

**Town of Temple**  
**Approved Minutes of Budget Advisory Committee (BAC)**  
Wednesday, April 12, 2006

**Members present**

Rae Barnhisel  
Mike Darnell  
Grinnell More  
John Pierce

**Others present**

C. Eddy (Select Board)                      B. Tirey  
H. Hastings                                      C. Kiley  
C. Eckert

**Meeting called to order at 7:18 pm**

1. Minutes from March 22, 2006, approved as written.
2. Darnell distributed CDs that contained the following documents in “pdf” format:
  - a. Business Management Systems Inc. (BMSI) brochure regarding features of its computer software for school and government operations that include encumbering and distributing purchase orders (hardcopy included, attached here).
  - b. 2006 Budget Worksheet
  - c. 2005 Town Report
  - d. Two (2) Avitar Municipal Software Manuals: Tax Collect User Guide and Civicware Appraisal CAMA System (hardcopies included; available from BAC).
3. Members discussed various tools that would be helpful in addressing the town’s budget and process:
  - a. Budget Worksheet in electronic and 8 by 11 inch format.
  - b. 2006 Independent Audit Report in electronic or hard copy format.
  - c. Account Detail in electronic format.
  - d. NH RSA Chapter 32, Municipal Budget Law
4. Members agreed to generate and distribute the following documents by email or by next meeting on April 26, 2006:
  - a. List of BAC member’s contact information (Barnhisel will email).
  - b. Next meeting’s agenda with time for public input, old business, new business, etc. Items will include the following as well as election of officers. More will email to members for input and feedback and then post on Temple’s Web Site.
  - c. BAC Timeline that dates from the previous meeting to September (current timeline starting month) to create an annual BAC agenda. (Barnhisel will provide a draft next meeting).
  - d. Darnell’s assessment of the administrations information technology (IT) capability. (Darnell will provide next meeting).

- e. BAC poster used previously to advertise open positions and invite candidates to attend BAC's next meeting and express interest (Barnhisel will update and email).
5. Members agreed to attend the next Select Board meeting to query board members on whether they might be able to attend the BAC's next meeting and discuss the need for specific electronic information. Darnell and More will attend and present the request.
6. Members agreed to continue the BAC practice of adjourning at 9:00 pm.
7. Members received a copy of a resignation letter from BAC member Allan Oxman with a copy of his Letter to the Monadnock Ledger editor (copy attached). Per procedure, C. Eddy requested that the BAC provide its recommendation to the Select Board. Darnell requested that the BAC post the position to allow Temple residents equal opportunity to express interest in the vacancy. All members agreed.
8. Members received a copy of a letter from B. Tirey expressing interest in being appointed to the BAC. Pierce made a motion to recommend Tirey for the position without posting the vacancy. There was no second to the motion. Barnhisel, Darnell, and More agreed to notify Temple residents of the vacancy and request interest by its next meeting.

**Meeting adjourned at 9:06 pm.**

Submitted:

Rae Barnhisel, BAC Minute-taker

April 26, 2006