

**Budget Advisory Committee**  
**Town of Temple**  
January 23, 2008 meeting minutes

BAC members attending: Mike Darnell, Ben Tirey, Shawn Smith, John Pierce, George Willard  
Also attending: Connie Kieley, Honey Hastings

Meeting convened 7:05 p.m. by Darnell, Chair

BAC meeting minutes of 1/9/08 were reviewed and approved as amended.

Discussion of recent budget amendments:

\$3,000 for Town 2008 birthday to go under Other General Government.

\$1,600 haz mat ambulance gear to be warrant article, March 2008.

MAP phase 2: Town Clerk needs additional hardware (state provides free printer) for bar coded auto registrations.

BMS maintenance may be included in software line item.

The current draft of the Financial Policy & Procedures Manual was reviewed. Shawn presented the draft based on the Table of Contents. Some chapters have been drafted. Other chapters are to be developed in the future. Review included determining which topics are appropriate.

The Manual Introduction text is based on a Massachusetts manual for municipalities.

Shawn drafted a Budget Preparation section which needs review & feedback.

The reference to Town Forum is to be deleted; it is not part of the budget process.

Under Revenue Receiving heading, Shawn would like to include a section on property taxation; Ben to develop a draft.

Under Budget Preparation, the consensus was to include a description of a BAC review of revenue to date and of revenue anticipated prior to year end in preparation for the DRA setting the tax rate.

Discussion of forecasting of department expenses and of revenues similar to a preparation of a business plan. Should the BAC undertake such a project as a document to provide to the Board of Selectmen?

Discussion of BAC responsibilities.

Discussion of Manual editing. Thresholds for purchasing; fund balance; check of % debt limits.

Meeting adjourned 9:00 p.m.

Submitted by: Ben Tirey, BAC minute taker