

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

September 26th, 2017

Town Hall Annex

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

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

Shredding project: no progress

Records Preservation Committee: 2 interested in reviving the committee.

Cromwell will be in contact with one person and Ezell will be in contact with the second person. Together they will draft a letter of intent so that the BOS may appoint these new committee members.

Action Item A: Remove this item from old business for next agenda.

69 Kullgren Road Update: Location inspection completed.

Action Item B: Scheduled closed session to discuss findings.

Fire Department: Proposal for Temple Fire and Rescue Squads:

1. Chief Clark has received unified support through the volunteer fire department to assign Luke Peterson as the interim Rescue Chief until the official vote is made.
2. Bi-laws will be written specific to the rescue squad.
3. A question about insurance coverage for both a fire squad and a rescue squad for the town, was answered affirmatively by Caisse.
4. 12 resumes for the Wilton Ambulance Chief position was sent via e-mail for review. Caisse will take lead on this review process for Temple.

Action Item C: Caisse will inform the rest of the BOS as to his recommendations that arise from the resumes reviewed and before being forwarded to the Wilton BOS.

Proposed Procedure: A logging operation raises the possibility of damage to our town roads as trucks enter and exit the roadway. Our Driveway Permit Regulations specifically created a Temporary Driveway Permit to require the owner to meet with our road agent to discuss how the roads will be protected. The road agent is empowered to require a bond. The following would become the procedure for handling Intents to Cut:

1. Intent to Cut received at office and verified for completeness and Timber Bond requirement (this requires information from tax collector). If bond is required, contact Town Forester for an estimated amount.
2. Applicant completes a Temporary Driveway Permit Application (TDPA).
3. TDPA sent to Road Agent. TDPA is approved pending bond receipt, denied or determined N/A (state road, no road or other).
4. Assistant to the Select Board collects any Timber Tax Bond, Road Bond, and Treasurer deposits into an Escrow account.

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5. Intent to Cut sent to Select Board for authorization (BOS verifies steps 1-4 completed).
6. Assistant sends Intent to Cut to DRA within 30 days of receipt and distributes copies as otherwise required.

Cromwell made a motion to accept the procedure as outlined above, Ezell seconded, voted all in favor.

Action Item D: Process to be reviewed after a few attempts of the process.

Grant status clarification:

Cromwell made a motion to officially accept, with gratitude, the SB 38 grant for \$62,281, seconded by Caisse and voted in favor by all.

Action Item E: N/A

Church Lighting:

Cromwell motioned to rescind the BOS's original motion and vote to allow the new church lighting request by the Congregational Church in order to allow the request to go to the ZBA as proper procedure. Ezell seconded, Cromwell and Ezell in favor with Caisse a no vote.

Action Item F: N/A

Temple Town Hall Advisory Committee (TTHAC): Connie Kieley

Kieley submitted the exact verbiage of the committee's recommendations to the BOS and BAC to consider for cleaning expenses.

The TTHAC recommended to the BOS Option 5 (maximum cleaning time would be three hours weekly) with the understanding that we would review the Town Hall summer schedule in May and determine if it were possible to reduce the number of cleaning days or hours for just the summer months. Cleaning of the Municipal Building would remain on a weekly schedule. The yearly cost to the Town would be a minimum of \$7,920 and a maximum of \$8,640. It was noted that the TTHAC would need to present this budget change for 2018 to the BAC.

Kieley submitted the exact verbiage of the committee's recommendations to the BOS to send out the policy updates they want sent via e-mail.

It should be clearly noted in the minutes that we recommend, and the BOS agreed to send out a notice to "users" of the town meeting spaces with the updated policies of the space(s) being utilized. The TTHAC makes recommendations, the BOS makes policy.

Action Item G: Caisse will submit contact information for interested vendors to contract for cleaning in 2018. Rae will create and e-mail the notice of policy change to all users of the town hall rental spaces using the TTHAC form and contact list.

Meeting Minutes:

August 22nd BOS meeting minute's final approval after Caisse's requested changes. Caisse motioned to accept, Ezell seconded and vote yes, all in favor.

September 12th BOS meeting minutes approved as amended, motioned by Cromwell, Caisse seconded and voted yes, all in favor.

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September 18th special session meeting minutes, motioned to accept as written by Caisse, seconded by Ezell and voted yes, all in favor.

Action Item H: G. Rae to amend 9.12.17 notes as requested and send these and 8.22.17 approved minutes to Webmaster for posting.

Accounting and Tax Software overhaul discussion:

1. Cromwell proposed a software and IT support budget from the meetings the BAC is discussing for the remainder of 2017 and into 2018. From files, it appears that Temple budgeted \$14,000 in 2017 to cover software and software support needs in accounting, payroll and IT services. Would a software upgrade save the town money?
2. G. Rae received a quote for a software conversion from BMSI Tax services to the add-on from Avitar assessing software. Conversations with the Tax Collector, as to the pieces of the new software which would be helpful but also the pieces not needed to purchase at this time, i.e. the pay online features for tax payments by credit cards.
3. The bookkeeper is recommending that the accounting and payroll software also migrate away from BMSI systems, as of the first of the year. Changes in data reporting are already starting to set the stage for a new, more efficient and less costly systems / software.

Action Item I. The BOS to continue to collect data and quotes for software.

Public Comments:

1. BAC has circulated a schedule of meeting days and times to meet with specific town departments.
2. For the Town Hall rental scheduler (G. Rae) be aware that the Town's Band will be meeting every Monday night from 7-9pm in the Town Hall starting on Monday October 16th.
3. The Town's copy fee per page of public records will remain at \$1 per page.
4. Fire permit cannot be purchased online for the Town of Temple. They can be issued at Willard's town store or at Connolly's Dairy Farm by Mike Connolly.

Vouchers were signed

Action Items:

- A. Remove this item from old business for next agenda
- B. Scheduled closed session to discuss findings
- C. Caisse will inform the rest of the BOS as to his recommendations that arise from the resumes reviewed and before being forwarded to the Wilton BOS.
- D. Process to be reviewed after a few attempts of the process.
- E. N/A
- F. N/A

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- G. Caisse will submit contact information for interested vendors to contract for cleaning contracts in 2018. Rae will create and e-mail the notice of policy change to all users of the town hall rental spaces using the TTHAC form and contact list.
- H. G. Rae to amend 9.12.17 notes as requested and send these and 8.22.17 to Webmaster for posting.
- I. The BOS to continue to collect data and quotes for software.

Regular open-session ended at 7:36 p.m. to move into non-public session.

Open-session, reconvened at 7:48pm with a motion to adjourn at 7:50pm by Cromwell, seconded by Ezell and voted all in favor.

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