

Town of Cornish
Selectmen's Meeting Minutes
Tuesday February 4, 2014 6:30pm

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices.
2. At 7:00pm, the Selectmen met with the Finance Committee to review the 2014 Town Budget proposal. Present for the Finance Committee: Heather Meeks, Christine Heins, Fred Weld, Bill Caterino and Heidi Jaarsma, Treasurer. Department Heads: Scott Reuthe, Fire Chief and Doug Hackett, Police Chief. Also present, Mary Curtis and Tim Schad. The Board opened the meeting by explaining that the proposed budget includes everyone's wish list with the understanding that some requests will be pared down. John began by covering the Town Office budget. There was a question about Memberships. Why were the funds not spent in 2013? Mary reports that we never received a bill. She reported that the bill for 2014 is in and it is roughly \$1400. Computer Expense will be reduced by \$500; increase Reg. of Deeds to \$100. Under Bldgs & Grounds, the group discussed the need to have someone clean the filters in the Modines at the Town Hall and we need to find a way to make certain the heat is turned down when the building is not in use. We will check on insurance cost. The Police Budget was presented by Doug Hackett. Salary is up to allow Doug to continue daytime coverage with Officer Eric Brann. Heather Meeks asked about the addition of daytime hours and wondered if some of the night time hours could be dropped. Doug reports that he is dropping 15 nighttime hours a month and Officer Stevens hours have been reduced. Doug has a no-cost intern to clean out the evidence room. John asked about weekly daytime hours vs. nighttime. Doug said Eric covers three 7HR days a week (unscheduled) as a rule. Doug gives himself 100 hours a month. The use is random. Doug will ask if Eric is willing to do some of the the prosecution work to reduce that expense. Heidi asked how many hours Eric worked when he was initially hired. Doug thinks it was 24 hours per month. 57 hours per month is the increase being requested for Eric. Scott gave a historic perspective on the department's growth. He would not like to see a full time police department nor would the Selectboard. Doug said he will not be asking for an increase in hours next year. John asked if he could see more of a reduction in the nighttime hours. Doug said that was not possible to cover weekends. The group discussed the need for a special revenue fund for the Police Dept. to allow for the acceptance of donations. Doug will need to get that warrant article to the Board quickly. Scott Rheute then presented the Fire Dept. Budget request. The only major increase is for work on Engine 2; a pump had to be rebuilt. He has budgeted \$14,000 but it may only cost \$12,000. He will find out in the next week. Bill Caterino explained that the Town should encumber the money for the work. Heather Meeks agreed. Scott will call Heidi with the amount as soon as he knows what it is and Heidi will put the encumbrance into the budget. Fred Weld asked if the capital reserve fund could be used. The answer is "no" as that is for the purchase of trucks. The board covered the Highway Dept. in the absence of the Road Agent. Heidi explained that \$62,902 of the overage is for sub-contractors and materials related to the July flood. The line for sand has increased by over 300% because the Town is no longer able to buy sand from the McLeay pit in Plainfield. Tim Schad reports that Carroll Concrete will sell the town sand for \$9.20 a ton delivered and that there are 7 companies that we can get bids from. If the town combines sand with gravel in its bid requests, we can get an even better price. Tim will do some further research for the Board. There was a discussion regarding levels of funding for Capital Reserve accounts and the creation of a Capital Reserve account for paving needs. The Selectmen will write an article with a request for \$50,000 this year. Merilynn thanked everyone for their time and commitment and reminded the group that we will have a second meeting on Monday, February 10th. We will ensure that the Road Agent is present.

Adjourned 9:50pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Friday February 7, 2014 3:00pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices.
2. Kyle Witty met with Selectmen to discuss the Highway Budget. Kyle will attend Monday's Finance Committee meeting. Kyle was advised of Tim Schad's efforts and the department's behalf and Kyle was urged to call Tim over the weekend to provide data.
3. Dan Parks met with Selectmen to discuss property held by the town.
4. Scott Baker reported on the Planning Board meeting last night. There is a question about the classification of Jim Liggett's business. Scott also reported on a request by Doug Miller to subdivide land with frontage on the closed portion of Tandy Brook Rd. The Planning Board would allow the subdivision if the Selectmen approved the opening of a section of Tandy Brook. The Selectmen placed a call to the LGC for information and called Heidi Jaarsma for details.
5. Bill Thurber met with Selectmen to discuss an issue related to the candidate for Sexton. He is concerned because he is hearing rumors about the fate of his position after the election. Bill was urged to speak with the current Sexton. He states he has. The Selectmen will be happy to discuss concerns after the election.
6. Attorney Christine Fillmore from the Municipal Association returned our call. She explained the scope of the Selectboard's authority relative to the administration of the Zoning Ordinance. If anyone does not agree with the board's determinations, they may appeal to the ZBA. The board also asked about RSA 79: F and its scope. Christine stated that RSA 79F: 4 talks about appraisal of qualifying structures. The land under shall be assessed at no more than 10% of its market value. A question regarding the format of warrant articles was addressed. See RSA 32: 3 and 32: 5 for format questions.
7. Selectmen reviewed the budget and the warrant and provided Mary with changes.

Adjourned 5:25pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Monday February 10, 2014 6:30pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices and checks.
2. John Hammond moved to find that Jim Liggett's home occupation is grandfathered as "Expanded Cottage Industry", seconded by Scott Baker. The vote was in the affirmative and unanimous. The Planning Board will be notified as will Mr. Liggett.
3. Heidi Jaarsma met with Selectmen to report that Bill Caterino felt we should consider the FEMA funds received to date as last year's revenues for the purposes of accounting as we were notified in December of 2013 that we would be receiving \$44,237. The second check for \$37,494 will not come in until later this year and will be placed into fund balance as will the check for \$44,237. This improves fund balance for 2013. Heidi reported on the 250th Celebration Committee's final Financial Report. Heidi spoke on behalf of creating a trust fund for the Tercentennial with the balance of funds. The selectmen will consider her request. John thought it would be good to place the realized revenues into the Beaman Guide Boards Trust Fund. That fund can be used for plaques or "Welcome To Cornish" signs, etc. Heidi will contact the committee to see if they are in favor of that idea.
4. Selectmen called Jim Liggett to inform him of the board's decision relative to his grandfathered use. Jim was reminded to call the Planning Board for to schedule Site Plan Review.

5. Selectmen responded to Jessie Roberts' request for a written response to his question about the need for a building permit. The Selectmen dictated a response to Mary. A permit will be required as he is adding a dormer to the roof.
6. Doug Hackett met with Selectmen to answer a question. John asked if there was a leash law in town. Doug stated there is.
7. At 7:04pm, the Selectmen called to order the second meeting of the Finance Committee. Present for the Committee: Heidi Jaarsma, Bill Caterino, Heather Meeks, Christine Heins, Marcia Clark and Fred Weld. Department Heads present: Doug Hackett, Scott Reuthe, Kyle Witty. Also present, Corey Stevens, Paul Whalen, Jim Barker, Mary Curtis and Tim Schad. The group first reviewed the Warrant Articles. There was a discussion about the amount of money being requested for a new capital reserve account for the purpose of future paving. Bill Caterino suggested starting with \$20K instead of \$50K to prevent sticker shock for the residents. Merilynn feels that would be unrealistic given the actual costs. A mile or paved road can cost as much as \$110K. If the public wishes, they can always amend the request down. The Selectmen wish to keep the amount at \$50,000. The board and the committee discussed Operating Transfers and the idea of reducing them this year. The majority opinion was to leave them as they are. Tim Schad talked about ways to save money for the Highway Department. By having gravel and sand trucked in we can take one town truck off the road and save wear and tear. There was a discussion about the funding of the Highway & Fire Department Capital Reserve Accounts. They are being underfunded and we need to look at significantly increasing those annual deposits. The Selectboard agrees but the tax rate is already up considerably this year so next year is when that issue will be addressed. In the meantime, the schedules for vehicle replacement for both departments need to be reviewed and updated. The group then reviewed individual departments. Doug Hackett commented that he would like to reduce the Police Department's Contracted Services line from \$3,100 to \$775. Officer Eric Brann has said he would be comfortable doing prosecutions. Marcia Clark asked why he was not increasing fuel if patrol hours were increasing. Doug said he had money left over from last year's budget and the new car is getting better mileage. There was a discussion about the department's increase in hours. The increase is for more daytime coverage. Scott Reuthe reviewed the Fire Dept. budget. Merilynn explained the reason for the encumbrance to 2014. It is for the work done on Engine 2. Scott covered departmental increases for this year. There was a discussion about internet and the cost. The choices are limited. Doug offered to help them find a better rate. The Highway Dept. was reviewed. Heidi Jaarsma and the Selectmen went over the funds coming from FEMA for the flood expenses. We will receive 75% of what we spent. The group reviewed sand and gravel. Tim Schad reported on his work researching costs and bids. Tim presented the Selectmen with the information he has gathered to date. We have specs and a rough idea of cost and will use that information to solicit proposals. Shop supplies and heavy equipment maintenance lines were reviewed. Maintenance was under-funded for 2013 so Kyle has recommended an increase of \$1,000 per piece of heavy equipment for 2014. There was a discussion about health insurance and the costs. The committee suggests looking at the plan again. The Board thanked the Committee and Department Heads for their time and their focus. Everyone was reminded of the public Budget Hearing on Friday and encouraged to attend.

Meeting Adjourned 9:45pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Friday February 14, 2014 3:00pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices.
2. Tim Schad met with Selectmen to provide a list of vendors for sand and gravel. Tim discussed the formation of a committee for interviewing applicants should the town vote to hire a Road Agent. The board is supportive of the concept. Merilynn reminded Tim that no movement would take place until September or October if the article passed as election of a Road Agent is the process for this year.

3. Merilynn moved to approve the minutes of January 13, 17, 20, 24, 27, 29 and February 4 and 7; seconded by Scott Baker, the vote was in the affirmative and unanimous.
4. Selectmen reviewed the warrant and budget in preparation for the Public Hearing for the Town Budget.
5. Mark Stetson from Avitar met with the Selectmen to discuss properties he is reviewing.

Adjourned 5:15pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

Town of Cornish
Selectmen's Meeting Minutes
Friday February 14, 2014 7:00pm
PUBLIC BUDGET HEARING

Present: Merilynn Bourne, John Hammond, Scott Baker

1. At 7:02pm, the Board of Selectmen opened a public hearing for the purpose of reviewing the proposed Town Warrant and Town Budget for 2014. Department Heads present: Doug Hackett, Police. John Hammond started the hearing by reviewing increases/decreases by department. Regarding the Cemetery budget and the stolen equipment, the public asked if we would continue to store equipment in the Hearse House. John stated that it used to be stored at the Highway Garage and we will discuss the future storage once the equipment has been replaced. There was a question about the low cost of liability insurance in 2013 and it was explained that we received a reduced premium last year as part of a state wide settlement with the regulatory board. Doug Hackett reviewed his budget request. He explained the budget was essentially the same as last year with the exception of wage. Doug explained that the line for Contracted Services (prosecutions) was reduced because one of his officers has agreed to handle those prosecutions. If the town is not willing to fund increased hours for daytime coverage, that line will have to be increased because we will not have the officer any longer. Heidi Jaarsma asked Doug if there would be any increase in department hours in the future. Doug said "no", he does not expect to increase hours for coverage. Bill Caterino asked if Officer Brann's hours could be increased in the future, if the town so desired. Doug reported that Officer Brann can work up to 32 hours per week as a retired officer but is currently only working 21hrs/week. John Hammond reviewed the Fire Department budget. Scott Baker reviewed the Highway Department Budget. Scott explained that the medical insurance line was up because we need to be prepared for a family plan request depending upon who is elected as Road Agent. Scott explained the reason for the increase in the Permit line. We need a wetlands permit and some engineering for culvert work on Hell Hollow Rd. Scott explained that sand is up by 208% because we no longer have local access to sand. We have to contract for the material and trucking. Scott explained the rationale for increasing the maintenance lines for the big equipment to reflect actual usage. He explained the increase on the grader line due to the need for tires. Tim Schad asked about reducing the diesel fuel line in light of the fact that we may be contracting for the hauling of sand and gravel which should save on diesel. Scott said that was still up for discussion. We reviewed expenses due to the July flood event. Bill Caterino suggests we review the Hired Equipment line. Perhaps we can save there. Dan Flynn asked is the price for sand would include trucking. John explained that we would like to get prices with delivery. John Hammond reviewed the remainder of the budget. Merilynn then reviewed Operating Transfers and Articles. When we reached the Article to create a Bldg Capital Reserve Acct, Heidi explained that the \$10,000 being requested would be partially funded by \$4,862, to come from fund balance to lower what is collected in taxes. Those funds came from the sale of merchandise for the 250th Celebration and the 250th Committee members support that allocation. The Selectmen then explained the two non-money articles; the position of Road Agent and extended hours for polling. There was a brief discussion about the pros and cons of electing vs. hiring a Road Agent. The Selectmen explained that the article for extended hours was to provide fuller access to the polls during elections. Many working voters find the current hours restrictive.

Adjourned 8:30pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Monday February 17, 2014 6:30pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices and checks.
2. Selectman reviewed the Town Warrant for final approval.
3. Merilynn moved to approve the minutes of January 31st, seconded by John Hammond; the vote was in the affirmative and unanimous.
4. There were no visitors.

Adjourned 7:45pm

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Thursday February 20, 2014 6:00pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail, signed invoices and the Town Warrant.
2. Selectmen met to discuss road maintenance issues. The roads have not been well attended to. In the past 10 days; there have been two measurable snowfalls and the roads were not plowed until the next day. The Road Agent was called last night and agreed to come to the office at 6:00pm for the discussion. Kyle arrived at 6:45pm. Selectmen asked about his plan for plowing and Kyle explained that he was waiting for the storms to end. His crew went out at midnight last night and had the roads cleaned and sanded by early morning. Selectmen explained that there have been a lot of complaints about the delay in plowing when there are 5 inches of snow on the ground. John asked Kyle about the amount of time required to plow and sand all the roads. Kyle says 5 to 6 hours from start to finish. Kyle asked if he could order some gravel from St. Pierre so we would be ready for mud season. Kyle feels the product is good. Scott agrees. John asked how much he would like to get. Kyle would like to get \$20,000 worth. The Selectmen all approve the request.
3. Selectman Bourne excused herself from the meeting at 7:00pm for a prior appointment.

Adjourned 7:45pm

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Monday February 24, 2014 6:30pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail, signed invoices and checks.
2. Mary left to post the Town Warrant and Budget at the school.
3. Tim Schad met with Selectmen and Road Agent Kyle Witty. Tim brought his recommendation for an RFP for winter sand. Once we start that process, we will request a similar proposal for gravel. Tim reported that Pete's Tire Barn has wholesale prices for towns for highway equipment. Pete's has us on record as an account so we should get quotes from Pete's for grader tires. Tim asked for a copy of the Road Plan which was provided to him.
4. Mary reported on a call from Health & Human Services regarding residency for Arthur Holmes.

5. Selectmen called Haley Cummings to discuss her concerns about snow around her mailboxes. The Road Agent was present and heard her concerns. Kyle states that it is the amount of snow that is the problem this year. He is not plowing the snow "into" the mailbox stand.
6. Scott Reuthe, Fire Chief, met with Selectmen to discuss a roof collapse this weekend. The Selectmen explained that although the house is not sound, state statutes do not allow for eviction. If the owner wishes to continue to occupy the residence, the owner may do so.
7. John Hammond made a motion to approve the minutes of the February 20, 2014 meeting, seconded by Scott Baker; the vote was in the affirmative and unanimous.
8. Merilynn Bourne moved to approve the minutes of February 14, 2014 for the Selectmen's Meeting and the Public Budget Hearing, seconded by Scott Baker; the vote was unanimous and in the affirmative.
9. Selectmen discussed salaried positions vs. hourly.

Adjourned 8:30pm
Respectfully submitted,
Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Friday February 28, 2014 3:00pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices.
2. Selectmen called the NHMA to ask about federal fuel tax for municipal vehicles. Paul reports that the town should go to the Dept. of Safety web site for a refund of the fuel tax. See Road Toll Bureau, Documents and Forms, form RT125D, a refund application for tax paid on diesel. Selectmen also asked about the ability to condemn private property. Paul referred the Board to RSA 155-b. The Fire Chief has some authority during a fire but can not remove a resident from their home. The Fire Chief and Health Officer working together may seek an order from the court. Courts are very protective of individual property rights but if a case can be made that life is in danger, a court order may be issued.
3. Wayne Grey met with Selectmen to ask about the rate of pay for the Road Agent. The Selectmen spoke with Wayne about the availability of gravel on the Fair Association's land. John Hammond was informed by a former Fair Association officer that the land used for parking contains a good amount of gravel. Wayne stated that Carol Concrete has told the Fair Association that the back knoll is all gravel. Wayne will bring the issue up at Monday's Fair Directors meeting.
4. Troy Simino met with Selectmen to report on a gravel/sand pit in Newport. It could be leased for 10 years. The property is owned by Bill Rugger. Mr. Rugger does not want to do the permitting or any of the work but would sell both sand and gravel for \$2 a ton. The pit is one mile north of the center of Newport or about 17.6 miles (one way) from the Highway Garage. Selectmen will look into the cost of contracted trucking vs. town equipment doing the trucking work.
5. Laura Zell met with Selectmen to discuss her property appraisal. She feels the house is over assessed. After a conversation she was advised to call Avitar for more information.

Adjourned 5:00pm
Respectfully submitted,
Merilynn Bourne, Selectwoman