

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

**August 22nd, 2017**

**Town Hall Annex**

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

Call to order by Cromwell at 6:30 p.m.

- I. **Hearing:** The acceptance of SB38 additional Highway Block Grant from the State of NH in the amount of \$62,218.00
  - i. Motion to discuss by Ezell, second by Caisse, and so voted all in favor.
  - ii. **Public comments:**
    1. Money must be spent on highway items NOT previously budgeted for and cannot be put into a trust fund.
    2. Tim Fiske, Road Agent, provided the select board with a list of priority projects to make use of these additional funds from the state. Because the funds are non-lapsing, Fiske is recommending that some monies be spent in 2017 and the remainder spent in 2018.
    3. ~\$26,000 recommended to be spent on gravel road maintenance in 2017
    4. ~\$36,000 recommended to be spent on Moran road culvert upgrade in 2018.
  - iii. Motion to accept recommendations by Ezell, second by Caisse, and so voted all in favor.
  - iv. **Action Item A:** Special account must be established for fiduciary needs of the grant monies.

II. **Temple Congregational Church outdoor lighting change request:**

- i. Steve Cullinan, church sign representative, proposed the replacement of the current church outdoor light with a 9"Wx6'H granite sign post. Old light will be removed, electricity will remain and the plantings will remain.
- ii. Cromwell provided photos of both the current church lighting and the Town Hall's front lighting. There is concern that the new church light with LED bulbs may cause blind spots for traffic.
- iii. Cromwell and Ezell recommend that there be a review process of the lighting fixture to be installed.
- iv. Caisse does not agree with the need of a review of the fixture chosen before installation is necessary for approval of the lighting change.
- v. A vote to accept lighting changes, subject to approval, motioned by Ezell, second by Cromwell, and so voted in favor, with Caisse not in favor.

III. **Changes to Town Employee Manual:**

**24-3. COMMUNICATIONS SYSTEMS AND NETWORK:** Access to the Town of Temple internet system is provided to town employees to promote communication with people

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

and access to resources both within and outside the town's network. Work done on the town's internet system can be monitored. Employees should be aware that all work performed on the network remains the property of the town.

Add the following:

Email addresses assigned to town employees are the property of the town.

Regarding Keys & Fobs, see page 19:

To Article 9-2, add a section E.

E. Upon separation of an employee for any reason, all keys and security fobs shall be turned over to the Board of Selectmen promptly and in no case later than the final paycheck.

- i. A vote to accept Employee Manual changes motioned by Caisse, second by Cromwell, and so voted all in favor.

**IV. Deputy Welfare Officer:**

- i. Welfare Officer, Iphigenia Hatt requests that Gretchen Rae, new Select Board Assistant be sworn in as the Welfare Officer's Deputy, replacing Debra Harling.
- ii. A vote to accept Hatt's recommendation for Rae to be sworn in motioned by Cromwell, second by Caisse, and so voted all in favor.
- iii. **Action Item B:** Rae needs to be sworn in as the Deputy Welfare Officer under Hatt by Town Clerk.

**V. Changes to Town Policy of collecting Cash Payments:**

- i. Anyone planning to pay a bill to the town for any reason, i.e., property taxes, vehicle registrations, etc., is hereby notified that if they intend to make the payment in cash greater than \$1,000, they must make an appointment with the Tax Collector or Town Clerk in order to do so. The appointment will require that two town officials be present at the time of the transaction. Appointments may be made by telephone as follows:

Tax Collector

Jeanne Whitcomb

878-3873

Town Clerk

Joyce Kullgren

878-3873

Office Hours:

Tuesdays: 12 noon to 5 p.m.

Wednesdays: 9 a.m. to 2 p.m.

Thursdays: 9 a.m. to 2 p.m.

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

The Town Clerk holds extra hours on the third Saturday of every month from 9 a.m. to noon.

- ii. A vote to accept the Town's cash payment policy changes; motioned by Cromwell, second by Ezell and so voted, all in favor.

**VI. Notary Public for the Town Office:**

- i. Request for authorization by the town board to approve the expenses associated with Rae becoming an active Notary Public, with expenses up to \$100 in fees, motioned by Cromwell, second by Caisse, and so voted all in favor.

**VII. Intent to Timber Cut Application:**

- i. Application approved for Benotti: Map 02-033-1

**VIII. LexisNexis subscription:**

- i. Current contract expires at the end of September 2017. Annual renewal fee of \$494.16 is due.
- ii. These legislative updates can be reviewed through a number of less expensive options.
- iii. Motion to discontinue subscription by Cromwell, second by Ezell, and so voted all in favor.
- iv. **Action Item C.** Rae to call and discontinue.

**IX. Approval of August 8th, 2017 Select Board Meeting Minutes**

- i. Moved for approval AFTER the edits, by Cromwell, second by Caisse and so voted all in favor.

**X. Records Presentation by Heidy Jordan on behalf of Herta Mazza:**

- i. Brief discussion on the membership for the now defunct "Preservation Committee"
- ii. Jordan submitted a request for a Public Hearing as well as supporting documentation for the call of a Public Hearing.
- iii. Selectmen are requesting an outline of the public hearing request rational(s) before bringing the request back to the Select Board.
- iv. Discussion continued on to the required record keeping and archival process of ALL Town records.
- v. Discussion then turned to the public's access of records under the Right-To-Know Law and the current office policy of signing in and out while accessing the records.
- i. Caisse asked how Cromwell could implement an office-wide procedure/policy without discussion by the whole select board before implementation. Especially concerning to Caisse was that the whole board had discussed the sign-in policy implementation and it was decided by the group that signing in would not be required.

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

- ii. Caisse asked to terminate the sign-in policy effectively immediately and that no member of the board may act on their own accord again. Cromwell, Caisse and Ezell all agreed that the current requirement of a sign-in of residents accessing public records will be ceased immediately. **Noted:** Any future changes to policy on the access issues of the office space will be a whole board conversation, consent from the whole board is necessary.
- iii. **Action Item D:** Cromwell to rearrange the public's desk at the front of the office space for more confidential work by those seeking public record information.

**XI. Towns of Lyndeborough & Wilton Ambulance Issue meeting:**

- i. Select board all agree to the need for full attendance to the upcoming planning meeting for Temple's ambulance services.
- ii. **Meeting is scheduled for Thursday September 7<sup>th</sup> at 6:30pm at the Wilton Fire House.**
  - 1. A posting of this meeting will be made at the Town Office and General store.  
**Action Item E:** Rae to create and post. Alert webmaster for online notice as well.
- iii. Caisse is the designated liaison with the other towns. Caisse will work to locate the most recent contracts the Town of Temple has concerning Ambulance service.

**X. Staff & office hours:**

- i. Jeanne Whitcomb's mother passed this week and the funeral will be on Thursday August 24<sup>th</sup>. Whitcomb will be out until the last part of next week. Joyce Kullgren will be covering as Deputy Tax Collector in Whitcomb's absence. Both the Tax Collection and Town Clerk duties will not be open for service Thursday August 24<sup>th</sup> and is posted as such.
- ii. A donation from the Town of Temple in the amount not to exceed \$100 was motioned by Caisse, second by Ezell and so voted in favor by all.
- iii. **Action Item F:** Rae to follow up with the donations for the funeral of Gertrude Matott.

**XI. Vouchers were signed.**

**XII. OLD Business:**

Keys & Locks at Town Office. In order to improve security at the town office it was decided to change the locks on the doors. Caisse will change the cores for the locks and have keys made by a professional locksmith. The keys will be numbered and say "Do not duplicate." Caisse and Ezell will be listed with the locksmith as the ones able to authorize cutting keys. We will order 15 keys now, which will allow for extras. The locks will all work on one key except for the furnace/server room. **Action Item G:** Caisse will look into estimates for a locksmith to perform these tasks for the town.

Monadnock Security will be presenting a training session for all of us on the use of the fobs. We need to know who has these fobs at present. Since our police chief had been

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

denied a fob in the past by the previous administrative assistant we need a policy on how these are authorized. **Action Item H: Ezell to follow-up with the security company to get the necessary fobs reprogrammed.**

**XIII. Action Items:**

- A. Special account must be established for fiduciary needs of the grant monies.
- B. Rae needs to be sworn in as the Deputy Welfare Officer under Iphigenia Hatt.
- C. Rae to call and discontinue LexisNexis.
- D. Cromwell to rearrange the office desk used by the public accessing records.
- E. Rae to post ambulance service meeting and alert the webmaster for posting online.
- F. Rae to research the funeral donation made towards the passing of Jeanne Whitcomb's mother with the gift amount up to \$100.
- G. Caisse will look into estimates for a locksmith to perform these tasks for the town.
- H. Ezell to follow-up with the security company to get the necessary fobs reprogrammed.

**The meeting adjourned at 8:00 p.m.**

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