

TOWN OF TEMPLE, NEW HAMPSHIRE
SELECT BOARD
MINUTES OF PUBLIC MEETING

**July 10th, 2018
Town Hall Annex**

Select Board members present: G. Cromwell, B. Ezell, and K. Caisse
Call to order by Cromwell at 6:30pm

Jeta Grove Foundation:

- Presented a monetary gift to the Town to assist in the public services provided to their property.

BOS signatures:

- Standard Power contract
- New Pitney Bowes postal meter contract signed
- Occupancy Permit, Mamone
- Solar Permit, Collette

Auditor's Recommendations:

- 10 highlighted areas for improvement: Abbreviated list with responsible party to rectify,
 1. Invoices not signed for approval – Bookkeeper, process to be developed
 2. Recreation's special reserve fund reconciliation retained no outstanding checks – Treasurer and Rec. dept. chair
 3. People's United bank did not cut-off at December 31st - Treasurer
 4. Cash collateralization agreement with Citizen's Bank was addressed to former treasurer - Treasurer
 5. Payroll manifests were not signed by the BOS - BOS
 6. Pay rate letters of agreement were not in 2 staff personnel folders – BOS to complete
 7. Journal entry support was not retained for all journal entries - Bookkeeper
 8. Final budget wasn't in general ledger system - Bookkeeper
 9. No formal policies or procedures adopted for procurement – BOS and Highway, no current procedure in place
 10. Job descriptions were unclear to new staff – BOS, in process
- BAC, through Gary Scholl, to schedule a meeting with the Auditors and to invite the BOS and Bookkeeper

Fire Warden 2018 roster:

- Michael Connolly, Warden
- George Clark, Deputy Warden
- Patrick Connolly, Deputy Warden
- William Wildes, Deputy Warden

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Property Insurance List for Primex

- Cromwell will be completing the Primex required Annual Schedule of Exposures list
- It was noted that the Municipal Building & contents was valued by Primex at \$966,900 and the value of the Town Hall \$ contents was valued at \$799,100.
- An e-mail response was received from Primex rep, Amy Poole dated 7.10.18: *The Town has replacement cost for the property and contents regardless of what we have the property listed at. So, if the Town Hall costs more to replace than what we have listed you will still get the replacement cost.*
- Ezell will follow-up for more clarification of coverage

Employee reviews:

- Ezell will draft a performance evaluation template to share at the next BOS meeting on July 24th.
- Cromwell will continue to edit the Bookkeeper's job description.

Dept. of Transportation drug testing procedure:

- Will be addressed as an occurrence requires attention

Ambulance contract:

- Wilton has e-mail a draft copy to be reviewed by Temple and Lyndeborough
- Caisse is asking that whatever issues are addressed with the proposal, that Lyndeborough and Temple share the attorney fees associated with the negotiations and into finalization.
- Gary Scholl is requesting a copy of the draft contract for review

Meeting Minutes:

- **June 24th** meeting minutes, motioned for acceptance as amended, by Caisse, seconded by Ezell, all in favor.

Public Comments:

- Resident letter sent to BOS inquiring about the missing meeting minutes for the Temple Energy Committee, Cromwell to follow up with the chair of the committee
- The resident letter also questioned the ability of anyone contacting the NHMA legal services to be limited only to those listed on the letter sent to the NHMA at last meeting. Ezell noted directly from the NHMA webpage: NHMA's staff includes two attorneys who are available to answer inquiries and provide general legal assistance by e-mail and telephone to elected and appointed officials from member towns, cities, and village districts.
- Gary Scholl asked, Are all vital records in fire safe cabinets?
- Heidi Jordan requests that the Town continue archiving files in paper form, even if a digital option is implemented.

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Vouchers: Signed

Meeting Adjourned: 7:36pm, motioned by Ezell, seconded by Caisse, all in favor.

Next Meeting: Tuesday **July 24th 6:30pm** Town Hall Annex.

Meeting minutes respectfully submitted by Gretchen Rae, Assistant to the Select Board.