

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

September 25, 2018
Town Hall Annex

Select Board members present: G. Cromwell, B. Ezell, and K. Caisse
Meeting called to order by Ezell at 6:30 P.M.

Tim Fiske - Road Agent - Budget Matter

- Tim stated that due to increased insurance rates, he cannot afford to have the town continue to use his backhoe after he retires, so the town will need to get another backhoe. He would like to continue working until August of 2019.
- Tim will provide estimates for leasing, renting and buying a backhoe to Gary Scholl of the Budgeting Committee.

Credit Card Policy

- The Credit Card Policy and Appendix A, Cardholder Agreement were revised and adopted by the SB. (See attachments). Caisse motioned to accept the amendments, Cromwell seconded the motion, all in favor.
- The Assistant to the SB will get signatures from the current credit card holders on the revised credit card policy.

Review of 69 Kullgren Rd

- Ezell stated that the town attorney will be at the next SB meeting to address issues with 69 Kullgren Rd.
- Residents expressed concern over the unsanitary and unsightly condition of the property as well as potential safety issues.
- Ezell stated the town does not have the authority to address health and public safety issues on the property, but the state does. He said that the town cannot call Department of Environmental Services to file a complaint, but residents can.
- Cromwell noted that the SB followed protocol by filing a Notice of Violation last year on October 24, 2017. She said that some towns do not allow junkyards and that the planning board could put that on the agenda for March 2019.
- The property owner's ex-wife, Laura McFera, was present at the meeting and stated that there is an upcoming hearing in the bankruptcy court on October 5th at which mortgage relief from the stay will be requested in order to go ahead with the foreclosure.
- Ezell commented that residents can petition for a warrant article by this December to change the ordinance.

CIP Committee

- Gary Scholl said that there is not enough staff for the CIP committee. He is looking for a chair and new members.
- Caisse suggested that the positions be advertised on the town's website.
- Scholl will report the attendance of next CIP meeting on Wednesday, September 26th at 7 PM to the SB.

Office Hours for the Assistant to Select Board

- Office hours for Tara Thomson, the new Assistant to the SB: Tu. 9-2, Wed. 9-4, Th. 9-3.

Town Report Bidding

- The SB wants to get open bids for the Town Report. Caisse stated that we could put a bid request on the town's website, in the Municipal Association's online forum and in local newspapers.

Tax Collector Replacement

- Tax Collector Replacement was discussed between Jeanne Whitcomb and the SB due to her upcoming retirement in March 2019.

MS-1 Form

- The MS-1, Summary Inventory of Valuation, was signed by the SB and uploaded to the NH Department of Revenue Administration's website per RSA 21- J:34.

Other Business

- The SB sent a letter to the Trustee of Trust Funds with an attached bill, requesting that the Town of Temple General Fund be reimbursed \$3,823.84 for the repair of a Fire Department vehicle in 2018.
- (2) 2019 Veteran's Credits: Approved
- Kathryn Bond Memorial Scholarship application: Approved
- Per Connie Kieley request, Cromwell motioned to use \$550 from the TTHC budget to purchase a hi-density plastic bulletin board display. Ezell seconded the motion, all in favor.
- Minutes: Caisse motioned approve SB minutes for 8/28/18. Cromwell seconded the motion, all in favor. Cromwell motioned to approve SB minutes for 9/12/18 pending grammatical changes. Caisse seconded the motion, all in favor.

Meeting Adjourned: 8:09 PM, motioned by Ezell, seconded by Caisse, all in favor.

Next Meeting: October 9, 2018 @ 6:30 PM, Town Hall Annex

Meeting minutes respectfully submitted by Tara Thomson, Assistant to the Select Board.

TOWN OF TEMPLE, NH

CREDIT CARD POLICY

1. The purpose of this Policy is to establish guidelines and procedures for the use of Town of Temple issued credit cards for Town purchases.
2. The Town of Temple will maintain two credit cards to be used as specified in this Policy.
 - (a) One card issued by Exxon Mobil will be used by the Fire Department and the Highway Department to purchase gasoline for those vehicles and small machines requiring gasoline instead of diesel fuel. The Fire Department will have two copies of the card and the Highway Department one copy. Each Department Head shall sign the attached agreement indicating responsibility for the card.
 - (b) One card issued by Citizens' Bank will be held by the Town Bookkeeper to be used as required for the QuickBooks subscription, office supplies other than Staples, and Google Gmail expenses. Other uses may be authorized by the Select Board upon request, in advance of any such use.
3. The credit cards may be used only for the specific purposes stated in this Policy.
4. Use of the cards for personal purchases or any cash advance is prohibited.
5. Receipts for purchases are to be turned in to the Bookkeeper immediately.
6. All cards will be embossed with the Town of Temple name and shall not be lent to any other person. Cardholders are responsible for the security of the credit card assigned to them and shall immediately notify the Select Board and Bookkeeper if the card is lost or stolen.

Voted by the Select Board on September 25, 2018 and effective immediately.


Ken Caisse


Gail Cromwell


Bill Ezell

TOWN OF TEMPLE, NEW HAMPSHIRE

CREDIT CARD POLICY

APPENDIX A

Cardholder Agreement

I have read and understand the Credit Card Policy for the Town of Temple. I understand that the Town of Temple is liable to the financial institution for all charges made by me, as well as charges incurred by my designee(s).

I agree to accept responsibility for the protection and proper use of the credit card while it is in my possession. I understand that I am responsible for providing all receipts to the bookkeeper immediately after purchases and that failure to provide receipts may result in a payroll withholding. I understand that I CAN NOT use the credit card for personal use even if the intent is to reimburse the Town.

I understand that any violations of this policy will result in disciplinary action in accordance with the applicable Town Personnel Policy and/or Departmental Policy. I understand that disciplinary action may result in TERMINATION of my employment with the Town. Should I fail to use this credit card properly, I authorize the Town of Temple to deduct an amount equal to the discrepancy from my next payroll check. I also agree to allow the Town of Temple to collect any amounts owed by me even if I am not longer employed by the Town. If the Town initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the Town in such proceedings.

I understand the Town may terminate my rights to use the credit card at any time for any reason. I agree to return the credit card to the Assistant to the Select Board immediately upon request or upon termination of employment.

If the Cardholder is a designee, Department Head authorization is also required.

Cardholder Name (print)

Department Head Name (print)

Cardholder Signature

Department Head Signature

Date

Date