

**TOWN OF
TEMPLE, NEW HAMPSHIRE**

Final Minutes

CAPITAL IMPROVEMENT COMMITTEE

Meeting held on November 14, 2011

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

Absent: Charlene Eddy, Paul Martin

Guest: John Kieley, Mike Darnell and Fire engineers, D. Kraemer, M. Salisbury, W. Wildes

Call to order at 7:34 pm by D. Martz, Chair.

Fire Department – Request Process: At the request of the CIP, the Fire engineers, D. Kraemer, M. Salisbury, W. Wildes attended in order to clarify information regarding pagers/radios, air packs and the Jaws of Life. There was general discussion on the best way for the CIP to get accurate and consistent information regarding the needs of the department. T. Petro expressed concern that new capital expenditures are requested every year that were not on the previous years CIP plan. These new requests give a very short lead-time for the Town to plan for these expenses. T. Petro suggested that the CIP take all requests in writing. It was suggested by B. West that in order to reduce confusion next year the CIP provide a form to the various departments. The Board of Selectmen was in attendance also hoping to get clarification on the Fire Department's request for radios.

Fire Department Pagers and Radios: The question was posed as to what kind and how many radios have been purchased in the past two years. The Fire Department was also asked why radios were recently purchased given that simultaneously they requested to place them in the CIP. There was extensive discussion on digital radios and whether or not these recently purchased radios could be programmed to comply with the 2013 federally mandated regulations. Discussion continued on the quantity of pagers and radios. D. Kraemer explained that he preferred to have a pager and that he felt that radios were only needed by 4 or 5 key members of the Fire Department. The CIP asked that the request and justification for radios/pagers be given in writing and presented at the next CIP meeting.

Air Packs: D. Martz asked how many members of the Fire Department were certified to use air packs. D. Kraemer said 14 members were certified. They presently have 19 bottles that were manufactured in the year 2000 with a variety of expiration dates occurring before 2015. The CIP asked that the request and justification for air packs be given in writing and be presented at the next CIP meeting.

Jaws of Life: The Fire engineers explained that the Jaws of Life that was refurbished in 2010 would not work on several makes of cars. B. West expressed deep concern.

The CIP requested that George Clark and the Fire Engineers attend our next meeting with all requests, quotes and the justification for the above-mentioned items in writing.

Spread Sheet: T. Petro had requested that J. Kieley speak with bonding agents to assess the feasibility of combining the town's outstanding loans in a 5 year bond, inclusive of the cost of a

new truck that was requested by T. Fiske for the year 2013. J. Kieley presented the numbers. T. Petro felt the cost savings of \$7,000, before bond fees were applied, did not appear to be substantial enough to warrant moving up the purchase of the truck in the year 2012. T. Petro requested that J. Kieley get the same information but base it on a 4-year loan.

Minutes: C. Kieley moved to accept minutes of 11-07-2011. 2nd by D. Martz. Voted in the unanimous affirmative.

Moved by MB Ayvazian to adjourn. 2nd by T. Petro. Voted in the unanimous affirmative.

Minutes submitted by Connie Kieley

Next Meeting: December 5, 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.