

TOWN OF TEMPLE, NEW HAMPSHIRE  
BOARD OF SELECTMEN  
March 10, 2015  
DRAFT MINUTES OF PUBLIC MEETING

Board members present: Gail Cromwell, John Kieley, George Willard

Call to order by Cromwell at 5:30 p.m.

Converse Road Bridge: Tim Fiske, Road Agent, met with the Board to discuss the most recent Dubois & King invoice in the amount of \$5,082.85; of this amount \$2,227.33 is for an outside consultant. There is also an outside consultant charge from October 2014 in the amount of \$1,650.00. Fiske has spoken to Bob Durfee of D & K about these charges. Durfee told Fiske that Cold River Bridges would be withholding approximately \$4,000.00 from their payments to ConSpan and would charge Temple less to cover these outside consultants. Fiske has spoken to a representative of Cold River who stated that Cold River had not agreed to this arrangement. Fiske has approved the D & K invoice less the outside consultant fee. Fiske also informed the Board that Durfee had suggested during the conversation that the State of NH-DOT would not pay the 80% of these additional charges. These charges are a result of D & K not approving the footings and claiming that ConSpan had placed the arches outside during cold weather without the proper curing.

Kieley asked if Durfee had confirmed that D & K costs would come in at or under the quoted amount. Fiske said there had been no indication. There was discussion about contacting Nancy Mayville at the DOT but Kieley thought that contacting the State would just escalate the situation at this time. Kieley suggested sending an email to Durfee. Kieley will draft an email and forward it to Fiske for review, if Fiske agrees with the content the email will be forwarded to Cromwell for her to send to Durfee as Chairman of the Board.

2015 Town Meeting Preparation: The 2015 warrant was reviewed and there was discussion about moving, seconding and speaking to warrant articles. Fiske will speak to the loader warrant article. Fiske stated that he has an amendment written to reduce the amount requested for the loader to \$134,000.00. Fiske thinks this amount will allow purchase of the smaller machine and cover the legal fees. Kieley asked about an extended warranty. Fiske thought that if he decides to purchase an extended warranty this amount would cover it after deduction of the trade-in value from the purchase price.

The Board asked Fiske if he would be speaking to the warrant article on the lawn mower, or if he would be tabling this article, as they had heard rumors it would be tabled to allow for an amendment by the Fire Department to purchase both a cutter and a spreader for the jaws-of-life. Fiske stated that he is not pulling the mower article and he will speak to the article.

The Board finished review of the warrant articles and it was determined that Kieley will speak on the budget, Wendy Drouin will speak on the office computers, Jim McTague will speak on the police cruiser, George Clark will speak on the jaws-of-life, Fiske will also speak on the hwy vehicle maintenance expendable trust and closing a portion of Blood Road, Willard will speak on the stretcher for the ambulance and Deb Harling will speak on the Big Brothers/Big Sisters article.

Employee Manual: The Board prepared to review the proposed employee manual. Cromwell noted that there were two representatives from the Fire Department in attendance, Luke Peterson and Ken Caisse. Caisse stated that he was attending as a citizen and was not there to represent the Fire Department. The

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Board acknowledged receipt of a letter from the Board of Fire Engineers, Will Wildes, Mark Salisbury and Luke Peterson, stating that the employee handbook conflicts with RSA 154:1 and the Fire Engineers are waiting for an opinion from Attorney Drescher. The Fire Engineers had also sent a message to the Board that the Fire Fighters had voted 100% they do NOT want to be town employees, they want to stay Volunteers. Peterson explained that the Fire Engineers are elected by the Town and the Fire Department Officers are elected by the department.

Chapter 1 Purpose and Policies: No changes made.

Chapter 2 Responsibility for Administration: the following changes were made:

2-1 paragraph 4 – add the word authorize at the beginning of the sentence, per the suggestion of Cromwell.

Chapter 3 Definitions: the following changes were made:

3-2 “Appointing Authority” – add “with the exception of the Fire Department, which elects its own officers” to the end of the sentence, per the suggestion of Peterson.

3-10 “Elected Employees” – add the words “full or” after regular and before part-time, per the suggestion of Cromwell.

Chapter 5 Hours of work, overtime and special services: the following changes were made:

5-3 “Time Sheets/Cards” – add “with the exception of the Fire Department for which drill records are handled by the Officer in Charge” per the suggestion of Peterson.

Chapter 7 Recruitment, selection and appointment of employees: 7-4 D Physical Examinations brought about a discussion regarding the Fire Department. Peterson stated that the FD had started requiring physical exams that were paid for by the town. One of the first Firefighters to have an exam did not pass due to an “aberration” according to Peterson. Peterson stated that the NFPA “standards” require these exams, the Administrative Assistant reminded Peterson that the NFPA makes “recommendations”, as a private entity they cannot create standards that require action, Peterson acknowledged this and corrected himself. Peterson continued with information regarding the Firefighter who had failed the physical and required extra testing, the question is who should pay for extra testing. Kieley suggested that the Fire Department come up with a policy for physicals for the review of the BOS. Kieley also suggested that if an aberration occurred again with regard to physicals that the FD try to find the money in their budget, if this cannot be done then the FD should approach the BOS about finding the money elsewhere. After this discussion the second to last sentence was changed to read “When required, the physical examination shall be performed by Monadnock Occupational Health”.

Chapter 12 Disciplinary Actions: after discussion with Peterson regarding official orders that may be outside the scope of someone’s training 12-1 C-5 was changed to read “Failure or refusal to carry out an official order or directions from a proper person of authority, other than orders outside the limit of a person’s training”.

Chapter 14 Conduct of Employees: the following changes were made:

14-4 “Outside Employment” the word “Highway” was inserted before employee per a suggestion from Kieley, after Peterson pointed out that the members of the FD work outside of the town and respond when there is a tone.

14-8 “Conflict of Interest” this paragraph will be changed to reference RSA 669:7 about incompatibility of offices, per a suggestion from the A.A.

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14-9 Workplace violence: 14-9 C-3a was changed to read "Bringing Firearms into Town buildings, except to secure in a lockbox" after Peterson stated that when responding Fire Fighters often have knives, or guns with them and it could be dangerous to leave these weapons in their vehicles. Peterson stated that he would ask the FD Association to purchase said lockboxes.

Chapter 15 Fringe Benefits:

15-1: remove "Volunteer fire and EMT employees contribute toward Medicare", per a suggestion from Kieley.

15-4 C add "non-employees traveling in FD vehicles is at the discretion of the Fire Chief" to the end of the paragraph, after a comment from Peterson that the FD vehicles are used in parades and family members of the Fire Fighters often ride in the parades with them.

15-5 Reimbursement on CDL: add paragraph D "The Fire Department is not required to have a CDL license at this time", per a suggestion from Kieley after discussion about the FD and CDL licenses.

Move by Cromwell to accept the employee manual as amended, second by Kieley and voted in the unanimous affirmative. Cromwell asked Peterson to have the Fire Engineers review the revisions made. The Board will also send a letter to the Fire Engineers regarding their letter of March 12, 2015.

Minutes: Move by Kieley, second by Willard to approve the 2/10/15 minutes as written and voted in the affirmative.

Move by Kieley, second by Willard to approve the 2/17/15 minutes as written and voted in the affirmative. Move by Cromwell, second by Willard to approve the 2/24/15 minutes as written and voted Cromwell and Willard in the affirmative, Kieley abstained as he was not in attendance for the 2/24/15 meeting.

Paperwork: Signed vouchers.

Motion to adjourn at 7:10 pm by Kieley, second by Willard and voted in the affirmative.

Minutes submitted by Debra Harling

~ Next meeting scheduled for Tuesday, March 24, 2015 at 5:30 pm ~