

TOWN OF TEMPLE, NEW HAMPSHIRE

SELECT BOARD

MINUTES OF PUBLIC MEETING

**Tuesday, Nov. 12, 2019**

**Town Hall Annex**

**6:30 PM**

Select Board members present: George Willard, Bill Ezell, and Ken Caisse

Meeting called to order by Ezell at 6:30 PM.

- **Public Comment:**

- **Connie Kieley reported that the Town Hall Annex rug had been cleaned and that any recurrence of the spot will be treated again by the vendor. She also noted that Dick Benotti had resolved the Town Hall heating/cooling issue by turning the system onto its automatic mode.**
- **Connie Kieley reported that the Town Common will have the lighting on Nov. 29 and the holiday tree illuminated on Dec. 8<sup>th</sup> along with the party/dance at Temple Elementary School.**

- **Old Business:**

- **Preliminary Tax Rate Setting**
  - **Budget Advisory Committee Chair Gary Scholl said the committee is taking a revenue-neutral view with respect to the tax rate. The committee's idea is to use \$103,000 from the unreserved fund balance to offset some of the tax rate. The town currently has a fund balance equal to more than 13% of its budget – a very safe margin; plus, in cash reserves, the town has about 7-8 weeks of cash on hand, which Scholl said is a pretty good contingency. Willard said the fund balance total is about \$640,000 as of October. Scholl said the 2018 fiscal year end fund balance was \$438,041, though the number tends to move around. Ezell said the town needs to maintain some fund balance and is why a limited amount of fund balance is being used. Scholl said the committee had looked at how much of a reduction was needed for a revenue-neutral approach. Ezell said the average home assessment is increasing 14%, though average homes saw larger increases than more expensive homes. Ezell said with a revenue-neutral stance, the town will take in the same revenue as the prior year. Caisse said the revenue-neutral stance assumes use of the \$9,977 in recent state aid and \$93,023 for a total of \$103,000 fund balance. Discussion of property taxes and fund balance use. Tedd Petro spoke in favor of using more of the fund balance to reduce taxes. Willard motioned for use of \$103,000 fund balance, Ezell second, all in favor.**

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- North Cemetery tree cutting
  - **Willard explained that two large elm trees had been removed. Item can be removed from future agendas.**
- Employee Manual Review
  - **Discussion of circulation status of revised manual with Board edits. Board to continue review and finalize at future meeting.**
- Municipal Building new phone system
  - **Ezell said he had ordered the proposed system previously discussed and was not happy with its operation, so is returning the system and purchasing a different model (Vtech) with 4 lines. He said he should have it in the next week or so.**
- Cemetery Funding
  - **Christine Robidoux reported that the Budget Advisory Committee had addressed the matter earlier this year and reviewed their initial thoughts about a revolving fund. Town Treasurer Peter Allen said state statutes do not allow for revolving funds for cemeteries and that a trust fund should be created, similar to what is in place for the Village Green Committee. Caisse said he would address the matter again with the committee at their next meeting. Connie Kieley suggested involving town counsel William Drescher in the discussion. Caisse explained that Road Agent Kent Perry is examining costs charged by surrounding communities for a realistic budget figure.**
- Marsh litigation
  - **Ezell reported that the West Road residents, John Jackson-Marsh and Alan Marsh, had requested a jury trial, but that Hillsborough County Superior Court had ordered a bench trial for next July with pre-trial mediation for the parties.**
- 69Kullgren Road property auction
  - **Report that the postponed bank auction remains scheduled for Dec. 17<sup>th</sup>.**
- Municipal Building repairs
  - **Caisse reported that he expected to have for next meeting a task list with specifications for use on the town website and local newspaper to solicit bids.**
- Town Payroll Date and Direct Deposit
  - **Ezell said he recently communicated with The NH Municipal Association about execution of manifests and vouchers for the Town Treasurer's records, and learned one member of the Select Board signing each week is sufficient to**

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allow the Treasurer to mail checks for payroll and accounts payable; a second signature would need to be added by the next Select Board meeting. Willard said his NH Municipal Association information showed a required two signatures. Discussion of timing of signatures. Allen suggested the option of electronic signatures, though he wasn't sure how expensive or complicated that might be. Ezell said research would need to be done on whether the state would permit that. Allen said twice-monthly payroll would ease up manifest signature requirements. The Select Board will examine direct deposit scenarios in the future. Allen presented the idea of an early paycheck distribution for the weeks of Thanksgiving and Christmas. Discussion of specific dates. Decision to ask Allen to distribute paychecks on Wednesday prior to Thanksgiving.

- Creation of Town Policies and Procedures Manual for town financials
  - Caisse said a work session with the Budget Advisory Committee will be done to address some issues like outdated and non-presented checks to avoid issues with the town auditors. Allen said he and the town bookkeeper are now doing quarterly reviews. Ezell and Caisse said there is a need to have certain procedures accurately reflected in a manual that is readily accessible in the town offices. Christine Robidoux said the Budget Advisory Committee approved a draft at its last meeting. Select Board to review draft at the next meeting.
- Report of illegal dumping at 12 Hedman Lane
  - Caisse said this is not an issue the Select Board has jurisdiction over. Clifton-Waite reported that he had followed up with the new property owner, who he said is paying to properly dispose of the bottles of antifreeze and a car battery found buried on the property. He distributed an email string with the homeowner and copies of photos showing the waste.
- Town CIP needs for 2020 budget development
  - Select Board members directed that this item be removed from future agendas.
- Review of Avitar's Preliminary DRA Assessment to Sales Ratio
  - Select Board reviewed and signed the paperwork.
- **New Business:**
  - Historical Society of Temple museum proposal
    - Society President Honey Hastings introduced a number of Society members in attendance and presented the Priscila Weston proposal to build a museum

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next to School House No. 6 that would house society items currently held in rental storage in Milford at a cost of \$1,380 a year. Fundraising over the past four years has raised \$20,000 and a parcel of 12.5 acres on Hill Road whose sale could likely raise \$85,000. The Society has reviewed a similar proposal the Town of Greenfield, that gave the town deeded property to the historical society in return for archiving town records. Hastings said the same offer would be made, since the land under School House No. 6 is town owned. The school house does not have electricity or bathroom facilities. Hastings asked the Select Board for questions. Ezell asked about size of the facility. Hastings said the proposal hasn't reached that point. Caisse said it sounds like a great idea, and is a question of funding. Ezell motioned for the Select Board to endorse the efforts of the Historical Society of Temple to construct a museum on town land adjacent to School House No. 6, Willard second, all in favor. Following discussion, Ezell amended his motion to read that the Select Board endorses the concept of the Historical Society of Temple constructing a museum on town land adjacent to School House No. 6. Willard second, all in favor. Hastings said a museum would permit easier access to records. Willard asked that the design be in keeping with the colonial nature of the town.

- Appointment to Capital Improvements Program Committee
  - Review of request to appoint Timothy Fiske to Capital Improvements Program Committee. Caisse motioned to make the appointment of Fiske to the Capital Improvements Program Committee, Willard second, all in favor.
- Tax Collector Salary/Budget
  - Tax Collector Elizabeth Maxcy-Humphrey asked the Select Board to consider increasing the salary for the Tax Collector and Deputy Tax Collector. Her salary is \$16,000 with an effective hourly rate of \$20.51 for the 15 hours the office is open and the Deputy receives a \$500 stipend. However, she is working about 18.6 hours a week with an effective rate of \$16.54 an hour. Maxcy-Humphrey suggested a \$800 stipend for the Deputy Tax Collector and 18 hours per week for the Tax Collector with an effective rate of \$20 per hour with a yearly salary of \$19,000. The Deputy Tax Collector covers the Tax Collector for two weeks of vacation, plus nine hours for fall conference Maxcy-Humphrey attends. Discussion of training and personnel. Select Board said the proposal and figures would need to go into the 2020 budget.
- Snow removal and fall cleanup at Municipal Building
  - Caisse said historically the procedure has been that whomever arrived at the offices first shoveled snow or raked leaves. Caisse said the highway department needs a third person on the crew before adding extra

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responsibilities. Ezell said the town is losing personnel in the police and highway departments because of low wages. Ezell said the highway department has traditionally taken care of certain municipal building outside appearances. Clifton-Waite said he would not be shoveling given his part-time status and risk of injury that might jeopardize his other employment. Discussion of ongoing maintenance, responsibilities and liability. Ezell acknowledged that the Board understands there is a problem. No overtime funding is available. Caisse said he doesn't want to add to the Road Agent responsibilities at this time. Ezell said maintenance of town grounds is the larger issue. Discussion of hiring part-time person in interim.

- Proposal for purchase of new town shredder machine
  - Clifton-Waite distributed information on the Town Clerk's research for a Swingline paper shredder for \$721 from Amazon and referenced previous conversations to avoid a cheaper purchase that might not last. He said the proposal does not involve the \$1,100 price tag, which would be likely to involve the Budget Advisory Committee. He reported that the current shredder does not work well. Allen asked about other towns' practices. Clifton-Waite said he had not examined those. Caisse motioned to spend up to \$1,000 on a shredder, Willard second, all in favor.
- Procedures for flood insurance adoption and Relationship between Planning Board and Temple Community Planning Committee
  - Planning Board Chair Allan Pickman presented a draft zoning addition relative to flood insurance, which he said is basically the state model with Town of Temple references inserted, and which will be presented for future discussion at Town Meeting. He said hearings would be held before then. He also presented draft subdivision regulations and site plan review changes relative to the flood insurance program. He warned that certain additional costs might hit private builders and surveyors. He said the Zoning Board of Adjustment is also working on the matter. Pickman said the Temple Community Planning Committee has asked the Planning Board for conference funds, and that the committee should have its own budget line item since it doesn't report to the Planning Board. Ezell said the Select Board is starting to plan for that. Robidoux said the committee has a collaborative relationship with the Planning Board and has no problem with the budgeting request.
- Committee Reports
  - None.
- Minutes

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- **Select Board discussed the Oct. 22 and Nov. 5 minutes. Caisse motioned to accept the minutes from the Sept. 24 meeting as amended, Ezell second, all in favor. Willard motioned to accept the minutes from the Nov. 5 meeting as amended, Caisse second, all in favor.**
- Vouchers
  - **Select Board circulated vouchers for signature.**
- **Other Business**
  - Land Use Change Tax (LUCT) packet
    - **Select Board reviewed a LUCT packet for Grazna Lewandowska and Jaroslaw Raczek, 50 Kendall Road. Board signed off on the NH DRA A-5 form and related tax warrant for same, which came with a supporting letter from Avitar Associates.**
  - Budget
    - **Caisse said he'd like to see a 2020 budget proposal reflecting the salary increases requested by Maxcy-Humphrey for consideration by the Select Board, so that the Budget Advisory Committee can build that into the 2020 budget.**

**Meeting Adjourned:** 8:28 PM. Motioned by Willard, Caisse second, all in favor.

**Next Select Board Meeting:** Tuesday, Nov. 26, 2019, at 6:30 PM in the Town Hall Annex.  
Meeting minutes respectfully submitted by Paul Clifton-Waite, Assistant to the Select Board.