

TOWN OF TEMPLE, NEW HAMPSHIRE
BOARD OF SELECTMEN
MINUTES OF PUBLIC MEETING

September 12th, 2017

Town Hall Annex

Select Board members present: G. Cromwell, B. Ezell, and K. Caisse

Call to order by Ezell at 6:30 p.m.

I. **Library Trustees:** Mary Amsden re: library sign & further tree removal

- i. Tom Hawkins will be donating a new road sign for the library where the old road has been grassed over. Placed close to the road to be seen in two directions, but not to interfere with snow plowing.
- ii. It will be a 2-sided sign looking like an open book. The library would like the sign to be lit and they are approximating \$300 for a pole and light. Hoping to get enough pie money from the harvest festival to pay for this expense.
- iii. There are still trees to be removed near the library building and asking the town if the removal could be done either on a day the library is closed OR to please send a notice in advance for the public to be aware. T. Fiske has a bucket and crew lined up to complete in 2018.

Action Item A: N/A

II. **Temple Congregational Church outdoor lighting:** Steve Cullinan

- i. Previous vote to approve by the BOS is revoked and the matter is now a ZBA committee case. A review of the zoning ordinances must be reviewed by the ZBA and the church lighting request is to be approved for a lighting variance by the ZBA.

Action Item B: N/A

III. **69 Kullgren Rd.:** Mike Darnell, Chad Desmarais, Robert Feyh

- i. Neighbors very concerned about the environmental hazards that may be affecting their properties and water sources.
- ii. Cromwell provided a recent photo of the property and it does appear that the accumulation of “things” has increased outside the house, including vehicles and possible toxic holding tanks.
- iii. Court inspection warrant being sought by Cromwell for the town to inspect the property on 9.14.2017. Cromwell will consult town lawyer if meeting minutes of the site visit are necessary and if all 3 BOS members can or should be present on site.

Action Item C: Town BOS will report on the outcome of the inspection by warrant being done on 9.14.2017 with police escort.

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IV. Town E-mail Accounts:

- i. Ezell reported that the town will incur \$5 per user / per month to convert to all i.e. "templeBOS@templeNH.org" accounts from Comcast.net for town employees and committees.
- ii. Cromwell made a motion to allow Ezell to continue investigating the conversion and the pricing of such conversion, seconded by Caisse, and vote, all in favor.

Action Item D: Ezell will provide updates.

V. Appointments to CIP: Connie Kieley, Gary Scholl

- i. Cromwell made a motion approving the CIP committee moving forward in their recommendations, contingent upon the BOS receiving their written recommendations, for new or renewing members of the committee, motioned seconded by Caisse and vote, all in favor.

Action Item E:

Dear Select Board,

You voted on September 12 to reappoint Connie Kieley and Gary Scholl for another 3 year term on the CIP contingent upon the recommendation of the CIP committee. That vote was taken last night (9.13.17) and the recommendation of these reappointments was passed unanimously.

We also voted officers and it stands as is: Connie Kieley was approved as chair and Gary Scholl as vice chair. I am also thrilled to report that Tedd Petro is willing to step in as secretary

VI. Wilton, Temple, Lyndeborough -Town Ambulance meeting: Caisse

- i. The Wilton, Temple, Lyndeborough group met (9.7.2017) and it was agreed to have an advisory committee, made up of representatives of each town on the hiring committee for the next Chief of Ambulance Services.

Action Item F: N/A

VII. Cleaning Expenses: report from the TTHAC

- i. Meeting notes from 9.6.2017 and review of the budget provided by the TTHAC.
- ii. \$6,000 had been budgeted for 2017 cleaning expenses of the Municipal building and of the Town Hall, including annex and kitchen space. At the rate of invoicing by Dutch Maid Cleaners, the town will have a projected \$1,639 overage in cleaning costs. Cromwell motioned for the overage to be allowed for this fiscal year, Caisse seconded and voted, all in favor.
- iii. The TTHAC recommended to the BOS Option 5 (maximum cleaning time would be three hours weekly) with the understanding that we would review the Town Hall summer schedule in May and determine if it were possible to reduce the number of cleaning days or hours for just the summer months. Cleaning of the Municipal Building would remain on a weekly schedule. The yearly cost to the Town would be a minimum of \$7,920 and a maximum of \$8,640. It was noted that the TTHAC would need to present this budget change for 2018 to the BAC.

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- iv. The TTHAC will be sending G. Rae a list of Town Hall “users” for an e-mail to be sent out from the BOS providing information about the updated policies of Town meeting spaces. The TTHAC will also supply G. Rae with a draft e-mail template as well as the most current approved policy.
- v. The updated rules and regulations for renting the Town Hall will be posted on the website by the webmaster.

Action Item G. Rae to coordinate a new FOB and office key so that the cleaning crew and enter the buildings to clean before or after work hours.

VIII. Paperwork:

- i. Ezell notes that the ZBA owes a refund to the Mazzas in the amount of \$222.60, which is the unspent remainder of their \$500.00 payment for their ZBA hearing.
- ii. Intent to Cut Timber- D. Guy, BOS requires the Intent to Cut applications be returned to Mr. Guy for edits to the map and lot numbers specific to this timber harvest. Resubmission is required before approval can be given. Also, Tax Collector brought to the BOS’s attention that depending what parcels Mr. Guy submits, BOS must considered if tax payments are current. Cromwell will investigate and ask the State Forester what are the requirements to allow the intent to cut to be approved.
- iii. Building permit with solar installation – Benotti, approved.
- iv. Harvest Festival - Caisse, Certificate of Insurance will be provided. Cromwell requested that the issue of sand and tar and grass be addressed for the placement of the BBQ area. Caisse will consult with Fiske on best location for the tar and grassy areas. Also, the sign at the intersection of Rt.45 not block eye sight for drivers. Cromwell will watch over a table with old and outdated RSA books and other outdated publications for use by interested town residents. A list of these publications has been provided to the other BOS members.
- v. State form MS-1 – completed and submitted to State by Avitar. MS-434 is being worked on by Cromwell.
- vi. Website agendas & documents maintained with minutes – Cromwell, current meeting agendas will be posted on the website but all previous meetings can be removed once the meeting minutes are approved and posted. All meeting minutes must stay as a permanent record. It will be determined, case-by-case if attachments from the meeting will be filed with the approved minutes.
- vii. Demolition Permit pending - Herta Mazza, no asbestos certification provided to P. Caswell allowing the demolition permit to be authorized and sent to Ms. Mazza.

Action Item H: Ezell will submit refund request to ZBA.
Cromwell will investigate and ask the State Forester what are the requirements to allow the intent to cut to be approved.

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IX. Town Copy Fees: Heidi Jordan: concerned at the \$1 charge per copy for public records. Provided copies of other agency charges or recommendations: Copies of Title VI, Public Officers and Employees Chapter 91-A Access to Governmental Records and Meetings in reference to copying records law. Copies of the State Attorney's General Law in reference to RSA 91-A:4, IV. Copies of NH Municipal Association recommendation as of April 2016.

Action Item I: Rae to research the charges of copying fees in relation to the expenses associated to one sheet of paper for copying. Ezell will review the summary of state law.

X. Approval of August 22nd, 2017 Select Board Meeting Minutes

Caisse had exception to the lack of information concerning the Right-to-Know conversation the board had at the August 22nd meeting and the acknowledgement that a policy / procedure was implemented by Cromwell with no consultation to the whole board. Ken submitted a hand-written amendment.

Action Item J: Rae to take Caisse's notes and draft a change in the minutes to his approval. Rae to resubmit the 8.22.17 draft notes to the whole BOS for final vote.

XI. OLD Business:

Keys & Locks at Town Office, Caisse has not had time to address the issues of key & lock replacements needed, so Rae will pursue local locksmith quotes.

Ant problem in shed, Rae will schedule JP Pest services for meeting T. Fiske at pump house. Cromwell motioned for approval for the additional expense after Rae obtains a quote for the service to rid the pump house of the pests, seconded by Ezell and voted all in favor.

Action Item K: NH School Health Care Coalition requests to be tabled for next meeting.

XII. Vouchers were signed. *missing Payroll

XIII. Action Items:

- A. N/A
- B. N/A
- C. Town BOS will report on the outcome of the inspection by warrant being done on 9.14.2017 with Ezell and police escort.
- D. Ezell will provide updates.
- E. Voted on September 12 to reappoint Connie Kieley and Gary Scholl for another 3 year term on the CIP contingent upon the recommendation of the CIP committee. That vote was taken last night (9.13.17) and the recommendation of these reappointments was passed unanimously.
- F. N/A
- G. Rae to coordinate getting a new FOB and office key so that the cleaning crew can enter the buildings to clean before or after work hours.

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- H. Ezell will submit refund request to ZBA. Cromwell will investigate and ask the State Forester what are the requirements to allow the intent to cut to be approved.
- I. Rae to research the charges of copying fees in relation to the expenses associated to one sheet of paper for copying. Ezell will review the summary of state law.
- J. Rae to take Caisse's notes and draft a change in the minutes to his approval. Rae to resubmit the 8.22.17 draft notes to the whole BOS for final vote.
- K. NH School Health Care Coalition requests to be tabled for next meeting.

The meeting moved to adjourn at 8:54 p.m. by Cromwell.

Meeting minutes respectfully submitted by Gretchen Rae, Assistant to the Select Board.