

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

**June 26th, 2018
Town Hall Annex**

Select Board members present: G. Cromwell, B. Ezell, and K. Caisse
Call to order by Ezell at 6:30pm

Library raffle request:

- Mansfield Public Library raffle permit application.

Motion to approve raffle request with the waiving of the required submission to the BOS 30 days prior to the sale of any raffle tickets or drawings, by Cromwell, seconded by Caisse and all in favor.

Fire Warden for the Town of Temple:

- Current appointed warden, Joe Cournoyer, has served the Town in this capacity for decades and much appreciated by all!
- The Town and the State Fire Warden will be honoring Joe's MANY years of service with more details to come.

Motion to accept, with great gratitude of his service, the resignation of Joseph Cournoyer as the Temple Fire Warden by Caisse, seconded by Cromwell and all in favor.

Motion to approve Michael Connolly as the appointed 2018 Temple Fire Warden by Caisse, seconded by Cromwell and all in favor.

- As the new Fire Warden, M. Connolly will reappoint the deputy Fire Warden roles to: Will Wildes, George Clark and Patrick Connolly.
- M. Connolly will also appoint Joe Cournoyer as an issuing agent for town seasonal-fire permits.

Jeta Grove Religious Exemption:

- Filing date of form A-9 was corrected to be March, 22 2018

Motion to accept and approve Jeta Grove's 2018 religious exemption form A-9 and the financial documentation associated with the filing of the A-12, by Cromwell, seconded by Caisse and all in favor.

Postage meter:

Motion to allow the bookkeeper to sign a new postal meter contract based on the information provided to the BOS, by Cromwell, seconded by Caisse and all in favor.

BOS signatures:

- Forest Fire Warden Appointment form for NH Department of Natural and Cultural Resources, Division of Forests and Lands. Mike Connolly to send.
- Authorization letter for legal inquiries – names listed and sent to NHMA, G. Rae to send.

Motion for acceptance as written by Cromwell, seconded by Caisse, all in favor.

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- Request for the Treasurer to transfer a timber tax bond in the amount of \$6,000 into the general fund for payment towards over-due timber taxes for Doug Guy's intents to cut.
 - Inspection zoning site verification letter to NH Department of Safety, Division of Motor Vehicles, G.Rae to send.
 - Building permit, Puglisi, prefab garage, approved
 - Building permit, Price, deck expansion, approved
 - DRA form PA-28 non-use letter, GRae to send
 - New Town Hall wall clock, purchased by C. Kiely on behalf of the town, invoice submitted \$119.00
- Motion to reimburse C. Kiely and paid by the bookkeeper for the expense, by Cromwell, seconded by Ezell, all in favor.**
- Avitar correspondence requiring BOS action, needs to be addressed directly to the new Select Board e-mail address. Cromwell to notify Avitar of the change of address.

Guy Junkyard application:

- Caisse to call D.Guy and make an appointment for the junkyard inspection date and time.
- Caisse and Ezell will be performing the inspection and report the findings.

Benotti timber cut:

- Matter under State authorities review

Update on Pack Monadnock powerline:

- Thank You John Kielely for attending the meetings and reporting back the findings.
- Currently, the decision will be NOT to run the new powerlines the last half and to the top of the road.
- There is a (non-Town) planning meeting to be held later in July for further discussion.

Safety committee membership:

- Board Assistant not on the committee, members do include: Tim Fiske for Highway, Kathy Fedorka for Library, Amy Cabana for Recreation, Ken Caisse as Selectman rep., Deb Harling and Bill McDonnell for Fire Department.
- G.Rae to send the last meeting's minutes draft and agenda to the committee for review before the **next scheduled meeting for Thursday July 12th at 2pm** in the annex meeting room.

Review of proposed instructions to rent out the Town Hall:

- C. Kielely requesting change to section 5 of the new procedure:
Renters who pay a fee must complete and signed the reservation form, pay the fee and leave a check for the cleaning/damage deposit before the room can be reserved and/or rented. **In addition to those paying a fee, every person with a waiver or any quasi-**

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municipal group or organization holding a Special Event must complete the Reservation Form and must leave a Damage/Cleaning deposit.

- C.Kieley recommends that the BOS send out another update e-mail to all the Town Committees explaining the changes in protocol and with a copy of the new procedure's checklist.

Motion to accept revision II, June 27th, 2018 of the process checklist for rental of the Town Hall by Cromwell, seconded by Caisse, all in favor.

- C. Kieley asked to have the Select Board discuss updating the Town's event calendar on the homepage of the website with the webmaster. Ezell to contact webmaster.

Schedule employee reviews:

- Ezell will schedule the date with G.Rae and Cromwell will continue to work finalizing the bookkeeper's job description so that a review for that position can also be scheduled.

Meeting Minutes:

- **From the June 12th meeting minutes:** motion to clarify a motion as written on Jeta Grove: **New motion: Motion for acceptance of the assessed land value of .6 acres to be on a \$7,800 value amount, instead of \$49,200 on Map1A-Lot3, with three cards, by Cromwell, seconded by Caisse, all in favor.**
- **June 12th meeting minutes,** motioned for acceptance as amended, by Caisse, seconded by Ezell, all in favor.

Public Comments:

- Cromwell will be attending next SAC meeting on Thursday June 28th.
- W-4 forms are not current for some of the Fire Dept. employees being paid quarterly.
- Bookkeeper will follow-up with stipend payees to make sure a W-4 is on file for tax withholdings.
- Heidi Jordan expressed concern of the Town setting a precedent for requiring "inventory lists" by some residents. The inventory list could be perceived as a required "asset list", which Temple has not been in favor of for many years. BOS assures residents that the current "inventory list" is being asked only based on a case before the ZBA.

Entered Non-Public session: 7:51pm

Motion made to enter non-public session per RSA 91-A:3II (e) by Ezell, seconded by Cromwell, all in favor

Adjourned Non-public session and reconvened Public Session: 8:13pm

Motion made to re-enter public session by Cromwell, seconded by Caisse, all in favor

Vouchers: Signed

Meeting Adjourned: 8:16pm, motioned by Caisse, seconded by Cromwell, all in favor.

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Next Meeting: Tuesday July 10th 6:30pm Town Hall Annex.

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

Town Hall Rental Procedures
Version II, effective June 27th, 2018

1. Always get the name and contact number of anyone requesting information. Print and hand the Town Hall Fees, Rules, Regulations and Reservation document to all potential renters or if the request is by phone refer them to the website. Always refer all requests to the website as well for additional information.
2. Ask if this is public or private event and ask if there will be a charge for attending.
3. Every person or group who use this building, paying or not, should read or have read and understand the Regulation Section of the Town Hall Fees, Rules, Regulation and Reservation form.
4. Reservations are on a first-come first-serve basis. If there is any question as to who requested first, do note that preferential treatment should go to Town Committees first, Quasi municipal organizations second, Town residents third and non residents last.
5. Renters who pay a fee must complete and signed the reservation form, pay the fee and leave a check for the cleaning/damage deposit before the room can be reserved and/or rented. In addition to those paying a fee, every person with a waiver or any quasi-municipal group or organization holding a Special Event must complete the Reservation Form and must leave a Damage/Cleaning deposit.
6. The signed form and checks can be dropped off at the Municipal Building or mailed. Given that the Select Board Assistant's job is part time, alternate arrangements should be made for the checks to be received during non business hours. **Only the Select Board can waive or reduce any fees and/or deposits.**
7. Renter requests for waivers or fee reductions, and/or waivers or fee reduction for damage/cleaning deposit MUST be approved by the Select Board but note the new fee schedule is meant to avoid these requests and should for the most part be adhered to.
8. Set up time must be included in rental time with the exception of weddings that may need to set up the afternoon before with an extra charge of \$50.
9. This building cannot be rented by a resident for someone who lives out of town without paying the non-resident rate. The rental is non transferable.
10. Remind all individuals & organizations that privileges to use this building can and will be revoked if the regulations are not adhered to.

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11. The Select Board works in conjunction with the TTHAC to retain the integrity of this historic building. The SB, the TTHAC & the renter should be immediately and simultaneously notified of any damage to the Town Hall. The SB will work with the TTHAC to repair the damage.

12. Request Dutch Maids notify the office if they notice any damage or excessive cleaning following a rental.