

**TOWN OF
TEMPLE, NEW HAMPSHIRE**

Final Minutes

CAPITAL IMPROVEMENT COMMITTEE

Meeting held on June 21, 2011

Committee present: Mary Beth Ayvazian, Connie Kieley, Dave Martz

Guest: Charlene Eddy

Call to order at 7:40 pm by D. Martz, acting Chair.

Recommendations to BOS of Appointment to CIP: Move by D. Martz to recommend to the Board of Selectmen that Charlene Eddy be appointed to the CIP Committee. 2nd by MB Ayvazian. Discussion included other potential members. C. Kieley explained concern of phone calls and the Right to Know Law. The question was called and voted in the unanimous affirmative.

Discussion of Potential Members: MB Ayvazian will speak with Nate Chamberlin and if he is not interested she will speak with Tom Sell. C. Kieley will also be seeking a new member. Kieley and Ayvazian will communicate their responses to D. Martz via email prior to the next meet.

Election of Officers: Move by MB Ayvazian to appoint D. Martz as chair, 2nd by C. Kieley. Voted in the affirmative with one abstention. Move by MB Ayvazian to appoint C. Kieley as secretary, 2nd by D. Martz. Voted in the unanimous affirmative.

Minutes: Move to accept minutes of 03-29-2011 by MB Ayvazian, 2nd by D. Martz. Voted in the affirmative with one abstention. Discussion of Draft Notes from 05-17-2011. Move to accept Draft Notes as amended of 05-17-2011 by C. Kieley, 2nd by MB Ayvazian. Voted in the affirmative with one abstention.

Approval of Dates for Meetings for 2011: C. Kieley presented a list of dates for 2011 meetings. Discussion and amended. See attached schedule.

Right to Know Policy: C. Kieley handed out a draft to amend the committee's policy on email to comply with the State's Right to Know law by encompassing all sequential communications i.e. phone calls and chance meetings. Discussion of on-going issues in 2010-2011 and how best to avoid the reoccurrence of those issues. Discussion also included the need to email information received by the chairman in advance of meeting as well as discussion on cancelling meetings due to hazardous weather conditions. See attached draft with amendments.

Moved by MB Ayvazian and 2nd by C. Kieley to adjourn at 8:40. Voted in the unanimous affirmative.

Minutes submitted by Connie Kieley

Next Meeting: September 12, 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, Recreation, Animal Control & Fire</i>
<i>Sept. 19</i>	<i>Town Government - Police</i>
<i>Oct. 3</i>	<i>Highway & Cemetery</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>TBA</i>
<i>Dec. 12</i>	<i>TBA</i>

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. He 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. (QUESTION – Can members be contacted via phone just for votes- MB will seek legal opinion)

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, compliance with the roll call requirement should be documented.