

**TOWN OF
TEMPLE, NEW HAMPSHIRE**

Final Minutes

CAPITAL IMPROVEMENT COMMITTEE

Meeting held on September 12, 2011

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

Guest: Fire engineers, D. Kraemer, M. Salisbury, W. Wildes

Call to order at 7:33pm by D. Martz, Chair.

Minutes: Move to accept minutes of 06-21-2011 by MB Ayvazian, 2nd by C. Kieley.
Unanimously voted in the affirmative.

MB Ayvazian suggested moving meeting time to 7PM. No conclusion.

Library - D. Martz reported that they had no changes to present to the CIP.

Recreation Dept. - D. Martz reported that they would contact him to schedule a date.

Animal Control - D. Martz reported that Animal Control would be discussed at the meeting with Town government.

Fire Department -

Digital Radios & Pagers: D. Kraemer explained that the emergency radios needed to be purchased in 2012 to comply with the current regulations. They are presently on the CIP for purchase in 2013. C. Kieley asked if they intended to apply for grants. They were not sure if they intended to apply for grants. They requested the cost to be left at \$37,600.

Jaws of Life: Presently scheduled for replacement in 2015, Temple's Jaws of Life was reconditioned/repared in 2011. C. Kieley asked how long they expected those repairs to extend their lifetime and also asked the cost of the repairs. The Fire engineers were not sure of the cost to recondition/repair and stated that because of the age of their tool it does not have the capability to cut through a BMW or Mercedes. Discussion followed. They felt they would last 3 more years and with a replacement cost of \$31,000.

Air Packs: The Fire engineers requested that 12 Air Packs be added to the CIP. They stated they needed to be replaced in 2013 at a cost of \$90,000. **D. Martz asked for the expiration date of the air packs and they said they would get that information to us.**

1973 Grumman Rescue Truck: Refurbished for \$25,000 in 2006 and presently listed on the CIP Inventory for replacement in 2026. D. Martz asked if this should be replaced sooner. The Engineers said it should be moved up to 2018 and estimated an approximate cost of \$150,000. The engineers spoke of a grant that would cover 95% of the cost.

The Engineers also requested that we replace the word "Pumper" to "Engine" in our CIP report.

General Discussion: We discussed whether or not there was a need for the column that contains “Estimated Cost in 2004”. C. Kieley stressed the importance of keeping equipment costs/prices current on the spreadsheet. C. Eddy suggested that we ask all departments for written quotes for items they request. MB Ayvazian and D. Martz suggested they be kept as a pdf file with minutes.

Right to Know Policy: Policy will be reviewed at the next meeting.

Discussion of potential new members.

Approval of Dates for Meetings for 2011: Amended 2011 meetings. See attached schedule.

Moved by MB Ayvazian and 2nd by D. Martz to adjourn at 8:20. 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, & 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>TBA</i>
<i>Dec. 12</i>	<i>TBA</i>

Recreation – to be rescheduled

Amended Draft #2

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.