

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

October 10th, 2017
Town Hall Annex

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

Call to order by Cromwell at 6:30pm

Shredding project: Update: Absolute Data Destruction scheduled for a shredding pick-up for Tuesday Oct. 17th. Quote is for pick-up onsite and shredding to take place at their facility in Goffstown. \$4 fee per banker box plus a 6% service fee. Town Clerk estimates 30 boxes worth.

69 Kullgren Rd: Further discussion with the town lawyer are scheduled with the Selectmen.
Marsh, 32 West Road: Draft of letter to the Marshs presented by Cromwell. Selectmen will bring this letter to be reviewed during the meeting with the lawyer concerning 69 Kullgren Rd. property.

Records Preservation Committee: Candidates Mike Darnell and Charlene Eddy

1. Letters of interest were submitted by Darnell and Eddy to be appointed to the town's Records Preservation Committee. Caisse asked if Heidi Jordan needs to be considered for a 3rd position on this committee. Cromwell stated that it is believed that two people on this committee is sufficient. Cromwell motioned to appoint Darnell and Eddy to the committee, seconded by Ezell, Caisse voted no. Motion approved.
2. The following is a list of proposed duties to be performed by the Records Preservation Committee.
 - A. Identify and list public town records that must be preserved. This is best achieved by working with the Town Clerk who is ultimately responsible for the records.
 - B. Investigate and evaluate possibilities for preservation in terms of cost and usefulness for providing eventual access to the public.
 - C. Investigate whether any grants are possible to help with the cost.
 - D. Recommend a plan to the BOS for going forward. Since the cost is likely to be substantial, in what order should records be preserved? The Capital Improvement Plan Committee (CIP) should be consulted for possible placement in the CIP.Cromwell made a motion to accept the Records Preservation Committee list of duties as stated, Ezell seconded, Caisse abstained. Motion approved.

Action Item A: N/A

Contract with auditors: Reviewed contract for MelansonHeath auditors for \$11,250
Cromwell motioned to accept and sign the contract as proposed, Caisse seconded, all in favor.

Action Item B: Ezell to sign and G.Rae to mail to MelansonHeath.

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Emergency Management Manager: Steve Harling

1. Harling submitted his resignation from the position upon appointment of a qualified candidate. Harling expressed his conflict with the position while being a staff member to the Highway Department. Cromwell motioned to accept S. Harling's resignation with gratitude for his service, Ezell seconded and voted all in favor.
2. Debra Harling submitted a letter of interest for the position as well as documentation to her qualifications to fit the position.
3. There was discussion as to others in the town who may be interested in applying for the appointment. Cromwell made a motion to hold the position of Emergency Manager open while the position is posted and letters of interests are received, candidates will be reviewed by the BOS before an appointment is made, Ezell seconded and voted all in favor.

Action Item C: Selectmen to sign the invoice for the Emergency Management radio license and submit with the \$120 fee, removing Debra Harling as the contact person and assigning the Emergency Management Manager title. Ezell to post a notice for a new qualified candidate to fill the position.

Annual Town Report: Planning for the upcoming 2017 design and printing needs.

Does the Selectboard need to look at bids for this service? Last year, the town was charged \$3,100 for the 2016 report.

It was suggested that the BOS invite in Rose Lowry for the next BOS meeting on Tuesday Oct. 24th and review options that the town may have to lower the design and printing costs.

Action Item D: G.Rae to contact Rose Lowry and invite her in for 10.24.2017.

Mattson Solar Permit: Reviewed and approved

Action Item E: G.Rae to mail permit

Software Programs for 2018: Gail Cromwell,

1. Provided Excel spreadsheet of current A&P, payroll and tax collection software program costs and updates suggested. No changes are suggested for the accessing software contract through Avitar. And no changes are being recommended for the Clerk's software: Clerkworks through BMSI.
2. Bookkeeper will continue to pursue a Quickbooks option for accounting and possibly payroll.

Action Item F: Tax Collector will schedule a demo presentation with Patty from Avitar when G.Rae can also be present. If Ezell can make the day and time, he will try.

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Transfer from Town Building Maintenance and Repair Expendable Trust Fund to cover 2017 expenses (doors & painting):

1. \$3,531.15 total needs to be transferred into accounts 01-4194.10-430 GB Mun. Bldg. Repairs & Maintenance and 01-4194.10-431 GB Town Hall Repairs & Maintenance of the General Fund.
2. Door replacements in the Town Hall and the relock/rekey of the Municipal building and interior painting services were expenses needing to be covered with the above trust fund total transfer.
Cromwell motioned to approve the transfer of \$3,531.15 into the general fund, Caisse seconded, all in favor.

Action Item G: BOS to notify the bookkeeper.

Town Hall Rental for Bible Group: Brad Bloemker

1. Bloemker requested that the BOS consider a reduction in rental fees for his set of 4 fall Sunday events in the main room of the Town Hall.
2. Request was considered and Caisse made a motion to allow each of the 4 events to be reduced by 50% from the original \$100 fee quoted for these 4 dates only, Ezell seconded and voted all in favor.
3. Bloemker was informed that this rate reduction does not apply to future events as a non-profit, resident in Temple. Bloemker was also informed that the original quote was inaccurate, in his favor, but any future events will be priced with the TTHAC's updated fees as of September 2017.
4. Bloemker was also advised of the new updated rules and policies associated with rental of the town's meeting spaces.

Action Item H: G.Rae to send Bloemker a receipt for \$200 in total fees. G.Rae to research and e-mail Bloemker the next remaining Sundays that the Town Hall isn't reserved until the end of 2017.

Police Budget Proposal: Gail Cromwell,

1. Presented the 2018 Preliminary Budget for the Greenville / Temple Police. Temple will be responsible for 39% of the total police operating budget for next fiscal year.
2. The amount of "administrative needs" of the department were noted.
3. Caisse expressed concern that the areas of the budget asking for a 5% increase in funds was not necessarily in line with the Town on Temple's own staff annual increases.
4. Cromwell also suggested to make a renewal contract effective for 5 years.

Action Item I: Cromwell and Ezell will present to the Police Board.

Minutes Approval: September 26th meeting minutes with edits including Cromwell's description change of the Driveway Permit and Intent to Cut procedures. Cromwell motioned to approve and accept the minutes, Caisse seconded, all in favor.

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Public Comments:

1. G.Rae met with the State's Department of Safety liaison, Susan Merrit last Thursday and discovered the need to address the addresses at Stonegate properties and with landowner Randy Martin. A private road, **Bellas Bottom Road** is recognized by the Postmaster as the delivery address for Paul Tobin, but the Town does not have Bellas Bottom Road in their road inventory, which means it is also not listed with the State's 911 response system. Emergency Dispatch does not know where the caller is coming from and will alert the town of the discrepancy if an emergency call is made at this residence. Discussion continued about new parcels being sold in the Stonegate properties and how they will need new addresses assigned for driveways and new mailing addresses. Which G.Rae will need to work with T.Fiske to create and notify the State of the updates.
2. Cromwell relayed a message concerning a resident who reported a neighbor with concern that a building permit was not obtained for a new outbuilding on the property. Will Wildes, building Inspector, investigated and confirmed a new building was erected without a building permit and the property owner admitted that he knew he was supposed to obtain a permit before building. BOS will continue to discuss next steps needed to rectify the situation.
3. Paul Jordan inquired about the Town's welfare officer and the policies for residents.

Action Item J:

1. G.Rae and Fiske will contact and meet with Mr. Martin to discuss both address issues.
2. BOS to continue this conversation with Wildes for future action.
3. G.Rae will forward Iffy Hatt's contact information to Mr. Jordan as well as provide the state guidelines of the public service.

Vouchers: signed

Eversource pole license signed.

Action Items:

- A. N/A
- B. Ezell to sign and G.Rae to mail to MelansonHeath.
- C. Selectmen to sign the invoice for the Emergency Management radio license and submit with \$120 fee, removing Debra Harling as the contact person and assigning the Emergency Management Manager title. G. Rae to post a notice for a new qualified candidate to fill the position.
- D. G.Rae to contact Rose Lowry and invite her in for 10.24.2017.
- E. G.Rae to mail permit
- F. Tax Collector will schedule a demo presentation with Patty from Avitar when G.Rae can also be present. If Ezell can make the day and time, he will try.
- G. BOS to notify the bookkeeper.

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I. Cromwell and Ezell will present to the Police Board.

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Meeting Adjourned: 7:57pm, motioned by Cromwell, seconded by Ezell and all in favor.

Next Meeting: (2nd and 4th Tuesdays of every month) **Tuesday October 24th 6:30pm** Town Hall Annex.

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