

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

**May 22nd, 2018
Town Hall Annex**

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

Call to order by Ezell at 6:30pm

Fire Department: Transfer of Funds request:

- 5 volunteers to be sent to training and testing.
- Testing fees for State Practical and National Registry test are included in the training fees, if taken w/in 30 days.

Motion for bookkeeper to move funds from fire department budget line item 4220740 (equipment on trucks) to 4221561 (training) in the amount of \$648.33, by Cromwell, seconded by Caisse, all in favor.

Fees for building of permit:

- Cromwell noted that it wasn't clear in the records when Temple appointed Will Wildes as the Building inspector. The listing is not and has not been listed in the town's annual report.
- The building permit fee setting timeline will take further research, so in the meantime, building permit fees will stay "as they are". And pricing will stay the same until further consultation with the town's attorney.

Town Hall Rental Application:

- Ezell working on a new draft of the Town Hall rental agreement form.
- A revised fee schedule is being considered.
- The collection of the cleaning deposit needs to be made at the time of the rental application submission to the Assistant to the Select Board.
- Ezell will resubmit another revision, once the suggested edits are made. Another review at a BOS meeting will be done before a formal vote of any changes to the form or to the fee schedule.

Renewable Energy Task Force and Committee Quorum needs:

- Cromwell attended the last committee meeting and swore in 3 appointed members.
- A question raised as to who exactly are committee members of the energy task force and of those people, who is formally sworn in and who does that represent the quorum criteria.
- Catherine Joly, does not want to be a member on the Energy Task Force. **Motion to accept her resignation made by Caisse, seconded by Cromwell and all in favor.**
- **NHMA has been consulted and their feedback was provided in an e-mail dated 5.18.2018: "Inherent to any public body is the requirement that it acts through a**

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quorum, without a quorum at a meeting, the body cannot take any action on behalf of the committee. And although it's not technically a "meeting" under The Right-to-Know Law because there is less than a quorum, it certainly would be, at minimum, bad practice for the three members to meet and discuss committee business without treating it like a meeting. Therefore, if it's a properly noticed and held meeting, the less-than-a-quorum committee can certainly sit and talk but can't take any official action.

I think, however, that the three members who are showing up to "meetings", can agree to a new time to meet or even an agenda –of course, an agenda seems pointless if a quorum won't be showing up at the next meeting at act on the agenda! In fact, it is often the chair of the board that sets an agenda, so I see no harm in a these committee members discussing items they would like to address and setting a new time to meet— but again, this should be happening in a public meeting setting even though less than a quorum is present. I just have concerns about business of the committee being discussed in private.

Finally, if this is a select board created and appointed committee, I do think the select board has the authority to remove the members who are refusing to fulfill their responsibilities. You can also give the sitting members (who are showing up) one more chance to show up, or else they will be officially removed from the board. You might even ask them for their resignation, recognizing that perhaps they are too busy to sit on the board and citing the need to fill those sits with individuals who can attend the meetings." – Margaret M.L. Byrnes, Esq. Staff Attorney II NH Municipal Association.

Postponed: consideration of letter of request to be appointed to the Task Force by Peter Martel. **Motion made to postpone consideration of appointment by Cromwell, seconded by Ezell and all in favor.**

Committee appointments:

- **ZBA:** reappointment of Honey Hastings, as an alternate, term to expire in 2021; John Kieley, member, term to expire in 2021; Deb Deleso, new member, term to expire in 2021

Motion made to appoint the above recommended committee members by Cromwell, seconded by Caisse and all in favor.

- **Con Com:** reappointment of Honey Hastings, member, term to expire in 2021; Adie Krulis, alternate, term to expire in 2021

Motion made to appoint the above recommended committee members by Cromwell, seconded by Caisse and all in favor.

- **Village Green:** appointment of Denise Collette, member, term to expire in 2020

Motion made to appoint the above recommended committee members by Cromwell, seconded by Caisse and all in favor.

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Assistant to the Select board role and responsibilities with Town Committees:

- Per job description for Assistant to the Select Board, the “assistant” duties are dedicated to the administrative duties of the Select Board. Each town committee and/or board will have a chair person and fellow committee members to be responsible for the administrative tasks including but not limited to; creating and posting meeting notices and agendas, write meeting minutes and send all drafts electronically to the Boardassistant@templenh.org e-mail for the assistant to print and log in the main binder for all meeting minutes. When the minutes are made final, the approved version will also be sent and a copy will ALSO be forwarded to the Temple webmaster webmaster@templenh.org for posting on the webpage: www.TempleNH.org
- Cromwell will send a notice to the town committee chairs following up on the responsibilities of the committees with Right-to-Know law and getting the meeting postings and minutes posted in the correct locations for public record. **(Attached to the final draft of these minutes)**
- The notice will also remind the committees that any meetings being held in the Town Hall meeting spaces, the request to reserve the space comes through the Assistant to the Select Board via telephone or e-mail and logged on the master hard calendar. If a committee needs an event posted or advertised, it too goes through the webmaster for posting.

Permit Applications / letters of approval:

- Timber Tax bills for: Willard, Nielson, Benotti, Guy
- Building permits: 3 Jeta Grove, Kutis
- Building permit: Marcellino, pool
- Building permit: Merrill, 20x26 barn
- Veterans Tax Credit: Jason G. Contois recommended by Avitar, approved by BOS.
- Junk Yard permit application submitted: Doug Guy Jr., background check sent to the State, G.Rae to alert Caisse to schedule a site visit inspection once the BOS receives the background check results.

1st Property Tax billing in 2018:

- G. Rae is reviewing the property folders for property ownership through property deeds and making the names / trust names match in Avitar Assessing software before the tax bills are pulled over into Tax Collect software and printed. This will keep the naming consistent and the formatting of headers correct.

Motion made to have the BOS sign the property tax warrant for the 1st billing of 2018 if the paperwork is complete before the next scheduled meeting on June 12th by Cromwell, seconded by Caisse and all in favor.

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Gmail:

- **Ezell will continue to set-up accounts as:**
- boardassistant@templenh.org - real account, for G.Rae, 90 day expiration policy
- retention@templenh.org - real account, for enforcing our 90 day retention policy for the groups
- emailadmin@templenh.org - real account, for managing all the G accounts, etc.
- selectboard@templenh.org - a group (not a real account, just looks like one) that currently contains the 3 Select Board members using their personal emails as they have been using, boardassistant, and retention.
- webmaster@templenh.org - a group containing Alanna's email and retention.
- What does all of this mean?
- Select Board members should write to selectboard@templenh.org. Any email to this address will go to all three board members and to boardassistant.
- The assistant should write to boardassistant@templenh.org, as should anyone wanting to write specifically to the assistant.
- Emails for web-related things should go to webmaster@templenh.org.

Meeting Minutes:

- May 8th meeting minutes, motioned for acceptance as written but WITH addition of the NHMA Legislative Report on *SB438, Postponing Elections*, by Caisse, seconded by Cromwell, all in favor.
- Cromwell will post the May 30th meeting notice of the meeting the Town of Wilton concerning the Ambulance agreement. All 3 Selectmen and Gary Scholl will be in attendance for the Town of Temple.

Public Comments:

- Are there regulations mentioned on the building permit applications around blasting? Generally, the contractor doing the blasting has insurance guidelines they must meet for their own liability coverage.
- Cromwell will follow-up with bookkeeper concerning the encumbered funds for the Planning Board's Master Plan expenses.

Vouchers: Signed

Meeting Adjourned: 8:09pm, motioned by Cromwell, seconded by Caisse, all in favor.

Next Meeting: Tuesday **June 12th 6:30pm** Town Hall Annex.

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

Attachment:

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June 6, 2018

TO: All Boards, Committees and Commissions of the Town of Temple

RE: Posting on the Town Website

The Select Board would like to thank you for meeting the requirements of the Right to Know Law RSA 91-A. As we outlined a few weeks ago, the minimum requirements necessary to provide information to the public are:

1. Posting the notice of meetings at least 24 hours in advance,
2. Having the meetings open to the public,
3. Sending Draft Minutes to the town office within 5 business days of the meeting,
4. Sending Final Approved Minutes to the town website for publication.

The feedback from the public and many of our committees has been very positive. We do have some additional requests for you:

1. We would like to have all of you take ownership of the sections on the website regarding your group. The town office is simply unable to keep all the committees up to date. For example, the present listing of current members on a committee may not be accurate. You should make the corrections by sending the correct information to Alanna Casey, our webmaster, at the NEW email address: webmaster@templenh.org.
2. Our second request is that when documents are discussed at a meeting and referred to in the minutes, it is very desirable that they be attached to the minutes. It is up to a committee to vote to attach such documents so please consider doing that. You don't have to attach everything but consider what is important. You can send any attachments along with the minutes as a PDF, Word document, etc.
3. All communications to the selectboard or to the selectboard assistant should now go to the new address for the town office: selectboard@templenh.org. This address will forward automatically to each selectman and to the assistant. Doing this is important because it allows us to automatically enforce our email retention policy.
4. Finally, if you have members who are appointed (as opposed to elected) please be sure they have been sworn in. Joyce can do this at the office.

Thank you for all the work you do. The town depends on our volunteers!

Ken Caisse
Gail Cromwell
Bill Ezell