

**TOWN OF
TEMPLE, NEW HAMPSHIRE**

Final Minutes

CAPITAL IMPROVEMENT COMMITTEE

Meeting held on October 3, 2011

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

Absent: Paul Martin

Guest: Barry West, Select Board Members, John Kieley, Tedd Petro & Mike Darnell, Deb Harling & Police Chief Jim Mc Tague

Call to order at 7:32pm by D. Martz, Chair.

New Members: Introduction of Barry West. The committee reviewed his request for appointment. Moved by MB Ayvazian to recommend to the BOS the appointment of B. West to the CIP Committee for three years (expiration 2014). 2nd by C. Kieley. Voted in the unanimous affirmative.

The Select Board voted to officially approve the appointment of Barry West.

Discussion of adding a selectman to the CIP as a voting liaison. The committee asked Tedd Petro to give consideration to this position.

Town Government –

Land Acquisition to Preserve Rural Character: The Select Board (BOS) requested that this item remains the same. Discussion on present balance - approx. \$100,000. Very little Land Use Change Tax revenue has been added in recent years.

Future Municipal Building: The BOS suggested that the life of the existing building has been extended because of work completed with the RGGI Grant (2010/2011) as well as the renovations to the interior, approved at Town Meeting, and also completed in 2011. The Interior renovations included expansion of the office space by removing the meeting room and reconfiguring the existing space. Thus, it was suggested that we change the year needed for a new municipal building from 2017 to 2027.

Town Offices (Equipment): D. Harling feels the photocopier is still in good working order. She has an appointment for maintenance with the service company and she will contact us if any problems are detected. It was suggested we move the replacement from 2012 to 2013. It was requested that D. Harling give us an updated quote.

Town Offices (Renovations): Remove or state that work was completed.

Town Buildings: The BOS suggested we keep the recommendations for establishing a committee to advise the Town of ongoing maintenance issues, etc. with all Town owned buildings.

Town Hall: Presently stated request: to paint the Town Hall in 2014. The condition of the paint on the exterior of the Town Hall appears to still be good condition. It was suggested that we get an updated quote from Mike Armstrong and the date be pushed to 2015.

BRIDGES: There was a lengthy discussion 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. There was also discussion about alternatively repairing key bridges vs. completely rebuilding them to State specifications.

Animal Control: The BOS is in the process of hiring a new animal control officer. They are considering hiring someone from town and then using Greenville's Animal Control officer for the remainder of hours that need to be covered.

Police Department: Chief Jim Mc Tague discussed the cruisers.

Cruisers:

2005 Nissan Pathfinder: Due to be replaced in 2013.

2007 Nissan Pathfinder: Due to be replaced in 2015

2010 Ford Explorer: Due to be replaced in 2018.

2007 Crown Victoria: Purchased used for \$6,000 in 2011. The prior Crown Vic was owned by Greenville; the replacement vehicle purchased this year with detail funds and is now part of the assets of the department. It should be listed on our Inventory.

ATV: No change

Radios & Generator: D. Martz asked about the status of the radios. Chief Mc Tague explained that they have digital radios that also work on analogue. He explained that although digital radios are going to be required in 2012 the digital aspect of the radios does not work. Discussion then moved to generators. Chief Mc Tague explained that they do not now have a generator at the station and that when they lose power the officers work out of their cars. Several on the Committee found this unacceptable. It was explained that all new equipment must be approved by Police Board (made up of two Temple Select Board members and Two Greenville Select Board members) and then respectively approved at both Greenville's and Temple's Town Meeting.

Minutes: D Martz moved to accept minutes of 09-19-2011. C. Eddy suggested an amendment to Paragraph 8, removing the word continuing and replacing with funding. Move to accept amended minutes of 09-19-2011 by MB Ayvazian, 2nd by C. Eddy. Unanimously voted in the affirmative.

Right to Know Policy: Policy was reviewed. The committee continues to feel a member should be present for a majority of the meeting before voting. See attachment for a new policy edit to draft 4. D. Martz also requested an amendment to the last paragraph – see attached doc.

Moved by MB Ayvazian and 2nd by C. Eddy to adjourn at 8:56. Voted in the unanimous affirmative.

Minutes submitted by Connie Kieley

Next Meeting: October 10, 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

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.