

**TOWN OF
TEMPLE, NEW HAMPSHIRE**

Final Minutes

CAPITAL IMPROVEMENT COMMITTEE

Meeting held on November 7, 2011

Committee present: Connie Kieley, Dave Martz, Barry West, Tedd Petro

Absent: Mary Beth Ayvazian, Charlene Eddy, Paul Martin

Guest:

Call to order at 7:41pm by D. Martz, Chair.

Minutes: C. Kieley moved to accept minutes of 10-10-2011. 2nd by D. Martz. Voted in the affirmative: T. Petro abstained.

D. Martz requested we add two meetings to our schedule. The additional meetings will be held on Dec. 5 and Dec. 12.

Spread Sheet: B. West pulled up two spreads sheets. The first was the one we worked on at the last meeting and the second contained changes to be considered. B. West felt moving the Highway truck for purchase in 2012 would help smooth out the bottom line. T. Petro strongly disagreed explaining that he felt the purpose of the CIP was simply to determine the need. Discussion on the purpose of the CIP followed. There was also a discussion of bond rates that are at currently at 2.5%. T. Petro commented that the BOS should consider refinancing the existing bonds. T. Petro also questioned the cost of the Highway Department truck that was purchased 2011. C. Kieley will confirm the price with D. Harling. T. Petro requested that T. Fiske be contacted to verify the purchase date request for the International Dump Truck (6 wheel presently driven by Bruce Fox) and also to see if T. Fiske would consider moving out the purchase date for the loader to 2018. C. Kieley offered to contact T. Fiske.

There was also lengthy discussion of the Fire Department's radios and airpicks. T. Petro concurred that there is much confusion regarding the needs of the Fire Department. C. Kieley suggested we consider meeting with George Clark and the Fire Engineers for clarification on quotes. D. Martz will contact Don Kraemer and request that G. Clark and the Fire Engineers attend next Monday's meeting.

See attached spreadsheet for changes that are being considered.

Discussion continued on the condition of the Bridges in town and listing each bridge individually in the CIP Plan. To accomplish this, it was felt we would need the bridges prioritized. T. Petro explained the BOS is in the process of this prioritization

Moved by B. West to adjourn at 8:50. 2nd by T. Petro. Voted in the unanimous affirmative.

Minutes submitted by Connie Kieley

Next Meeting: November 14, 2011 7:30 Annex

Capital Improvement Committee Meetings 2011

7:30 p.m.

Town Hall Annex

(1st and 2nd Monday of the month

Holidays adjusted)

<i>Dates</i>	<i>Agenda</i>
<i>May 21</i>	<i>Election of Officers and Review of Draft Policy</i>
<i>Sept. 12</i>	<i>Library, & Fire</i>
<i>Sept. 19</i>	<i>Highway & Cemetery</i>
<i>Oct. 3</i>	<i>Town Government - Police - Animal Control</i>
<i>Oct. 10</i>	<i>Work Session</i>
<i>Nov. 7</i>	<i>Work Session</i>
<i>Nov. 14</i>	<i>Work Session</i>
<i>Dec. 5</i>	<i>Work Session</i>
<i>Dec. 12</i>	<i>Work Session</i>

Recreation – to be rescheduled

RSA 91-A:2-a Communications Outside Meetings. –

- I. Unless exempted from the definition of "meeting" under RSA 91-A:2, I, public bodies shall deliberate on matters over which they have supervision, control, jurisdiction, or advisory power only in meetings held pursuant to and in compliance with the provisions of RSA 91-A:2, II or III.**
- II. Communications outside a meeting, including, but not limited to, sequential communications among members of a public body, shall not be used to circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.**

TEMPLE CAPITAL IMPROVEMENT PLAN COMMITTEE RIGHT TO KNOW POLICIES

"Sequential communications" involving, in the aggregate, a quorum of the body where communications is used to discuss matters over which the body has supervision, control, jurisdiction, or advisory power is unlawful.

<http://www.nh.gov/oep/resourcelibrary/referencelibrary/r/righttoknow/index.htm>

Policy:

Sequential Communications - Board members should avoid any discussion of business during phone calls, chance meetings or email.

- There should be no discussion of documents or committee business via email, during phone calls or chance meetings. In order to minimize the appearance of “deliberating” outside of a properly posted meeting, discussions over matters that this body has supervision, control, jurisdiction, or advisory power should only take place a duly scheduled and posted meeting with the exception of work sessions approved by the board.
- E-mail is the appropriate and preferred method when setting up and cancelling meetings. (This would exclude regular meeting dates and emergency cancellations) Phone calls re meetings should be used only in the case of emergencies. Conversation should be limited to saying the meeting is cancelled. Email should be used to set a new date.
- Agenda Items should be suggested to the chairman via e-mail. The Chair will then immediately forward the suggestion to all committee members.
- Any document received by any one member, containing information pertaining to the CIP, should immediately be forwarded via email to the chairman. The chairman should send all pertinent documents and emails he receives immediately to all committee members and templeassist@comcast.net.
- Remote electronic audio/visual participation: Each member participating electronically must be able to simultaneously hear each other member and speak to each other member during the meeting. The member participating by phone or other electronic means shall also be audible or otherwise discernable to the public in attendance at the meeting’s location. RSA 91-A:2, III(c).

A member participating in a meeting by electronic means is deemed to be present at the meeting for purposes of voting. A member of this committee must participate, in person or electronically, in the majority of the meeting before voting. No member may call in or be called simply to place a vote.

All votes taken during a meeting in which any member participates electronically shall be by roll call vote. RSA 91-A:2, III(e). The Right-to-Know law does not explicitly require that every roll call vote be recorded member by member in the minutes. However, should a member request a roll call, one must be taken. Compliance with the roll call requirement should be documented.