

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

7:00 PM, 1 November 2016, Town Hall Annex

Attendees: Gary Scholl, Ken Sullivan, Christine Robidoux, Gail Cromwell

Guests representing the Fire Department: George Clark (Fire Chief), Luke Peterson (Engineer), Cody Charron (Engineer)

Meeting called to order at 7:01 PM

Discussion of **Fire Department Budget** for 2017

With the exception of 2015, the Fire Department has been under budget since 2013, and has requested two warrant articles. One in 2013 for Self-Contained Breathing Apparatus and Air Booster Equipment (\$64,000), and one in 2014 for Jaws of Life (\$12,025).

Signage

Luke Peterson raised the issue of the Fire Department having difficulty finding homes at night because not every driveway is marked. Most towns have reflective numbers for every home that are easily spotted.

Action Items:

- Determine the cost of a mailing to ask homeowners to post address numbers at the end of their driveways (*Budget for additional Postage and materials/printing*).
- Update the town website with the request for appropriate signage.

Drill Allowance, Social Security, & Medicare

Fire Fighters in town receive \$25/person when they participate in the drill at the end of the year. Engineers receive a negotiated stipend. The budget of \$7387 is based on all 18 active members participating plus the stipend. No change for next year.

Health & Safety

National Fire Protection Association (NFPA <http://www.nfpa.org/>) guidelines require an extensive physical (including immunizations and possibly x-rays) for every firefighter every year. Every Temple firefighter has a physical when hired, but because of costs TFD has been rotating them through so they are not all done at once. George Clark believes there are 6-7 fire fighters currently due for a physical. Sometimes a firefighter's regular insurance will cover the cost. We discussed the three concerns we have around following these guidelines: 1) Health & Safety of our firefighters 2) Liability to the town 3) Keeping the costs down.

This line item currently shows \$150 spent in 2016, and nothing spent in 2015 or 2014. The 2013 Town Report shows a total cost of \$1720 for Health & Safety.

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

7:00 PM, 1 November 2016, Town Hall Annex

Action Items:

- Gail and the BOS are meeting with a Primex agent and will ask if this can be covered and what the costs would be.
- George Clark will follow-up with the town firefighters to see whose insurance will cover these physicals in entirety or at least partially, and if only partially how much would the Fire Department need to pay.
- George will research to see if grant money or state money is offered for this purpose, or if there is an insurance company that offers coverage for these physicals.

Telephone/Internet

As of 10/1/16, 88% of this year's budget has been spent (\$746.01 of the \$850 budgeted). This is a line item that is managed by the Administrative Assistant to the Select Board, Deb Harling, since it is shared with the town municipal building.

Action Item:

- Check with Deb Harling to see if expenses have gone up to see if we need to budget more for next year.

Dues/Subscriptions

Costs for this have been consistently rising. Last year the total was \$1310.50, and it is expected to be \$1,298.50 this year, 2016.

Action Item:

- Raise budget to \$1300

Fire Supplies

This line item is for Personal protective equipment. Although Luke Peterson reported that it will be over this year, it should be OK to leave the budget the same for next year.

Postage

See Signage above.

Station Supplies

This line item is for car wash, batteries, and other expendables. Although it was over last year, and is almost entirely used for 2016 (\$297.51 or \$300 budget), George believes it can remain the same for next year.

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

7:00 PM, 1 November 2016, Town Hall Annex

Equipment on Truck

This line item includes tools, fire extinguishers, boost pump, etc. Last year's expenses (2015) show an actual total of \$11,614.14, however that was partially covered by a grant.

Hose Replacement

George believes this line item can remain the same for next year.

Equipment Maintenance (Firefighting)

This line item is historically under budget. George believes this line item can remain the same for next year.

Foam

This line item is historically under budget. They have not needed to use it in town, and when they assist in other towns they use their foam. George believes this line item can remain the same for next year.

Equipment (In Station)

Most of the budget for this year remains (\$18.90 spent of \$650 budget). Historically:

2015	\$3355.00
2014	\$1323.90
2013	\$2245.91

George believes this line item can remain the same for next year.

Training

This line item includes training for the Fire Department & Rescue/Ambulance. George believes this line item can remain the same for next year.

Radio Maintenance

This includes the equipment and the chargers. George believes this line item can remain the same for next year.

Radio Equipment

George believes this line item can remain the same for next year.

Vehicle Maintenance & Repairs

The Fire Department will be over budget on this line item for 2016 due to some unexpected repairs to one of the trucks. They will request money from the trust fund set up in 2009 totaling about \$7000 to cover part of the expenses. Trust fund includes: \$3000 in 2009 + \$4000 in 2010.

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

7:00 PM, 1 November 2016, Town Hall Annex

Action Items:

- Add \$1000 to Vehicle Maintenance & Repair line item for 2017.
- Create a warrant article in an amount to be determined by the BOS to replenish the trust fund.

Vehicle Maintenance Costs History:

2008	\$	5,347.29		
2009	\$	6,036.37	Average	\$ 7,847.82
2010	\$	3,688.91	Drop high/low	\$ 4,962.49
2011	\$	2,556.22		
2012	\$	19,048.26		
2013	\$	5,352.23		
2014	\$	5,034.40		
2015	\$	14,288.46		
2016	\$	9,278.24		

Rescue Squad

Luke Peterson believes this line item can remain the same for next year.

Conclusion

Action Item:

- Follow-up at the meeting on December 13th to discuss the Health & Safety insurance issue and the Signage/Postage costs.

Fire Department Discussion concluded with appreciation for their time.

Minutes of 10/18/16 were unanimously approved as amended.

Gail reported that the BOS voted and approved an audit of the Treasurer during this time of transition, as recommended by the Melanson Heath.

Connie Kieley commented that she felt it was important to note the practice of keeping budgets flat then adding warrant articles. She also wondered what is the cause of the increasing tax rate high as well as the cause of the continued replenishment of the fund balance.

It was noted that the numbers that the Fire Department representatives had for actual 2016 expenses were not the same numbers that the BAC was using.

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

7:00 PM, 1 November 2016, Town Hall Annex

Action Items:

- Follow-up with Deb before next meeting for up to date budget worksheets, including lists of expenditures.
- Get a copy of the cash on hand report from the Treasurer.

Gail shared the BOS's work on the tax rate, and will share a copy of the letter explaining the graphs for the mailer to go out to the town. Questions/Feedback can be directed to a BOS member.

Next meeting is November 13, 2016 at 11:30AM to discuss the Highway Department and the Town Buildings.

Meeting was unanimously adjourned at 8:55PM