

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

**November 28th, 2017
Town Hall Annex**

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

Call to order by Cromwell at 6:30pm

Paperwork:

Occupancy Permit – Fisk, LaBointe, All approved

Building Permits – Fisk, SBA, Mundane, Fangmayer, All approved

Intent to Cut – Moore, approved

Tax Rate: *(Full budget and tax rate discussion recorded on audio file, saved in BOS folder.)*

- Calculation spreadsheets provided by Cromwell. (attached)
- If when setting the tax rate, the Town does nothing to the current proposed DRA rate, the town rate will go up \$.72, but the Town does hold a fund balance of \$523,814.00 or 13% of total expenses.
- Current Cash in checking account \$437,000.00 lower than normal for this time of year but it's due to sending tax bills later than usual.
- Tax base is up approximately \$500,000
- Objectives discussed for setting the tax rate,
Minimize tax rate while retaining adequate cash and leaving flexibility for future years.
Goal to retain minimum of 10% fund balance
Pass the school and county reductions to taxpayers
Keep Town portion flat at average of last three years...\$5.75
- A Town tax rate of \$5.75 implies the use of \$113,000 of fund balance. The actual anticipated change in fund balance will be less, however, because of the anticipated surplus in this year's budget of \$36,000. The net change implied is \$77,000 leaving an estimated \$446,814.

Message sent through Town website messages: The select board has set the tax rate for the coming year at \$24.93, compared to last year at \$25.02. The rate for the town itself is \$5.81, unchanged from last year. The county tax is \$1.25, a reduction of 3 cents, and the school tax is \$17.87, a reduction of 6 cents.

Draft tax letter to be written before the property tax mailing is sent via postal service.

Motion made by Cromwell to approve \$5.81 Temple Tax Rate (in addition Cromwell authorized to adjust the overlay and the unreserved fund balance to achieve the \$5.81 rate), seconded by Ezell, all in favor.

Action Item A: Cromwell to draft tax letter from Selectboard.

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Review Letter of Thanks: to Dave Repak

Action Item B: Letter signed and will be sent

Need for new file cabinet:

- George Willard has offered to donate appropriate file cabinets to the Town. George will locate the keys so that the cabinets will be a new secure location for the files located in the current confidential filing system.
- Cromwell has delegated Ezell to open the confidential files. Caisse also approves opening and determining filing needs. Meeting in the office will be publically posted.
- Non-public minutes will need to be reviewed at some point and released as public.

Action Item C: Draft of thank you letter to G.Willard for donation. G.Rae to post the day and time of the opening of the files if 2 BOS members decide to be present at the file opening.

Town Credit Card: Treasurer says that any town credit card before today, is no longer active for town use. G.Rae reports seeing the actual card today, (in safe and had been cut up) and destroyed.

Action Item D: N/A

GMail payment methods and authorization:

- Ezell will continue to investigate the billing options for the new e-mail address.
- Ezell will inform the Budget Advisory Committee on the final expenses of the service.
- Once the Town credit Card is reissued, the town can either have an auto-withdrawal for monthly payment or the Town must arrange a prepayment.

Action Item E: Ezell will continue to investigate payment options.

Request for mailing information:

Honey Hastings request for mailing addresses for the Historical Society fundraising letter to town residents. Hasting is requesting the information within 5 days.

Action Item F: G.Rae will look into a file format that can be used and shared.

Town Report:

Rose Lowry's information gathering timeline provided and first due date is Dec. 6th.

- Does the Town have control of what's being formatted? Does the Town own the format of the final design (especially after full payment for services)? BOS to invite Rose back to discuss these thoughts.

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- BOS may need to meet every week for a couple of weeks to meet all the timelines on Town Report information drafting and proofreading.
- G.Rae will begin to work on the report gathering and information tabulating for the draft of this report, but only after tax bills are completed and sent out by Tax Collector next week.

Action Item G: G.Rae to ask Rose for a good day and time to start meeting together. Try for Tuesday the 5th.

Enforcement Issues:

32 West Road, both property owners in presence. (*audio recording of the entire interchange is on record*). Inspection warrant being sought due to written response from owners that an onsite visit is not acceptable to them. Zoning complaint clarification requested = Junk Yard zoning issues.

- Can a commitment to agreed upon specific steps and dates of fulfillment be a compromise for a solution?
- Agreed upon a joint walk of the property with the property owners and the BOS on Sunday December 3rd at 9am. Findings will be drafted and reported as minutes. G.Rae will post the meeting.

380 Fish Road, no permit application submitted. Follow-up letter is needed.

82 Howard Hill Road, No further action needs to be taken. Not a legal issue. Remove from agenda.

19 Wilson Road, review of draft letter to Benotti concerning Timber Cut and Junkyard information. Review Town Forester e-mail to resident concerning the cutting and what's the plan for stumping. G.Rae to edit letter to include the RSAs for the timber cut and information from Oxman to be further reviewed by the BOS.

CIP committee meeting: BOS invited to CIP committee meeting, Wednesday Dec. 13th at 7pm in Annex.

- Bring information to the meeting on the Konica Minolta, Biz Hub 363 copier, printer, fax and scan machine, under contract with Conway Office Solutions. Review for CIP committee consideration.

Action Item H: G.Rae to send Ezell, model number and information on our machine for recorded maintenance needs and projected longevity.

Library construction contract:

- Balance of \$2,100 remaining from the \$11,185 contract amount.
- Kathy Fedorka needs to make final signature of approval/completion and the balance

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can be paid to the Joe Ellis.

Motion made by Caisse to authorize final payment (\$2,100) to the library contractor after final approval from K. Fedorka, seconded by Ezell, all in favor.

Action Item I: N/A

Meeting Minutes: November 14th BOS meeting, motioned for acceptance as amended by Cromwell, seconded by Ezell, all in favor.

Public Comments:

- Letter from Citizen Bank discussion on who's role and responsibility it is to do the reporting. Cromwell will fill out the form and submit.
- School payment discussion. Cromwell will address the issue with SAC at the Thursday evening meeting.
- Copier costs readdressed. Our charge is standard and acceptable.
- Town report, recent year errors. The BOS must allow enough time and resources for proof reading and detailed review before final payment made to printer.

Vouchers: Signed

Action Items:

- A. Cromwell to draft tax letter from Selectboard.
- B. Letter signed and will be sent
- C. Draft of thank you letter to G. Willard for donation. G. Rae to post the day and time of the opening of the files if 2 BOS members decide to be present at the file opening.
- D. N/A
- E. Ezell will continue to investigate payment options.
- F. G. Rae will look into a file format that can be used and shared.
- G. G. Rae to ask Rose for a good day and time to start meeting together. Try for Tuesday the 5th.
- H. G. Rae to send Ezell, model number and information on our machine for recorded maintenance needs and projected longevity.
- I. N/A

Meeting Adjourned: 8:22pm, motioned by Ezell, seconded by Cromwell, all in favor.

Next Special Meetings:

- Friday November 1st 5pm, Municipal Building to open secured files for inventory purposes.
- Sunday December 3rd 9am, Marsh's home at 32 West Rd. for walking tour for property under consideration of zoning violation.

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- Tuesday December 5th 5:30pm, Annex, special meeting for tax warrant and letter signature.

Next Regular Meeting: Tuesday December 12th 6:30pm Town Hall Annex (2nd and 4th Tuesdays of every month)

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

Attachment: Tax Rate Spreadsheets for discussion, provided by Cromwell.