

**TOWN OF
TEMPLE, NEW HAMPSHIRE**

Final Minutes

CAPITAL IMPROVEMENT COMMITTEE

Meeting held on October 10, 2011

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

Absent: Paul Martin

Guest:

Call to order at 7:36pm by D. Martz, Chair.

New Members: Discussion of adding a selectman to the CIP committee as a voting liaison. D. Martz moved to recommend to the BOS that a member of the Board of Selectmen be annually appointed to the CIP as a full member. Second by MB. Ayvazian. Unanimously voted in the affirmative.

Right to Know Policy: Policy was reviewed. There was lengthy discussion regarding the purpose of this policy as well as the section that included a members right to participate electronically. D. Martz explained that the purpose of the CIP as stated in the RSA's is included in the Narrative portion of the CIP report. D. Martz further explained that this document is meant to clarify the Right-to Know law as it relates to pass CIP issues. C. Eddy felt the right to participate electronically should only be allowed in extreme situations. B. West felt that it was unfair to deny members who may be traveling for business the right to participate. Much discussion followed. C. Kieley moved to accept as amended in the last minutes. 2nd by MB Ayvazian. Voted in the affirmative. C. Eddy voted nay. D. Martz abstained.

Spread Sheet: The inflation rate was set 3.5%. The Bond Rate was set at 2.5%. B. West commented that the BOS should consider refinancing the existing bonds. New prices/quotes were incorporated into the spreadsheet although we do need confirmation regarding several quotes. C. Kieley suggested we consider meeting with George Clark and the Fire Engineers for clarification on quotes.

See spread sheet for changes.

Discussion continued on the condition of the Bridges in town and listing each bridge individually in the CIP Plan. To accomplish this, it was felt we would need the bridges prioritized.

Minutes: B. West moved to accept minutes of 10-03-2011 as amended. 2nd by MB . Ayvazian. Voted in the affirmative: 4 yes, C. Kieley voted nay.

Moved by MB Ayvazian and 2nd by C. Eddy to adjourn at 9:35. Voted in the unanimous affirmative.

Minutes submitted by Connie Kieley

Next Meeting: November 7, 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 #5

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.