

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

**October 24th, 2017  
Town Hall Annex**

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

**Scheduled meeting with employee began at 5:50 p.m.**

Review of Assistant to the Select Board job description. Group discussion on the line items for duties performed in 20hrs. per week as well as clarify what is the Assistant's responsibilities vs. the Bookkeeper's responsibilities. Primary clarifications were concerning financial duties and human resource tasks, which are all covered by the Bookkeeper's position and not under the Assistant's job description. G.Rae will rewrite the original Assistant to the Select Board job description, as was discussed and changes agreed upon, and e-mail to the BOS for final review. Cromwell will work with the Bookkeeper to better outline the duties of this position as well.

**Action Item A:** G. Rae to edit her current job description and submit to the BOS.

**Vouchers signed:** between the end of the employee conversation and prior to the continuation of the public meeting. Raffle permit approved for Lion's Club.

Call to order by Ezell at 6:30pm

**Appointment of Emergency Management Director:** It had been suggested at the last BOS meeting that posting this volunteer position was necessary. The opening was publically posted and two applicants submitted their letter of interest before the due date: Ms. Debra Harling and Mr. John Kieley.

Discussion begin between the Selectmen and the public in attendance. Qualifications and support for both applicants were presented and each candidate had an opportunity to share with the group why they thought they would be the best volunteer for this position. Cromwell noted Kieley as the most qualified. Caisse noted that Harling had extensive training on file.

**Motion:** Cromwell made the motion that Kieley be appointed as the Temple Emergency Management Director, seconded by Ezell, Caisse voted no.

**Action Item B:** N/A

**Annual Town Report – Discussion with Rose Lowry:** Ms. Lowry began printing the Town Report under contract for the town in 2008 with two goals, cost savings and greater community engagement. Generally spends 30 hours of work on the design and layout of the reports submitted by the Assistant to the Select Board. No matter the number of pages, the amount due to Lowry has been approximately \$1,400. It was suggested that the deadline for reports and materials to Ms. Lowry move up in date but the year-end financials are normally the hold-up. The printer is RC Brayshaw & Company, Inc. and they are the printer providing the least in cost for printing in color and in a similar layout. Each bound Town Report in 2016 was approximately \$5.60 per copy. The Select Board discussed ordering 80 less copies for the 2017

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printing. Public discussion included the group's great praise for Lowry's work and improved designs since 2008.

**Action Item C:** Lowry will submit a timetable for data collection and submit a bid contract for the 2017 Town Report.

**Zoning Enforcement Issues:**

69 Kullgren Road Being served with a Notice of Violation.

32 West Road Letter being posted for a Letter for Required Inspection of the property.

380 Fish Road Pending action, BOS needs further discussion with Will Wildes, Town Building Inspector.

84 Howard Hill Road (correction needed, address is actually 82 Howard Hill Road) A letter of concern and photo documentation was presented by a group of concerned citizens.

**Action D:** Cromwell will draft a letter from the BOS asking the homeowners intentions with the piece of abandoned equipment.

\*During public comment, it was discussed if the BOS could accept a complaint without a signature from the concerned citizen(s). The precedence had been set to only accept complaints with a signature, by previous Selectmen.

**EverSource issue re: Pack Monadnock:** EverSource has proposed a utility "upgrade" to happen alongside the paved road in Miller State Park. In public comment, Temple citizens made it clear that they are disturbed by this proposal and would ask for an opportunity for public input.

**Action Item E:** Cromwell has offered in draft form, a letter to the Commissioner for the NH Dept. of Natural & Cultural Resources, Mr. Philip Bryce. G.Rae will copy the draft letter to town letterhead, all three Selectmen will sign and copies will be sent to Senator Sanborn, Representative Moore and Representative Somero.

**ZBA training request:** Chairwoman M.B. Ayvazian requested that the BOS approve a \$475 expenditure for an onsite ZBA training scheduled tentatively for Thursday October 26<sup>th</sup>. The session will be facilitated by the Municipal Association. The information provided in this training is highly recommended for new ZBA members. Cromwell noted that the ZBA has a budget line item for Training and Seminars and as long as the cost of this training doesn't exceed their committee's total budget of \$1,089, then the training should be paid for. Cromwell motioned to allow the ZBA to exceed its \$100 training and seminars line item to cover the \$475 training session fee, as long as, this amount does not exceed the committee's total budget for 2017, Caisse seconded, unanimous all in favor.

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**Action Item F:** Caisse would like to be informed about what is to be covered during the ZBA decision making training.

**Order for SWRA RSA Books:** The latest New Hampshire Planning and Land Use Regulation is ready to be ordered. Planning Board does not believe that they need copies every year but they are interested in purchasing some copies for this year. The ZBA is requesting 6 copies, 1 for the Municipal Office and Alan Pickman will provide the final count to be ordered for the Planning Board.

**Action Item G:** G.Rae will be in contact with Pickman and place the order by the deadline.

**Records Preservation Committee:** Notice of documents in storage.

A Town records list was provided from 2015 with cost and type of preservation options listed for a total of \$22,000 to preserve the listed documents. The Town did not take action in 2015. Cromwell suggested that the newly appointed Records Preservation committee members be in contact with the Town Clerk and revisit this old list and options. Cromwell also suggested that if the costs of the preservation work be distributed over 4-5 years of work, the total amount may be manageable. Cromwell motioned that she contact New England Document Systems and retrieve the records currently in storage, Ezell seconded and Caisse abstained.

**Action Item H:** Cromwell to request the microfiche tapes from storage.

**Fund Request:** Town of Temple Cemetery Trustees are requesting \$1,000 from the Temple 250<sup>th</sup> Anniversary Fund to be used to restore gravestones of historical significance. The money is held in a special fund and the Trustees of the 250<sup>th</sup> Anniversary Fund make recommendations on the disbursement of these funds. There is currently \$1,200 available.

Ezell motioned to accept the Cemetery Trustees' proposal and have monies transferred from the 250<sup>th</sup> Anniversary Fund into the General Fund and invoiced from the cemetery line item, seconded by Cromwell and all in favor.

**Action Item I:** N/A

**Planning Board Master Plan contract approval:** signed by Caisse.

**Building permits:**

Review of Moore permit request for 151 Howard Hill Rd. Mother-in-Law separate dwelling. Delayed vote of approval until more information on set-backs and ADU zoning ordinance reviewed.

**Action Item J:** Clarify setback measurements, exact dimensions not >300 approximations.

**Website upgrade:** Mobile friendly Virtual Town Hall site. Contract would start in 2018 \$600, each year, for the next 3 years.

BOS discussion only, consideration will be for the BAC to address in the 2018 budget.

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**Minutes Approval:** October 10<sup>th</sup> meeting minutes with edits discussed. Cromwell motioned to approve and accept the minutes as amended, Caisse seconded, all in favor.

**Public Comments:**

\*Heidy Jordan shared that the town has had a long standing policy since approximately 2001 that all “complaints” must be written and signed by complainants. BOS must enforce the zoning ordinances but acknowledges that a motion had been made in the past to only accept complaints in written and signed format before consideration.

George Willard highlighted the fact that yes indeed BOS is required to enforce zoning ordinances but to be sure that the investigations and review be a fair and equitable process (which would require a lot of driving around town to view all properties).

**Action Items:**

- A. G. Rae to edit her current job description and submit to the BOS.
- B. N/A
- C. Lowry will submit a timetable for data collection and submit a bid contract for the 2017 Town Report.
- D. Cromwell will draft a letter from the BOS asking the homeowners intentions with the piece of abandoned equipment.
- E. Cromwell has offered in draft form, a letter to the Commissioner for the NH Dept. of Natural & Cultural Resources, Mr. Philip Bryce. G.Rae will copy the draft letter to town letterhead, all three Selectmen will sign and copies will be sent to Senator Sanborn, Representative Moore and Representative Somero.
- F. Caisse would like to be informed about what is to be covered during the ZBA decision making training.
- G. G.Rae will be in contact with Pickman and place the order by the deadline.
- H. Cromwell to request the microfiche tapes from storage.
- I. N/A
- J. Clarify setback measurements, exact dimensions not >300 approximations.

**Meeting Adjourned:** 8:04pm, motioned by Cromwell, seconded by Caisse, all in favor.

**Next Meeting:** (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of every month) **Tuesday November 14<sup>th</sup> 6:30pm** Town Hall Annex.

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