

**Approved Minutes of the Budget Advisory Committee (BAC)
Temple Municipal Offices
Wed. September 8, 2004**

Members present

Steve Andersen
Rae Barnhisel
Paul Jordan
Mike Darnell

Others present

Ted Petro (Select Board)
Sherry Fiske (Select Board)

Meeting called to order at 7:06 pm.

1. Minutes from August 25, 2004 (Mtg. 7), approved as written.
2. Andersen distributed copies of the DRA's MS-4, Revised Estimated Revenue, FY 2004. Total revenues and credits = \$438,685; requested overlay = \$100,000.
3. S. Fiske requested that members discuss how the proposed CIP will impact the Budget. It was agreed that CIP items would be presented as warrant articles and thus would not impact Budget line items given that the Budget reflects annual operating expenses rather than special one-time capital expenditures. CIP items to be presented in 2005 currently consist of the Skladany land purchase; however, no firm negotiations have taken place. Members could not assume that bonding would be necessary given that a land contract could still be negotiated.

Andersen reported that the Conservation Commission would be interested in bonding \$250,000 if the LUCT went into the General Fund rather than the Conservation Fund and that the Highway Dept. would need to replace the dump truck at an estimated \$80,000 to \$90,000. It was agreed that Capital Reserve Funds could also be set up to meet highway as well as open space needs and would be preferable to bonding or leasing. Andersen noted that an average of \$100,000 is typically appropriated for capital expenditures each year by taxpayers.

4. S. Fiske informed the committee she had been contracted to produce the Town Report for the following year and that the cost would increase from \$3700 to \$4000. Members stressed the need to reduce page numbers by requiring reports to fit on a single page. S. Fiske asked members to consider the idea of photos of officials being used; no member seemed favorable.
5. Members discussed with select board members how best to handle employee wage increase. It was agreed that employees would receive an increase but that the increase would be based on the nature of the position rather than applied across the board. It was suggested that the exact percent increase be developed over time, keeping in mind that benefits may change and other expenses such as health insurance and utilities will rise. The idea of interviewing employees was raised to determine what incentives could be negotiated to keep insurance costs down.
6. Members reviewed the Budget Worksheet and developed the following suggestions:
 - A) To consolidate/group and subtotal: 1) all postal costs; 2) all office supplies; and 3) Election Administration, Town Meeting, and Voter Registration categories.
 - B) Address Group Health Insurance line items and deductible payments.
 - C) Approx. \$172,000 could be reduced from the current Budget.

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7. Members agreed to meet with D. Harling, Admin. Asst. on 9/22/04 with the Select Board to discuss budget format changes and finance timeline.
8. Andersen and Barnhisel will plan to attend the NHMA Budget & Finance Workshop with C. Eddy scheduled for 9/28/04; registration deadline, 9/21/04.
9. T. Petro provided a 4-page outline for the proposed Temple-Greenville coop police dept. and reminded members to attend the town forum on 9/9/04.

Meeting adjourned at 9:10 pm.

Respectfully submitted,
Rae Barnhisel
Sept. 22, 2004