

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

December 28th, 2017
Town Hall Annex
Special Meeting of Select Board

Bill Ezell called the meeting to order at 10 a.m.

1. The Fire Department has requested an expenditure of \$6,601.00 for the purchase of 3 Kenwood Digital Portable Radios with antennas, microphone, charger, to be paid for out of unused 2017 department budget lines. The bookkeeper has calculated the surplus at \$7670. Motion made by Cromwell, seconded by Caisse, to authorize the transfer of appropriated funds from unspent Fire Department budget lines to the Radio Equipment line, to cover the expenditure. All in favor.
2. Steve Hruska and Tim Fiske addressed the board regarding the payment of overtime for the highway workers on holidays such as Christmas. Tim reported that in the last 10 years 3 Christmas days have required highway department work. The current employee manual specifies only payment for the holiday and regular overtime. It was voted to amend the employee manual 6-3, Section A. 1. to read as follows:

“All regular full time employees shall receive eight (8) hours of holiday pay at their base rate of pay. If an employee is required to work on a holiday, the employee will be paid for the holiday and time and a half for any time actually worked. “

This change is effective as of December 25, 2017.

3. Mr. Hruska inquired about his job title which is either Laborer or Truck Driver. Both he and our other highway worker do the same work. It was voted to change the job title for each to Truck Driver/Equipment Operator. Mr. Hruska thanked the Board and left the meeting.
4. Cromwell reported that the BAC has completed a first draft of the 2018 budget and is asking the Board if we wished them to calculate the effect of various wage increases. It was decided to ask them for the effect of 1.5, 2.5 and 3% increases. It was noted that the Library is increasing salaries for its staff by 1.5% and the police will not have any increase due the Greenville budget problems.
5. Tim Fiske reported that the Town Hall furnace needs to be looked at and he would ask Gretchen to schedule a repair if we agreed. We did. He also reported that the replacement of the booster pump for water was completed and is being paid for half by the highway department and half by the church.
6. Tim also described the status of the current snowplow on the 2005 International. He believes the best plan is to buy a new one at an estimated cost of \$7,000, as early

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as next week. He considered a repair as not cost-effective. The board voted for Tim to proceed with the purchase and report later on the best way to pay for it. There is a capital reserve fund that could cover it, as well as possibly the SB38 special highway grant from the state received last summer. It is also possible his 2018 budget would have enough funds to cover it.

7. Cromwell described a proposal by the BAC to stop the allocation of certain expenses among various town departments and list them each on one line in the Town Administration section of the budget. These include the internet, postage meter, telephone and office supplies. The present allocations are quite arbitrary and time consuming for the bookkeeper. Certain items can be assigned such as actual postage used by the town clerk and tax collector.

The Board agreed this made sense.

8. The office will convert the bookkeeping from BMSI to Quickbooks as of the end of the year. The bookkeeper has asked the departments to turn in their hours by Saturday so that she may be able to prepare the next payroll using the BMSI system if she prefers. The checks will be dated and distributed in 2018. The Board agreed that the bookkeeper should decide which program to use.
9. Ken Caisse reported that he believes he has set up a meeting with the Wilton Town administrator, Scott Butcher, and the new Ambulance Chief, Steve Desrosiers for Wednesday January 10 at 6:30. Our Fire Chief and Engineers, heads of CIP and BAC will be invited to attend, as well as Representatives from Lyndeborough.

The meeting adjourned at 10:40 a.m.

Respectfully,

Gail Cromwell