

**Approved Minutes of the Budget Advisory Committee (BAC)
Temple Municipal Offices
Wed. August 11, 2004**

Members present

Steve Andersen
Rae Barnhisel
Mike Darnell
Brian Kullgren
Allan Oxman

Others present

Ted Petro (Select Board)

Meeting called to order at 7:05 pm.

1. Minutes from June 09, 2004 (Mtg. 5), approved as amended.
2. Darnell reported that he had found another computer upstairs in the Municipal Building and will include it in his forthcoming report.
3. Andersen reported that the tax rate would be most likely set in October and suggested that the BAC consider the process in its timeline. He provided a copy of a Department of Revenue Administration (DRA) letter dated August 2004 requesting MS 1 and 4 by Sept. 1, 2004. The letter also requests that non tax-related inquiries be postponed until December.
4. Members reviewed the Budget Timeline and agreed to meet with the following 4 department heads in September: D. Harling, Executive; T. Fiske, Highway; J. McTague, Police; and the Fire Engineers. Andersen will request that Harling meet with the BAC at its next meeting, August 25, 2004. There was discussion of how departments with private funds (e.g., Fire Department, Library, Other?) are audited and whether it is DRA's role or the Town's role to oversee the co-mingling of private and public funds. Other issues discussed were how these departments spend grant money (Fire Dept.) or handle charitable funds received through sale of public-funded materials (Library).
5. Members reviewed the 8/5/04 Budget Worksheet 2005. It was agreed that the following changes be made by the next printed draft:
 - a. p. 1: "Miscellaneous" items be clearly identified as to their purpose; the word not be used as a line item name.
 - b. p. 3: "Abatements and refunds" be clearly itemized ("Abatements" listed; "Refunds" listed). Any more personal but still public information be included in the Town Reports. Appropriation amounts be re-estimated based on an average of years (3 to 5?).
 - c. p. 5: "PB Tax Map Updates" be queried as to whether the funds will be dispersed and whether the line item should be moved out of the Planning Board's budget and into the Financial Administration (AS or TX, p. 3).
 - d. p. 6: "General Government Buildings" line items for the Municipal Building (MB) and Town Hall (TH) be organized according to the building rather than the purpose so that all MB line items and all TH line items are separately consolidated and subtotaled.

"Municipal Building Furniture" be addressed to better accommodate the various boards that meet in the building and have >3 members. It was suggested that an oval table and at least 6 uniform board chairs might be appropriate.
 - e. "Other Property Miscellaneous" be identified, all properties be listed, and the word "miscellaneous" be stricken.

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- f. p. 7: "PD Part Time Wages" and "PD Full Time Wages" reflect the movement of a part-time officer to a full-time officer and a savings of approx. \$7000 according to Andersen. Barnhisel again requested that a copy of the Select Board (SB) final meeting minutes be systematically put into the BAC mailbox so that the board would better informed of SB decisions that directly impact budget line items. The last SB minutes provided were April 13, 2004. Andersen agreed to follow up.
 - g. p. 9: "Other Public Safety" line items be itemized and re-appropriated to the departments that incur those expenses.
 - h. p. 10: "SN" line items be moved out of the Highway Department category and subtotaled.
 - i. p. 11: "AC Miscellaneous Expenses" be clearly identified as to their purpose and the word "miscellaneous" stricken.
 - j. p. 12: "LIB Miscellaneous" be clearly identified and the word "miscellaneous" stricken.
 - k. p. 13: "DS Debt Service-Interest TANS" be \$1.00 so that the line item can remain available for expenditure. Tax Anticipation Notes (TANs) are money available to municipalities based on tax revenues lost or late to be paid. Temple has not had to borrow funds since 1996 after bi-annual billing was instated. It was suggested that tri-annual billing might be also used if issues arise.
6. Andersen reported on the Capital Improvement Program (CIP) and the spreadsheet being developed. Barnhisel will have CIP member Allan Pickman email her a copy to bring to the next meeting. Andersen reiterated the plan to have the CIP address Warrant Articles and the Budget reflect regularly incurred annual operating expenses.
 7. Andersen reported that Sherry Fiske had requested that the BAC provide input on how to expend \$10,000 for evaluating the closed municipal landfill on Brown Road. T. Petro reported from SB minutes that its last meeting addressed Department of Environmental Services (DES) requests for additional information on the landfill. The SB heard from Peter Caswell, Health Officer, that the requirements would cost approx. \$60,000. He said S. Fiske reported that the last company called in informed her they could not perform the work. She had reported she had found a new company that provided her with an estimate of \$10,000. Barnhisel requested that the BAC investigate whether the estimate is for a one-time expenditure or an ongoing annual expense and verify the company's credentials. Oxman requested more information on what DES was requesting and why it was being requested. Barnhisel agreed to bring in copies of documents that explain what has been done to date to evaluate the landfill and meet state requirements and what has not been done.
 8. Kullgren requested that the Town address the sand and gravel shortage/rising costs and consider purchasing land for that purpose.
 9. Members discussed Senate Bill 2 (SB-2) and its merits and will consider presenting a Warrant Article that provides that choice to the voters in March 2005.

Meeting adjourned at 9:55 pm.

Respectfully submitted,
Rae Barnhisel
August 25, 2004