

Budget Advisory Committee

Town of Temple, NH

Meeting Minutes

11:30 AM, 13 September 2016, Town Hall Annex

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

Meeting called to order at 11:32AM

Membership Discussion

Paul Jordan resigned.

The BAC can have up to 6 members. The BOS can appoint someone now to fill the open seat until March. We should ask around to see if anyone is interested in the open position as well as running in March.

Review Minutes of past meetings

Minutes unanimously accepted for 25 Jan 2016

Minutes unanimously accepted as amended for 8 April 2016

Gary noted that meeting minutes are not posted on the town website for 17 Nov 2015, 7 Dec 2015, 11 Jan 2016. John will send them to Betsy to post along with the recently approved 25 Jan & 8 Apr 2016 minutes.

General Budget & Financial Topics

- a) Gary noted that the Cash Flow reports have not been posted since June, nor has he received an updated copy. The report he shared today was based on his best guess. Gary asked Gail to ask BOS to follow-up with the town Treasurer to get new copies.
 - There is a new Deputy Treasurer in town. The town Treasurer prepared a description of the duties of the Treasurer and Deputy Treasurer. This is very helpful! The description does not mention the reconciling of the checkbook, so we wondered who does that as it would help us to know who to ask about Cash Flow reports.
- b) About 60% of the Budget has been used YTD, which is about right.
- c) Spreadsheet development: Paul had volunteered to help with this at the April meeting. Since he has resigned from the BAC, Gail volunteered to help Gary. Gail has spoken with our DRA representative in Concord who advised that they have no legal requirement for our local budget worksheet. She intends to visit with DRA to discuss further. The current format is based on ledger transactions. Another report based on expenditures and receipts would be helpful in tracking cash flow. Gary asked Deb to provide the BAC with both so that we can monitor fluctuations of cash flow and look for trends.
- d) Auditors Report: The BOS received a letter dated 6/6/16 from the Auditors with some recommendations. The BAC would like to meet with the auditors to discuss the letter, their report and ask some follow-up questions. Debbie Harling and Shannon and the BOS will be invited to attend. A tentative date was set for October 4th at 10AM.

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We discussed the role of the BAC as far as the Audit. We will review the RSA's (Chapter 32 in the Municipal Budget Laws). Gary will notify George of our desire to meet with the Auditors.

<http://gencourt.state.nh.us/rsa/html/III/32/32-mrg.htm>

Set-up Calendar for 2017 Budget Cycle

It was noted that daytime meetings are difficult for the public to attend. However, it was also noted that when meetings were in the evenings no one came. If any member of the public would like to attend a meeting but can't make the daytime schedule they should contact a BAC member.

Phone/E-mail Follow-up with:

Planning & Zoning – John Kielely
Conservation – Gary Scholl
Recreation – John Kielely
Library – Christine Robidoux
Health & Welfare – Gary Scholl
Animal Control – Christine Robidoux
Recycling Center & Ambulance – Gary Scholl

Meetings will be scheduled for:

Municipal & Finance – October 18th 11:30AM
Fire – November 1st at 7PM
Hwy Department & Government Buildings - November 15th at 11:30AM
Police & Recreation – November 29th at 11:30AM

Others scheduled as needed.

BAC Consolidation & Preparation of Budget meetings scheduled for December 13th, January 10th, January 24th.

The BOS schedules the town Budget presentation meeting for the first week of February.

BAC Training

Gail noted that there is a training for BAC members offered on September 20th. Gary suggested increasing the BAC budget for next year so that others can attend next year if they choose. The cost is \$80 per person this year. Gail is attending this year, John and Gary are considering attending. It was suggested that the BOS may cover the costs for this year if it is requested through the BOS.

Meeting was unanimously adjourned at 12:46PM