

TOWN OF TEMPLE, NEW HAMPSHIRE
BOARD OF SELECTMEN
MARCH 28, 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 Board of Selectmen at 6:30 p.m.

Select Board Chair: Move by Ezell that the BOS go to a Co-Chair system with all 3 members as co-chairs. Each board member takes a turn at running the meeting, second by Cromwell. Voted Cromwell and Ezell – yes, Caisse – abstained. Ezell suggested that the duties of Chair rotate either by month or by meeting. Ezell stated that he hoped this system would project an image of the Board working together. Joyce Kullgren, Town Clerk, asked about how she should fill out paperwork that requires the listing of a Chair. Ezell suggested adding lines to the paperwork. All 3 are co-chairs, Ken Caisse was chosen alphabetically to chair the rest of the meeting. The extra stipend for Chair will be divided equally.

Tax Collector Deputy: Jeanne Whitcomb, Tax Collector, informed the Board that Wendy Drouin has resigned as Deputy Tax Collector. Whitcomb has appointed Joyce Kullgren as Deputy Tax Collector. Move by Cromwell, second by Caisse to approve the appointment of Joyce Kullgren as Deputy Tax Collector, and voted in the affirmative.

Prior Minutes: 3/13/17 minutes – Move by Cromwell to approve the 3/13/17 as written, second by Ezell and voted in the affirmative.

Paperwork: Signed vouchers, Cromwell suggested that each BOS member sign off week payroll on Tuesdays of the first, third, and if needed fifth weeks.

- Signed MS-232
- Signed building permit application – Mamone, M 05 L 053
- Signed application for veterans credit – Rheaume
- Signed letter to Trustees of the Trust Funds re: Wheeler Fund
- Signed payroll rate sheet for 2017 rates approved at 2017 Town Meeting
- Reviewed letter from Cemetery Trustees re: revocation of cemetery lot purchase for non-payment

Other Business: Mazza involuntary lot merger – Administrative Assistant to contact the Town Attorney for opinion in writing.

- Cromwell requested list of building permits and occupancy permits issued. The A.A. explained that occupancy permits have been issued for residential uses, usually not for sheds or barns, etc. Cromwell would like to revamp the current forms and review building permit fees.

Appointments: Move by Cromwell to re-appoint Jennifer Rheaume as Animal Control Officer for a three year term ending 2020, second by Caisse and voted in the affirmative.

BOS Committee Assignments: Caisse – Recycling, Ambulance and CIP Committee.

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Cromwell – Budget Advisory Committee liaison, Police Board, and Selectmen’s Advisory Committee.
Ezell – Ex-Officio to Planning Board, Police Board.

Committee Reports:

- Cromwell informed the Board that she had attended a session in Concord regarding SB248 and had spoken in favor of this bill, which would ratify the votes taken at postponed Town Meetings. Cromwell also said that the Senate did not vote on the bill, it passed this bill off to the House.
- Cromwell stated she had spoken to Allan Pickman, Chair of the PB, regarding the updates to the tax maps. Betsy Perry will contact the company and get the update underway.

Cromwell agenda items:

- List of goals for the BOS for 2017 reviewed, Ezell and Caisse added items - attached.
- Cromwell emailed the NHMA regarding keys to the office and shared with the Board the response cited. Move by Cromwell to instruct the A.A. to provide keys by the end of the week, second by Ezell – discussion: Ezell said he had been looking at this issue and has heard concerns regarding confidentiality of Town Clerk records due to the open office concept. Move by Caisse to postpone discussion to the 4/11/17 meeting, second by Ezell and voted Caisse and Ezell – yes, Cromwell – no.
- 2017 BOS meeting times: The Board will keep the meeting times at 6:30 pm on the second and fourth Tuesdays of the month. Move by Cromwell to rotate the Chair position by meeting, second by Ezell and voted Cromwell and Ezell – yes; Caisse – no.
- Cromwell suggested that the Board set a policy of having public comments at the end of a meeting.

Motion to adjourn at 7:50 pm by Cromwell, second by Caisse and voted in the affirmative.

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1. Review the building permit application form and fees. (Gail)
2. Complete the shredding of office documents and put on an annual basis. (Bill)
3. Improved Financial Reports: Collect financial data into usable data bank, monthly expenditure and cash balances report, revenue report with details (Gail)
4. Job descriptions for our two office employees, re-institute annual performance reviews. (All)
5. Off week payroll signatures should be done by all 3 selectmen. (All)
6. Completion of renovation work at municipal building. (Ken)
7. Consider marketing of lots on Route 45 (All)
8. Meet with our state reps to discuss issues of downshifting of costs. (All)
9. Continue to upgrade the town website. (Bill)
10. Review Annual Report content (All)
11. Complete work on Policies and Procedures (All)
12. Improve channels of communication with our town. (All)