

**TOWN OF
TEMPLE, NEW HAMPSHIRE**

Final Minutes

CAPITAL IMPROVEMENT COMMITTEE

Meeting held on September 19, 2011

Committee present: Mary Beth Ayvazian, Charlene Eddy, Connie Kieley, Dave Martz

Absent: Paul Martin

Guest: Highway – T. Fiske

Call to order at 7:47pm by D. Martz, Chair.

Highway Department –

2002 Ford F550 Dump Truck: New truck purchased in April of 2011- Change year to 2011. Replacement in ten years -2021.

1996 International 6-Wheel Dump Truck: T. Fiske explained this vehicle should be replaced as planned in 2013. T. Fiske will get a quote to us so that we can update pricing. No reserve fund was established in 2010.

2006 International 6-Wheel Dump Truck: T. Fiske suggests this remain the same. Replacement in 2020.

2009 CAT Road Grader: T. Fiske suggests this remain the same. Replacement in 2039.

1995 CAT Loader: Presently due for replacement in 2015 with an estimated cost of \$199,800, T. Fiske explained the loader presently has 10,600 hours and its reliability is an ongoing concern. T. Fiske discussed the pros and cons of rebuilding the engine. A rebuild would likely cost approx. \$30,000 and extend the life by five years. The committee requested he get a quote for a new loader.

Garage and Sand Storage Facility: T. Fiske suggests this remain the same.

Massey-Ferguson Tractor & Mower: Presently located only in the Inventory of Existing Equipment, T. Fiske suggests this be placed in the spread sheet. Purchased in 2007, it is presently listed for replacement in 2037 with a cost of \$37,700 (2004 dollars).

Highway Department: Bridges

T. Fiske requested we remove the wording in the narrative “...bridges will be replaced, at the rate of one bridge every three years”. T. Fiske is having an ongoing discussion with the Board of Selectmen regarding repairs, replacements as well as prioritizing all Bridges in Town (see also 2010 Bridge Report). Discussion continued of the red listed bridges: Putnam Rd., Powers Rd. and North Road. \$33,000 of engineering cost has been completed on the Putnam Rd. bridge and there is an ongoing discussion of completing the engineering work so the town could recover

80% of its expenses. Discussion continued on funding the Bridge Capital Reserve Fund. This reserve is generally not supported by the BOS. No conclusion was made.

Highway Department: Cemetery

T. Fiske explained that with the increased number of cremations as well as the lack of growth and subsequent deaths in Temple, the need for cemetery expansion has slowed. There was discussion regarding the aesthetics of the entrance to the new portion of the cemetery. The Cemetery Trustees are charged with the task of a design for the fencing. No determination was made regarding approving monies for a Capital Reserve for expansion.

Minutes: Move to accept minutes of 09-12-2011. Suggested amendments: Add request for Airpack expiration date and discussion of new members. Move to accept amended minutes of 09-12-2011 by C. Kieley, 2nd by C. Eddy. Unanimously voted in the affirmative.

General Discussion: C. Kieley explained the Fire Department is in the process of submitting a 95/5 FEMA grant for items they requested at our last meeting. C. Kieley explained that she was given a copy of the financial grant sheet by the fire engineers so we can update the costs of these items.

Right to Know Policy: Policy will be reviewed at the next meeting. C. Kieley reported that she spoke with the LGC and they stated that it is not a violation calling or being called during a meeting just to vote (the person attending electronically must be on speaker). The committee felt that this is still not a practice that they are comfortable with. See attachment for a new policy edit to draft 3.

Discussion of potential new members. Barry West has submitted a request for appointment.

Moved by MB Ayvazian and 2nd by D. Martz to adjourn at 8:20. Voted in the unanimous affirmative.

Minutes submitted by Connie Kieley

Next Meeting: October 3, 2011 7:30 Annex

Capital Improvement Committee Meetings 2011

7:30 p.m.

Town Hall Annex

(1st and 2nd Monday of the month

Holidays adjusted)

<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, & Fire</i>
<i>Sept. 19</i>	<i>Highway & 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>TBA</i>
<i>Dec. 12</i>	<i>TBA</i>

Recreation – to be rescheduled

Amended Draft #3

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. He 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. While the NH RSA's do not prohibit members of committee to call in just to place a vote, this committee strongly urges members to participate in person or electronically in the majority of the meeting before voting.

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, compliance with the roll call requirement should be documented.