

TOWN OF TEMPLE, NEW HAMPSHIRE

SELECT BOARD

MINUTES OF PUBLIC MEETING

Monday, Aug. 27, 2019

Town Hall Annex

5:00 PM

Select Board members present: G. Willard, B. Ezell, and K. Caisse

Meeting called to order by Ezell at 5:00 PM

- Avitar delivery of final Reval data
 - **Ezell called upon Mark Stetson of Avitar Associates to address the SB. Stetson explained that the town's property valuation has increased by 14 percent compared with the values set during the 2014 revaluation. Those 2014 values had dropped 8 percent from the prior 5-year period. So, the values have increased 6 percent over the aggregate 10-year period. The most recent revaluation had looked at 56 sales during a two-year window, which was twice as many sales as during the last revaluation. In summary, there have been more property sales and values have risen. Avitar met with a total of 34 property owners in those informal hearings after the initial revaluation assessments were announced. Stetson presented the SB with the 2019 MS-1 form from the NH Dept. of Revenue Administration. SB circulated for execution. Stetson said he would upload to the NH DRA portal and return a signed copy to the town offices.**
- **Public Comment**
 - **None.**
- **Old Business**
 - Municipal Building space revisions
 - **Clifton-Waite reported that the 2nd floor space is now ready to be reorganized with the second-hand file cabinets and that office personnel will eventually select the drawers they want to fill with files from the 1st floor. The SB agreed that the matter could be removed from Old Business.**
 - Public Parking outside the Congregational Church
 - **Willard reported that he had spoken with church representative Rob Wills and explained that orange cones are not necessary for parking control and that the church could have people continue to park in front of their building. The SB agreed to remove the matter from Old Business.**
 - Tree Cutting – Hadley Highway

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- **SB discussed news from Caisse that Road Agent Kent Perry had solicited a \$1,800 bid to remove trees on town land adjacent to Richard and Sandra Benotti's 82 Hadley Highway property.**
- Tree Cutting – North Cemetery
 - **SB discussed the the information from Caisse that the bid to remove trees on town land off Hadley Highway did not include tree removal on town land adjacent to North Cemetery due to the issues of access across private property. Caisse said Perry is talking with a contractor about use of a special machine, and that a bid has been sent to the Cemetery Trustees for review. Ezell stressed that the trees need to be cut because of the liability issue for the town.**
- Employee Manual
 - **SB members noted that they had read through the manual, and Caisse suggested a work session dedicated to just this matter. SB set Tuesday, Oct. 1 at 6:30 p.m. in the Annex for that work session meeting.**
- National Flood Insurance Program Application
 - **Clifton-Waite updated the SB on the status of the application. He noted that he has researched property parcels he sees as likely to be affected by the three floodplain areas identified in a 1977 town map provided by Southwest Region Planning Commission. He had recently emailed certain town volunteers who serve on the Planning Board and in other capacities to give him feedback on the list. He noted that properties held by Willard and Ezell are listed by him as potentially impacted. SB stressed that the floodplain is established by federal contour maps.**
- Primex Holding Premium Distribution
 - **Caisse reported that the Budget Advisory Committee had recommended that the holiday premium distributions be returned to the town this fiscal year rather than be applied against premiums next year. Caisse said their reasoning was two-fold – to have the refund applied against the same budget year as the expenditures and to avoid spikes in premiums in a future year when discounts are not applied. SB directed Clifton-Waite to request refund checks of Primex.**
- New phone system for Municipal Building
 - **Ezell reported that he is looking to purchase a \$289 out-of-the-box phone system with digital voice messaging that his wife uses at her office, though she has a more expensive packet from AT&T with four lines and the lower-priced**

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model has two lines. Ken asked about hand sets and the price of the higher tier model. Ezell said he would return with a price for the next tier model.

- NH DRA Application for Reimbursement to Towns/Cities for Forest Land
 - **SB reviewed and circulated the application for signature.**
- Cemetery Funding Review
 - **SB noted that this item would be a September item. Caisse reported that Budget Advisory Committee Chair Gary Scholl had informed him the BAC would look at this matter once they start meeting. The matter remains on hold pending that BAC review.**
- Kullgren Road
 - **SB asked Clifton-Waite to return the matter to the Old Business portion of the agenda. SB directed Clifton-Waite to check with town attorney William Drescher about status of draft Notice of Violation to be issued to the bank holding the mortgage on the property, in wake of news of the foreclosure auction for Oct. 2. SB members will sign the notice once ready for execution.**
- **New Business**
 - Mowing around School House No. 6
 - **Historical Society member Honey Hastings had removed the item from the agenda prior to meeting. SB noted that the town Road Agent has the item on the town calendar in September, and this week the town highway department had just had personnel mow the field the day before the meeting for access to paint the building.**
 - Appointments to the Temple Community Planning Committee
 - **SB noted that they had received from Temple Community Planning Committee (TCPC) Chair Christine Robidoux two communications from interested residents. Caisse motioned to appoint Ivy Bibler and Adie Krulis to the TCPC, Ezell second, all in favor.**
 - MelansonHeath 2018 Audit
 - **SB reviewed draft financial reports, audit representation letter and letter of recommendations from auditors MelansonHeath (MH) regarding the recent audit of fiscal year 2018. Ezell noted the draft recommendations and that the new system of weekly bookkeeping reports and timecards would address a couple of issues in the MH letter. Caisse said he hoped all departments would adopt the new form procedures. SB asked that Clifton-Waite to circulate an email to town departments regarding approval signatures on all invoices prior**

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to submission and payment. Ezell said he hoped MH would welcome their changes. SB discussed ongoing June reconciliation involving the bookkeeper and town treasurer.

- Limits to scope of community organizations listed on town website
 - SB discussed limits to group events (for-profit and non-profit) to be listed in the website calendar and its homepage News section. SB determined that events involving town organizations and those of Temple residents could be posted in the calendar and have a write-up in the News section. The website should reflect contact information for community organizations who receive annual contributions from the town budget; otherwise, listings of organizations is to be limited to town organizations. SB also requested that Clifton-Waite serve as backup for the webmaster to post meeting agendas on the town website.
- Approval of new financial forms
 - SB discussed a packet of new forms developed by town bookkeeper Julie Dean to streamline SB review and approval of weekly payroll and vendor invoices; this will also provide the SB with a higher-level summary at a glance. Ezell noted that the forms had been sent to the auditors, MelansonHeath, for approval. Ezell motioned to approve the new forms, Willard second, all in favor.
- Certificate of Occupancy
 - SB signed the Certificate of Occupancy for the in-ground pool belonging to James Goddard at 14 Maplewood Drive.
- Building Permits
 - SB reviewed building permit applications for the following property owners:
 1. Ted and Felicia Sartell, 4 Fisk Hill Road – 8x10 square foot addition to a milking room – approved.
 2. Daniel and Pamela McElreavy, 94 Brown Road – approved contingent upon payment of \$2.40 in fees for miscalculation of fees.
 3. Viocal LLC, 16 Spofford Gap Lane - 4,072 square foot indoor riding pen, approved subject to review and approval by Building Inspector Will Wildes.
- Committee Reports
 - Willard reported on the Selectmen's Advisory Committee meeting from Aug. 22, attended by about 10-12 people interested in learning more about the regional cooperative broadband coverage proposed by members of the S.A.C.

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He reported that Comcast would charge \$40,000 per mile for installation when there are fewer than 20 houses per mile. Encumbrances were also discussed and as of June 30, 2018, the district had encumbered \$967,000 for the 2019 budget. The district's capital improvement plan showed \$90,000 for paving in the Temple school district in 2021.

- Ezell reported that the planning board had recently met and that the discussion around affordable housing remains ongoing.
- Caisse reported no meetings, but requested fewer copies to be placed in the SB meeting packets.

- **Other Business**

- Jeta Grove Foundation LUCT invoice
 - Clifton-Waite reported that Jeta Grove Foundation had challenged the values of the recent 2018 LUCT invoice sent to them – that they believe \$120 is appropriate instead of the \$780 value for the acreage taken out of current use. Clifton-Waite said Avitar believes the values of the town invoice to be correct. The matter has been referred to the town attorney for review and input.
- Minutes
 - SB discussed the August 12 minutes. Caisse motioned to accept the minutes from the August 12 SB meeting as amended, Willard second, all in favor.
- Vouchers
 - SB circulated vouchers for signature.

Meeting Adjourned: 7:39 PM. Motioned by Caisse, Willard second, all in favor.

Next Select Board Meeting: Tuesday, September 10, 2019, at 6:30 PM in the Town Hall Annex.
Meeting minutes respectfully submitted by Paul Clifton-Waite, Assistant to the Select Board.