, but not all the salary lines for full-time employees. The question of where it is most appropriate to record this information was raised. It was noted that the Auditors said that the way it is being recorded now is OK.

Should we exclude the increment and include it as a liability? This will reduce the unreserved cash. Including the increment in the budget clearly identifies a value. The town has only 4 full-time employees.

A motion was made by John Kieley to exclude the increment as a liability in expenditures. Also, at the end of each year the liability amount should be confirmed on the balance sheet to make sure it equals the year-end accrued time at new salary rates. Motion seconded by Gail Cromwell.

Further discussion: Gary Scholl suggested holding off on voting on the motion until he has had a chance to discuss this further with the auditors, to make sure the BAC has a clear understanding.

Days carried over currently show up as a liability.

#### *Action Items:*

- \* Gary Scholl to follow-up with Auditors

#### Town Employee Wages/Salaries

Gail Cromwell contacted several surrounding towns to find out what they were doing as far as salary increases for their town employees. Salary increases ranged from 1.5% - 2%, with some towns doing salary adjustments where they have fallen behind. SB2 towns do not have information available on salary increases.

The BAC recommends a 2% salary/wage increase for town of Temple employees.

#### General Government

Gail contacted Stephen Buckley at NHMA and found that Temple does not have to purchase a printed copy of the RSA's every year (*see attachment*). We receive annual updates from the NHMA and all RSA's are available online.

Gail also reported that the Town Clerk should request a copy of the State Librarian every year prior to September 1<sup>st</sup> in order to receive a free copy of the "session law" for the town.

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#### Action Items:

- \* Gail is exploring subscription options with Lexis Nexis.

The BAC recommends adding money back to the Miscellaneous line item under Town Meeting to cover special expenses this year, as approved by the BOS. The amount raised back to \$600.

Election Administration – When town workers are paid less than \$600 they do not have to pay FICA, and no 1099's need to be generated.

Information Systems – Gary Scholl reviewed the expenditures for Hardware and Software maintenance and found them to be fair and reasonable. The BAC recommends leaving this line item at the previously recommended amounts (Software \$14,000 & Hardware \$3000).

#### General Government Buildings

Connie Kieley presented a request for funds for two projects the Temple Town Hall Advisory Committee is looking at for 2017 (*see attachment*).

A Nest Thermostat is requested to help regulate the heat in the meeting room, so as to make it more comfortable for daytime meetings, and will allow for remote control which will help with energy efficiency (and keep costs down). The cost for this item is \$250. The BAC recommends that this item be covered under the Town Hall Maintenance & Repairs line item. The amount currently budgeted should cover the cost.

In addition, the three Town Hall doors need to be replaced, installed, and painted. The Highway Department is willing to do the work. The TTHAC recommends using trust fund money to cover the estimated cost of \$1650. They will present this request to the BOS at the 1/31/17 meeting. The BAC recommends adding \$1650 to the line Maintenance & Repairs line item, with the understanding that it will be covered using trust fund money, pending the approval of the BOS.

#### Action Items:

- \* Gail Cromwell will request a copy the Town Hall Maintenance expenditures for 2016 to make sure there will be enough funds remaining to cover the \$250 for the Nest Thermostat.

Police – Not finalized yet, although expected very soon.

#### Highway Department

The BAC recommends moving \$6000 from the Sand & Gravel line item to the Vehicle Maintenance line item to cover the cost of the new tires needed in 2017. This will give the town a more accurate accounting of where the money will be spent.

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#### Town Clerk

The BAC discussed how best to calculate the salary/wages for the Town Clerk taking into consideration the Saturday hours and the BOS approval of a \$900 Salary increase, and a 2% salary increase (if approved).

The current Town Clerk salary is \$17,280, which works out to \$22/hour. The \$900 approved by the BOS (2-1) for Saturday hours is \$25/hour.

The BAC calculated  $\$17,280 \times 2\% = \$17,626 + \$900$  if approved at town meeting = \$18,526.

Gail Cromwell reported that a draft of the warrant article was sent to our legal advisor for review.

Warrant Articles currently total \$49,500 and include a request from the River Center (Health & Welfare), the Library Storage annex, monies for the Culvert trust fund to cover the Thomas Maynard work, and a replenishing of the Fire Department Vehicle Maintenance Trust Fund.

The BOS will be discussing the Town Employee Salary/Wages at their meeting tonight, 1/31/17 starting at 6:30PM.

Two BAC members' terms are expiring this year: John Kieley and Christine Robidoux. Gary thanked John and Christine for their work on the BAC and requested that they run again for another term.

George Willard (BOS Chair) was asked if he would be doing the presentation of the budget at the hearing on February 9<sup>th</sup>. The BAC offered assistance with a Power Point presentation and any other assistance he may need.

#### Action Items:

- \* Gary will update the spreadsheets and share them with the BOS.
- \* John will put them in a Power Point Presentation and share them with the BOS in preparation for the hearing.
- \* Christine will share an updated one page summary with the BOS.

Meeting was unanimously adjourned at 11:32 AM