

# TOWN OF TEMPLE, NEW HAMPSHIRE BOARD OF SELECTMEN JULY JULY 11, 2017 MINUTES OF PUBLIC MEETING

Board members present: Ken Caisse, Gail Cromwell, Bill Ezell  
Cromwell stated she would be recording the meeting.  
Call to order by Cromwell at 7:30 p.m.

July 5<sup>th</sup> minutes:

Cromwell moved to accept, seconded by Caisse. Caisse and Cromwell amended to fix several typographical errors. Motion voted in the affirmative as amended by unanimous vote.

July 9<sup>th</sup> minutes:

Cromwell moved to accept and to amend with the inclusion of an attachment detailing the severance terms for the Town Assistant to the Selectboard. Seconded by Ezell. Motion voted in the affirmative as amended by unanimous vote.

Appointment of school board representative:

Cromwell moved to appoint Niki McGettigan to complete the term vacated by Dave Marz. After discussion, Caisse and Ezell wanted confirmation from the candidate that she desires the position. Motion was not seconded and is deferred until the next meeting.

Report on tax collections:

The Tax Collector presented information on the status of tax collections. She stated that as of July 11<sup>th</sup>, 91% of the tax bills had been paid, and that Intent to Deed notices will be sent to those in arrears on July 14<sup>th</sup>.

Proposal by Planning Board for clerk:

Allan Pickman presented a request on behalf of the Planning Board to hire Betsy Perry as a clerk for the Planning Board. A proposal for 10 hours per week was made. Cromwell questioned the number of hours. Pickman provided a list of tasks the clerk would perform and explained those tasks would amount to approximately 10 hours per week, the actual time to be determined based on Planning Board activity. The time included 5 hours per week of time in the town offices. Cromwell stated that the selectboard is in the process of creating a Municipal Clerk position and that there would be some overlap of tasks and that the selectboard should defer any decision until the details of that position are determined. This would result in a reduction of the tasks Pickman stated. Ezell suggested deferring any consideration until the next meeting. No motion was made.

Timber tax cut application:

The board approved and signed a timber tax cut application for Nixon.

Miscellaneous forms from the state and discussion of the Primex contract:

The board elected to not use the State Inventory Form and so signed the letter of intent from the state.

The Tax Collector asked about when refund requests should be turned in. Cromwell stated no later than Monday the 17<sup>th</sup>.

The offer from Primex to cap our annual rate increase to 10% if we would commit to a three year contract was discussed. Action, if any, was deferred until the next meeting to give Caisse time to review the details. Town counsel recommended not signing.

#### Outsourcing of payroll:

Cromwell presented proposals from two companies, Paychex and Payrollmatters, for handling town payroll. Cromwell will continue to gather information to allow a comparison of the costs for using either of those companies to the cost for having the town bookkeeper continue to process payroll. Cromwell pointed out that using Paychex would allow the town to offer direct deposit of paychecks to town employees. No other action was taken.

#### Continuation of transition planning, office hours, and job descriptions:

Cromwell presented proposed tasks for job descriptions for the proposed municipal clerk, the bookkeeper, a town webmaster, and a planning board clerk. Cromwell also provided a breakdown of estimated cost for each position, as well as an example set of in-office hours for the municipal clerk.

Ezell will contact a candidate for the webmaster position.

Ezell will draft advertisements for the job openings.

Cromwell will contact the temporary bookkeeper approved at the previous meeting to have her come meet the board and to see if she will consider taking the bookkeeper position permanently.

#### Email retention policy:

Ezell stated that the selectboard has no email retention policy and that this is a potential liability for the town. Ezell also discussed some possible avenues for providing town-specific emails as Caisse had suggested at a prior meeting. Ezell will research and draft an email retention policy for review at a later meeting.

#### Lockbox for office:

Caisse proposed obtaining a key lockbox for the town office to hold all keys the selectboard is responsible for. This would allow board members to have only one key instead of having to manage multiple keys.

Motion by Cromwell, seconded by Ezell to authorize Caisse to purchase a lockbox for the office keys, such purchase to be reimbursed by the town.

Motion voted in the affirmative by unanimous vote.

#### Request from Oxman to affirm his appointment as town forester:

Although the board believes this was already done, Cromwell made a motion to notify Oxman that he has been reappointed as town forester for a term ending in 2020, seconded by Ezell. A question was raised by Jeanne Whitcomb as to whether Oxman would need to be sworn in. Caisse stated that since this was a reappointment, that was not necessary.

Motion voted in the affirmative by unanimous vote.

#### Public comments:

Honey Hastings asked about the status of other town jobs held by Debra Harling, and how Harling's resignation would affect them. The board stated it will research the issue.

Heidy Jordan provided the board with a copy of the state Title LXIV Planning and Zoning, Chapter 674, Local Land Use Planning and Regulatory Powers, Regulation of Subdivision of Land, Section 674:39-a relating to the ongoing Mazza land use case. Ezell stated that the board could not discuss this because an appeal of the board's decision is pending before the ZBA.

Dick Benotti asked about tax rebates for elderly residents. Cromwell will research.

Connie Kieley thanked the board for its efforts and handling of the transition period to a new employee structure.

Motion to adjourn:

Motion to adjourn at 9:00 PM by Ezell, seconded by Cromwell, unanimously voted in the affirmative.