

**TOWN OF  
TEMPLE, NEW HAMPSHIRE**

**Final Minutes**

**CAPITAL IMPROVEMENT COMMITTEE**

Meeting held on January 9, 2012

**Committee present:** Mary Beth Ayvazian, Charlene Eddy, Connie Kieley, Dave Martz, Barry West, Tedd Petro

**Absent:** Paul Martin

**Guest:** Highway Department – Tim Fiske

**Call to order at 7:39 pm** by D. Martz, Chair.

**Highway Department – Tim Fiske:** At the request of the CIP, T. Fiske attended to discuss the replacement of the 1996 (6 wheel) International truck. T. Fiske said he had been in touch with a member of the Fire Department to ensure that his request would not interfere with the Fire Dept. capital expenditure requests. The Committee explained to him that we had all of the requests from the Fire Dept in writing and that their only request for 2012 was for \$10, 500 - pagers and radios. We also explained that the purpose of the CIP was to balance the request to ensure a flat bottom line.

Tim explained that the truck in question could last another couple of years. He estimated that repairs would be approx. \$10,000 a year and later in the conversation said he thought he might only have to spend \$15,000 to keep the truck running until 2014. Tim had previously explained after a warrant for a new truck passed, the truck still had to be purchased and outfitted for his needs. Final possession of the truck is generally many months later that year.

C. Kieley questioned if it was possible to have a warrant for a Capital Reserve for a truck to be used when needed. As a compromise, T. Petro suggested that the Town make a prepayment on the bond for the Skladany land decreasing the years these payments would have to be paid by one year thus freeing capital expenditures in 2015. T. Petro also explained that this money could be used by the BOS if cash flow became an issue. Much discussion ensued.

**Motion:** T. Petro moved to recommend to the BOS that an extra payment be made on the road grader reducing the years needed to pay off the bond to 2013. Second by C. Eddy. Voted in the affirmative, 5 yeas, 1 nay.

**Motion:** T. Petro moved to move the 1996 (6 wheel) International truck to 2013. Second by C. Eddy. Voted in the affirmative, 5 yeas, 1 nay.

**Motion:** T. Petro moved to recommend to the BOS that a warrant be placed in 2012 for \$10,500 for Fire Department pagers and radios if the Federal grant request for these items is not approved. Second by C. Eddy. Voted in the unanimous affirmative.

**Inventory Sheet:** T. Fiske also requested that the street sweeper, presently listed in the inventory, be added to the spreadsheet. There was discussion on the purpose of the Inventory list and it was determined that the CIP would address this issue next year. B. West will make the necessary updates for this year.

**Narrative:** The edits, changes and modification suggested by C. Kieley as well as the changes and edits made by the Committee were reviewed. See addendum: *2012CIPNarrativedraft3.doc*

**Minutes:** C. Kieley moved to accept the amended minutes of 12-11-2011. Second by C. Eddy. Voted in the unanimous affirmative.

Moved by MB Ayvazian to adjourn at 9:15. 2<sup>nd</sup> by T. Petro. Voted in the unanimous affirmative.

Minutes submitted by Connie Kieley

**Next Meeting: January, 16 at 7:30 in the Annex**

*Capital Improvement Committee Meetings 2011*

*7:30 p.m.*

*Town Hall Annex*

*(1<sup>st</sup> and 2<sup>nd</sup> Monday of the month*

*Holidays adjusted)*

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<i>Dates</i>	<i>Agenda</i>
<i>May 21</i>	<i>Election of Officers and Review of Draft Policy</i>
<i>Sept. 12</i>	<i>Library, &amp; Fire</i>
<i>Sept. 19</i>	<i>Highway &amp; Cemetery</i>
<i>Oct. 3</i>	<i>Town Government - Police - Animal Control</i>
<i>Oct. 10</i>	<i>Work Session</i>
<i>Nov. 7</i>	<i>Work Session</i>
<i>Nov. 14</i>	<i>Work Session</i>
<i>Dec. 5</i>	<i>Work Session</i>
<i>Dec. 12</i>	<i>Work Session</i>
<i>Jan. 9</i>	<i>Work Session</i>
<i>Jan. 16</i>	<i>Work Session</i>

*Recreation – to be rescheduled*

RSA 91-A:2-a Communications Outside Meetings. –

- I. Unless exempted from the definition of "meeting" under RSA 91-A:2, I, public bodies shall deliberate on matters over which they have supervision, control, jurisdiction, or advisory power only in meetings held pursuant to and in compliance with the provisions of RSA 91-A:2, II or III.**
- II. Communications outside a meeting, including, but not limited to, sequential communications among members of a public body, shall not be used to circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.**

## **TEMPLE CAPITAL IMPROVEMENT PLAN COMMITTEE RIGHT TO KNOW POLICIES**

"Sequential communications" involving, in the aggregate, a quorum of the body where communications is used to discuss matters over which the body has supervision, control, jurisdiction, or advisory power is unlawful.

<http://www.nh.gov/oep/resourcelibrary/referencelibrary/r/righttoknow/index.htm>

Policy:

Sequential Communications - Board members should avoid any discussion of business during phone calls, chance meetings or email.

- There should be no discussion of documents or committee business via email, during phone calls or chance meetings. In order to minimize the appearance of “deliberating” outside of a properly posted meeting, discussions over matters that this body has supervision, control, jurisdiction, or advisory power should only take place a duly scheduled and posted meeting with the exception of work sessions approved by the board.

- E-mail is the appropriate and preferred method when setting up and cancelling meetings. (This would exclude regular meeting dates and emergency cancellations) Phone calls re meetings should be used only in the case of emergencies. Conversation should be limited to saying the meeting is cancelled. Email should be used to set a new date.
- Agenda Items should be suggested to the chairman via e-mail. The Chair will then immediately forward the suggestion to all committee members.
- Any document received by any one member, containing information pertaining to the CIP, should immediately be forwarded via email to the chairman. The chairman should send all pertinent documents and emails he receives immediately to all committee members and templeassist@comcast.net.
- Remote electronic audio/visual participation: Each member participating electronically must be able to simultaneously hear each other member and speak to each other member during the meeting. The member participating by phone or other electronic means shall also be audible or otherwise discernable to the public in attendance at the meeting's location. RSA 91-A:2, III(c).

A member participating in a meeting by electronic means is deemed to be present at the meeting for purposes of voting. A member of this committee must participate, in person or electronically, in the majority of the meeting before voting. No member may call in or be called simply to place a vote.

All votes taken during a meeting in which any member participates electronically shall be by roll call vote. RSA 91-A:2, III(e). The Right-to-Know law does not explicitly require that every roll call vote be recorded member by member in the minutes. However, should a member request a roll call, one must be taken. Compliance with the roll call requirement should be documented.