

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

**July 24th, 2018
Town Hall Annex**

Select Board members present: G. Cromwell, B. Ezell, and K. Caisse

Call to order by Ezell at 6:30pm

Ambulance & Recycling Contracts:

- Continued joint-town participation in narrowing down the financial details of an ambulance contract with the Town of Wilton. **Special public meeting Thursday July 26th at 4pm Wilton Town Hall.**
- Continued discussion needed to identify the charter and meeting requirements for the Ambulance Advisory Committee, as mentioned in the ambulance contract.
- Recycling contract does not change from previous year's contracts with the exception of the addition of scale use for tonnage drops.

BOS signatures:

- Demo permit update, Cutter
- Building permit update approved, Moore
- Building permit approved, Guilmette
- Building permit approved, Strauss
- Building permit approved, Holmes

Lion's Club: D. Benotti asked about the feasibility of the Lion's Club holding their meetings and events in the Town Hall instead of its current location in Friendship Hall. The Lion's Club does need a closet of storage space to hold contents repeatedly used at meetings. They will also need access to the Town Hall kitchen.

- The BOS anticipates no issue with holding the meetings and events in the Town Hall, as any other "quasi-municipal" group but the Lion's Club will need to discuss the storage issue with the Temple Town Hall Advisory Committee.

Town Hall policies: H. Hastings posed some questions concerning the Town Hall policy updates as outlined by the Temple Town Hall Advisory Committee (TTHAC) May 2018.

- Questions from H. Hastings provided, (attached pages 1-5)
- Answers from the TTHAC provided, (attached pages 1-5)
- Direction by the BOS given to H. Hastings to discuss concerns about policy and procedures directly with the TTHAC.
- H.Hastings request to waive the 3 day cancelation fee for her rentals of the Annex room as a business meeting space was denied by the BOS.

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Temple Sustainability Committee: C. Joly shared an informational flyer, (attached page 10)

ConVal SAC meeting report: Cromwell provided information, (attached pages 6-9)

- Cromwell reviewed with the BOS the financial information provided by the school board.

Employee reviews:

- Ezell provided sample review format. G.Rae also provided a sample template.
- BOS to meet Tuesday July 31st to formalize the Town of Temple Employee Performance Evaluation format to be used in annual performance reviews.

Auditor's Recommendations: Cromwell to discuss with Treasurer:

- Recreation's special reserve fund reconciliation retained no outstanding checks
- People's United bank did not cut-off at December 31st
- Cash collateralization agreement with Citizen's Bank was addressed to former treasurer

Meeting Minutes:

- **July 10th** meeting minutes, motioned for acceptance as written, by Caisse, seconded by Cromwell, all in favor.

Public Comments:

- C. Kieley wants a reminder made to groups that rent Town Hall meeting spaces to turn the A/C off when they leave the room.
- Ezell agrees to look into the LED light options for the Annex Room meeting space.
- Ezell agreed to follow-up with the Town's webmaster to begin the conversion of the Town's calendar on the homepage from VTH software to a Google Calendar set-up.

Public Meeting Adjourned: 7:55pm

Entered Non-Public session: per RSA 91-A:3II (c) 7:56pm

Vote to keep the non-public session notes sealed, **motion by Cromwell, seconded by Caisse, all in favor.**

Adjourned Non-public session and reconvened Public Session: 8:34pm

Motion made to re-enter public session by Cromwell, seconded by Ezell, all in favor

Vouchers: Signed

Rural Cell Phone Service: Ezell tabled discussion until next BOS meeting.

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Tax Collector News: J. Whitcomb has notified the BOS of her intent to retire at the end of serving this term as the Town's tax collector. J. Whitcomb is devising a plan for a smooth departure, one where her departure will do little to disrupt services provided to Temple tax payers. Further discussion will be had on the current general budget to anticipate training needs and possible payments, if a tax clerk is pursued, while the deputy tax collector position continues unchanged.

Meeting Adjourned: 8:48pm, motioned by Cromwell, seconded by Caisse, all in favor.

Next Meetings:

Special MTG: Thursday **July 26th 4pm**, Wilton Town Hall.

Special MTG: Tuesday **July 31st 6:30pm** Town Hall Annex.

Regular MTG: Tuesday **August 14th 6:30pm** Town Hall Annex.

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

24 July 2018—Note—I will supply hard copies of this memo for the meeting.

TO: Temple Select Board

FROM: Honey Hastings

RE: Regulations for Town Hall

To begin, I thank the Select Board and the TTHAC for their time and attention spent on preserving our Town Hall. I regularly spend time there, as a member of Town Boards/Committees, officer of community organizations, private renter, and resident. Reviewing the regulations with each of these hats on left me with several questions and some possible answers.

Some questions for the Select Board follow; see next page for an explanation of each issue:

1. **Would it be clearer to use the term "Authorized Community Organizations (ACO)" instead of "quasi-municipal" organizations)?** Reason for proposed change in terms: "A **quasi-municipal** corporation is a public entity created by law to deliver limited public services. Most school districts are **quasi-municipal** corporations that are created and organized by state legislatures and charged with the administration of public schools within the state." This definition does not apply to the Band, Historical Society, etc. No, it would not be clearer. We are not talking about a quasi municipal corporation. Editing for the sake of editing? Definition of quasi:

seemingly; apparently but not really.

"quasi-American"

synonyms: supposedly, seemingly, apparently, allegedly, ostensibly, on the face of it, on the surface, to all intents and purposes, outwardly, superficially, purportedly, nominally; pseudo-
"quasi-scientific theories"

The original intent of the use of the word quasi was to guide the Select Board when waiving fees to include town organizations that would enhance the building as a community center – a hub for social and cultural activity - a community center for civic gatherings, educational programs, entertainment, lectures, municipal meetings and cultural events.

Also it should be noted that quasi municipal is defined in the Rules, regulations and fees doc:

15. Definitions and clarifications of pricing schedule:

- Quasi Municipal – Any not-for-profit Temple organization whose mission is to serve Temple or a group of Temple residents may request usage of the building or meeting rooms. The Temple Selectboard will determine eligibility for this category. Please note that cleaning and/or damage fees may still apply.

2. The revised regulations impose a loss of rental fee if the rental is cancelled less than 3 days before the event—does this apply to rental of the Annex, or only to rental of the whole Town Hall?

It applies to both.

Request from Honey, if the answer to question #2 is "yes," May I have a waiver from the 3-day cancellation requirement for my daytime business rental of the Annex meeting room?

No, as you state this is a business rental. All regulations for the rental of the Temple Town Hall for personal business should be strictly adhered to. The Town should not be inconvenienced for personal profit.

3. Are damage/cleaning deposits required for no-fee-paid reservations of the Town Hall or Main Hall?

Yes, for special events, unless otherwise given a waiver. Obviously damage/cleaning deposits are not required for regularly scheduled meetings or practices.

4. Are damage/cleaning deposits required for no-fee-paid reservations of the Annex?

Yes, for special events. Same as above.

5. What is the timing/procedure for return of damage/cleaning deposit?

- a. Who gets priority in scheduling? Is it timing of request or identity of person/organizations?

Per process direction for Gretchen:

Reservations are on a first-come first-serve basis. If there is any question as to who requested first, do note that preferential treatment should go to Town Committees first, Quasi municipal organizations second, Town residents third and non residents last.

Comments on the Issues listed on page 1:

- A. The categories of users and which regulations (fees, deposits, reservation priority) apply to each is not clear. I suggest the following be listed (see next page for possible revision of the fee schedule):**

Town of Temple Boards and Committees

Authorized Community Organizations (ACO) (now "quasi-municipal" organizations)

Town Residents and Businesses

Non-Resident Persons and Businesses

We just reviewed and revised this. No need for change.

- B. Does the 3-day rental cancellation regulation apply only to the Main Hall (or entire building)?** If it applies to the Annex, I request a waiver of this regulation for my private rental use (daytime only) for Mediation. My divorcing clients often cancel or reschedule due to the stress of their situation. I cannot afford to lose \$50 when this happens less than 3 days before the date. I see no harm to the town if I have to cancel or reschedule use of the Annex on short notice.

Reason given above.

- C. Are damage/cleaning deposits required for no-fee-paid reservations of the Town Hall (including Main Hall)?** Regulation #6 implies "no." Regulation #15 says that they *may* be required for authorized community organizations (now "quasi-municipal" organizations). Prior to a recent event held by the Temple Democrats, Gail Cromwell told me that a deposit *was required* and we provided it. The regulations are silent as to funeral receptions and 50th wedding anniversaries. I suggest that this regulation be clarified and made consistent. If a deposit is required for such use of the Town Hall, it should be applied to *all* no-fee-paid groups/activities, including the Band, the Historical Society, the Drama Club, funeral receptions, and 50th anniversaries.

- D. **Are damage/cleaning deposits required for no-fee-paid use of the Annex (either downstairs or upstairs meeting room)?** I suggest that the answer be "no." Such use is frequent and not likely to cause harm. Deposits and inspections to check for damage will require considerable staff time.
- E. **What is the procedure and timing of return of deposits?** The regulations are silent. For the deposit system to have real meaning, there should be an inspection soon after (if possible, before other use). Then prompt return of deposit. At a minimum, there should be either an inspection or a week's wait before return of deposit.
- F. **"Priorities on scheduling" needs clarification.** Regulation #11 says "1st come, 1st served." Regulation #12 says otherwise.

I am willing to prepare a draft revision of the Regulations, once the Select Board answers the questions.

[Suggested revision of this page]

Town of Temple

Temple, NH

Town Hall Fees, Regulations, & Reservation Form

Fee schedule

The Temple Select Board may reduce or waive any fees, based on the activity, event, or multiple day events. The resident rates are not transferable. If the Town Hall is reserved but not used, the rental fee is refundable only if the event is cancelled at least 3 days before the reserved date. All cancellations must be made when the Select Board Assistant is in the office.

Town Boards and Committees—No charge.

Authorized Community Organizations (ACO)—No charge, but donations suggested.

In winter, all Town Boards/committees and ACO should use Annex rooms if appropriate and available.

Town Hall Building Rental (Main Hall & Annex)

Includes exclusive use of kitchen, Annex, tables/chairs. Set-up time must be included. All-day events may request additional time for set-up at a nominal fee.

	Up to 4 hours	Up to 8 hours
Temple Residents & Businesses: private functions	\$100	\$200
Except funeral receptions & 50 th anniversaries (no charge)		
Non-Resident persons and businesses	\$200	\$400

Town Hall Annex Meeting Rooms

Temple Residents & Businesses: private functions & meetings	\$50	\$90
Non-Resident persons and businesses	\$75	\$125

5 JUNE 18

Budget Balance \$ 2,005,230.00

To be encumbered/spent:

Curriculum supplies \$ 110,000.00
Curriculum presenters \$ 3,600.00
Curriculum work \$ 8,000.00

Facilities \$ 249,237.00

Board Furniture \$ 20,000.00

Para Rec \$ 20,000.00

F&V program \$ 7,000.00

FS Transfer \$ 79,991.00

FS paid lunch subsidy \$ 9,187.50

FS Deficit \$ 75,621.00

Early Retirement \$ 37,000.00

Technology Equipment \$ 25,000.00

ALICE Training \$ 75,000.00

Unencumbered Balance \$ **1,285,593.50**

From Surplus:

Trust Funds \$ 425,000.00

Estimated Balance \$ **860,593.50**

2017-2018 Close out considerations:

Revenues collected?

Officials - payments?

Subs - payments?

Mileage - payments?

ESTIMATE

CALCULATION OF NET AND GROSS DISTRICT ASSESSMENT:

Calculated with Nov 2017 Adequacy Estimate from state

Operating Budget:		45,054,140.73
Bond/Interest:		1,011,722.00
Federal Projects:	+	1,121,535.00
Special Revenue	+	200,000.00
Amounts Voted		425,000.00
School Lunch Program	+	900,000.00
Gross Budget 2018-2019	=	48,712,397.73
Total 18-19 Appropriations		48,712,397.73
Anticipated Revenues		
Without Adequacy Grants	-	3,547,530.00
Unreserved		250,000.00
Town Specific Revenue	=	0.00
Gross District Assessment:		44,914,867.73
Adequacy Grants	-	7,408,787.67
Town Specific Revenue		
Net District Assessment:		37,506,080.06
Total Anticipated Revenues:		10,956,317.67

FORMULA:

Assessment	50%	+	22,457,433.87
Pupils ADM	50%	+	22,457,433.87

Gross District Assessment:	=	44,914,867.73
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		2017		2016-2017		03/20/18 DOE	
TOWN		EQUALIZED VALUATION	% OF VALUATION	A.D.M OF RESIDENT PUPILS		TOWN'S % OF TOTAL PUPILS	
Antrim		254,661,843.00	up 11.86%	329.13	up	15.37%	↓
Bennington		105,089,881.00	4.89%	201.57	up	9.42%	↓
Dublin		242,147,350.00	up 11.28%	148.32	up	6.93%	↓
Francestown		195,136,161.00	9.09%	171.47	up	8.01%	↓
Greenfield		159,182,700.00	7.41%	195.50	up	9.13%	↓
Hartcock		276,835,135.00	up 12.89%	156.63	up	7.32%	↓
Peterborough		710,112,297.00	33.07%	756.49	up	35.34%	↓
Sharon		51,104,854.00	2.38%	41.83	up	1.95%	↓
Temple		152,778,135.00	7.12%	139.79	up	6.53%	↓
TOTAL		2,143,946,356.00	100.00%	2,140.73		100.00%	

Adequacy estimate based on November 2017 DOE estimates Subject to change.

includes new teacher-contract \$1,685,912
 New bond
 Trust fund additions

TOWN	COMBINED RATE	EXPENDITURES	LESS MS 24 TOWN SPECIFIC	TOTAL APPORTIONED
Antrim	0.1361784	6,116,435		6,116,435
Bennington	0.0715528	3,213,786		3,213,786
Dublin	0.0910331	4,088,742		4,088,742
Francestown	0.0854923	3,839,876		3,839,876
Greenfield	0.0827321	3,715,902		3,715,902
Hancock	0.1010521	4,538,741		4,538,741
Peterborough	0.3420592	15,363,542		15,363,542
Sharon	0.0216712	973,360		973,360
Temple	0.0682287	3,064,484		3,064,484
TOTAL	1.00	44,914,868		44,914,868

TOWN	TOTAL APPORTIONED	LESS TOWN'S ADEQUACY GRANT	TOWN'S NET SHARE OF TAXES TO BE RAISED	TOWN'S NET PERCENT OF TAXES TO BE RAISED
Antrim	6,116,435	2,062,614.54	4,053,820.80	10.81%
Bennington	3,213,786	1,102,198.11	2,111,588.22	5.63%
Dublin	4,088,742	176,604.80	3,912,136.73	10.43%
Francestown	3,839,876	505,015.88	3,334,859.99	8.89%
Greenfield	3,715,902	822,479.68	2,893,422.47	7.71%
Hancock	4,538,741	277,548.60	4,261,192.45	11.36%
Peterborough	15,363,542	2,006,870.58	13,356,670.93	35.61%
Sharon	973,360	117,077.77	856,282.22	2.28%
Temple	3,064,484	338,377.71	2,726,106.25	7.27%
TOTAL	44,914,868	7,405,287.67	37,509,580.33	100.00%

3726 106 New
 3504 176 current
 221,930 increase

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
 CONTOCOCK VALLEY SCHOOL DISTRICT
 SCHEDULE OF PAYMENT BASED ON APPROVED BUDGET

FISCAL YEAR JULY 1, 2018 - June 2019

	Antrim	Emmington	Dublin	Francestown	Greenfield	Hancock	Peterborough	Sharon	Temple	Total
July	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Aug	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Sept	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Oct	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Nov	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Dec	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Jan	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Feb	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Mar	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
Apr	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
May	337,818	175,966	326,011	277,905	241,119	355,099	1,113,056	71,357	227,176	3,125,507
June	337,823	175,962	326,016	277,905	241,113	355,103	1,113,055	71,355	227,170	3,125,502
TOTAL	4,053,821	2,111,588	3,912,137	3,334,860	2,893,422	4,261,192	13,356,671	856,282	2,726,106	37,506,080

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Temple Sustainability Committee

An independent committee helping the citizens, organizations, businesses, and the Town of Temple become more socially, economically and environmentally sustainable.

Temple Sustainability Committee is formed as a quasi-town group of folks who are interested in taking on projects to help the town be a better place to live. The plan is to reach out across the spectrum of citizens and perspectives to find common ground to work better together.

Why?

- To get things done, and get them done quickly

How?

- Open public meetings, minutes and discussions
- All are invited to participate
- Partner with Town committees
- Project focused, not meeting focused

What?

- Water Protection and Conservation
- Energy Efficiency
- Better Reduce, Reuse and Recycle
- Minimize Trash
- Regional Weatherize/Solarize Campaign
- Lots more...

What are your ideas?

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Contact Cathy Joly at cathyjoly@gmail.com if you want to help.
