

Town of Cornish
Selectmen's Meeting Minutes
Friday January 3, 2014 3:00pm

Present: Merilynn Bourne, Scott Baker

Absent: John Hammond

1. Nancy Wightman and Joanna Scharf met with the Selectmen to ask for information regarding the installation of solar panels. What is the permitting process? Are such installations taxable (property tax)? They were referred to the ZBA for permitting questions and advised to speak with Heidi Jaarsma. The Selectmen called AVITAR to ask about assessing. Mark explained that, at this time, there is no assessment on solar installations as the market is not able to discern their value. In order to exempt solar installations, the town would need to adopt NH state statutes (72:61-69) to exempt either a dollar amount or any additional value associated with the installation for wood, wind and solar power. If there is no assessed value, there is no exemption to claim. Town adoption of any exemption statutes may have no affect if there is no way to determine value. Water power and geothermal use is not covered by the above referenced statutes.
2. Selectwoman Bourne moved to approve the minutes from the Dec. 9th, 13th, 16th, 20th, 27th and 30th Selectmen's meetings; seconded by Selectman Baker. The vote was in the affirmative.
3. Selectmen continued to work on the 2014 budget.

Adjourned 5:00pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

Town of Cornish
Selectmen's Meeting Minutes
Monday January 6, 2014 6:30pm

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed mail, signed invoices and checks.
2. At 6:47pm, Selectwoman Bourne requested a non-public session to discuss a personnel matter. The Selectmen voted "aye". The Selectmen elected to exit the non-public session at 6:55pm.
3. Selectmen called Heidi Jaarsma to ask about the budget for the Planning Board and to ask if there were any changes planned for the Zoning Ordinance. Heidi reports that there are no changes to the ordinance and she will email the minutes from the Planning Board meeting where the 2014 budget was set.
4. Selectmen reviewed Change Use taxes for 2013. The town received \$3,340. Pursuant to the 2010 Town vote, 60% (\$2,004) goes to the Conservation Commission and 40% to the town.
5. Selectmen called Bill Wall to ask if he would like to be on the Finance Committee for the 2014 budgeting process. Bill asked if we had anything started. John explained that various departments had submitted budget requested and we are reviewing the requests. We look at last year's budget and see where the departments stand relative to last year's request. Bill would like to look at the current year end numbers before he accepts.

6. Selectmen called Polly Rand and Marcia Clark to invite them to sit on the finance committee. Polly and Marcia were not in so messages were left.
7. Selectmen called Fred Weld to ask if he would be interested in sitting on the Finance Committee. Fred was not in so a message was left for him as well.
8. Selectmen called Christine Hines to see if she would be interested in sitting on the Finance Committee. She said she would. The Selectmen reported that they will ask the Moderator to approve the appointment and contact her directly.
9. The Selectmen called the Moderator and left a message regarding those individuals interested in serving on the Finance Committee.
10. Polly Rand returned our call and thanked us for thinking of her but declined to serve on the committee.

Adjourned 8:15pm

Respectfully Submitted,
Merilynn Bourne, Selectwoman

Town of Cornish
Selectmen's Meeting Minutes
Friday January 10, 2014 3:00pm

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices.
2. Joanne Tramontozzi from the state of NH and Mark Stetson from Avitar met with Selectmen to review the 2014 plans for the town wide revaluation. The purpose is to satisfy state requirement around assessment review. The goal is to bring property values to market value by April 2014. Avitar will be inspecting all newly sold properties. The process includes developing new values based upon the sales. Those values will be put into the database. Avitar will conduct a field review of every property in town. Over the past 4 years, Avitar has conducted a partial review of the data on property cards. Neighborhood codes will also be reviewed. Mark reviewed the letter that will be sent to tax payers once the new values have been set. Tax payers will have a 30 day window to log onto the AVITAR web site to be able to view town wide valuations for comparison. Utility values will also be updated. When Avitar does collect data, they have a manual for each staffer to ensure that everyone is collecting and reporting data using the same formula/value system. Avitar will provide a copy of the manual to the town as well as a digital version. Avitar will use sales from 2012 to the present for samples because the town is small and sales in a 12 month period are limited. The update will be completed well in advance of the October deadline. Joanne stated she will also look at random sales and properties to check for errors. A post card goes out to the list of random property owners to let them know Joanne will be coming. If residents do not want her to come to their property, they should call Joanne's office to let her know. Mark expects to hold meetings with the public in the spring. Joanne went over assessment review standards. Joanne will be reviewing 34 random properties for assessing accuracy and providing the town a report based upon her findings. Joanne will also review our current use files for accuracy and timeliness. Exemptions and credits will also be reviewed.
3. Chad Roberge met with Selectmen to discuss Avitar's mapping contract. There are 2 options. A one year commitment or a 3 year commitment with an option to extend for an additional two years. We have already received the free digital map conversion through the state and UNH. Generally that work cost around \$10,000. The three year contract can be paid over 3 years. We do not have to pay up front. The contract provides for an annual report detailing all changes on

the map: mergers, sub-divisions, annexations, etc., including plan and file, book and page in the county registry. Very comprehensive. If we can make a decision in two weeks, Chad thinks the conversion will be done by the end of February and a draft set should be ready by March with a full set of maps by the end of April. The Selectmen will make their decision in the coming weeks and notify Chad.

4. Selectmen reviewed the Sexton's emailed response to their request for her thoughts and comments regarding cemetery maintenance.
5. Merilynn moved to approve the minutes of January 3rd and 6th; seconded by Scott Baker. The vote was in the affirmative and unanimous.

Adjourned 5:10pm.

Respectfully submitted,
Merilynn Bourne, Selectwoman

Town of Cornish
Selectmen's Meeting Minutes
Monday January 13, 2014 6:30pm

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices and checks.
2. At 6:40pm, Selectmen entered into a non-public session to discuss a personnel issue. The Selectmen exited the non-public session at 7:05pm.
3. The Road Agent met with the Selectmen to provide a department update. He reports that the steering box in the 2002 has been repaired. The invoice is in today's invoice folder.
4. Nancy Wightman and Martha Zoerhide met with Selectmen to ask about funding for Community Alliance. The Selectmen explained that the agency has not provided the town with the information requested. Without that information, we will not recommend any allocation.
5. Selectmen and Road Agent worked on the 2014 budget for the Highway Department. Kyle would like to see a new line in his budget for tires. Currently tires are included in the annual maintenance line for each piece of equipment. There was a discussion about the truck that is shared between the Cemetery and Highway Departments. Where should it be listed? One or the other, not both. It is too difficult to accurately track expenses.
6. The Selectmen discussed the need for new cemetery equipment. They will ask the LGC if we can write an article to purchase new cemetery equipment allowing for the use of insurance proceeds, OR, must the insurance funds go into the general fund?
7. Beverly Duval called the Selectmen to discuss the minutes of the November 8, 2013 Selectmen's meeting minutes. She wanted to clarify that her call on the 8th was only to see if the board was aware of the condition of the road. Duly noted.

Adjourned 8:45pm.

Respectfully submitted,
Merilynn Bourne, Selectwoman

Town of Cornish
Selectmen's Meeting Minutes
Friday January 17, 2014 3:00pm

Present: Merilynn Bourne, John Hammond

Absent: Scott Baker

1. Selectmen reviewed the mail and signed invoices.
2. At 3:05, John Hammond moved, seconded by Merilynn Bourne to enter into a non-public session to review a personnel issue. The vote was in the affirmative. Selectmen voted to exit the non-public session at 3:20pm.
3. Bill Wall met with Selectmen to talk about the finance committee and to ask if he could get more detailed financial reports from past years. We explained that the committee is advisory and reviews the draft budget for the coming year. Bill is welcome to review past expense lines but it is not the work of the committee. It can be something he does for his own edification. Bill provided the selectmen with his opinion regarding the keeping of logs for the highway department relative to heavy equipment to better track the needs of that equipment. "Daily maintenance reports are very important and should be reviewed by the selectmen on a monthly basis. This will allow the selectmen to do a better job of budgeting." Bill then asked about a rumor he has heard that the Selectmen do not want to allow the public to take sand from the town sand pile. The Selectmen corrected this misinformation. The Selectmen have no problem with residents taking a bucket of sand for their walkways. The Selectmen do not feel it is appropriate for pick up trucks to come in and to ask to be loaded up by the back hoe. That is over use. Bill was then asked if he was interested in serving on the Finance Committee. He did not say "yes" or "no". He was told he would need to be appointed by the Moderator and that he would have to wait for that call. John thanked Bill for his interest and his oversight.
4. Selectmen received the new Natural Resources Inventory from the Conservation Commission.
5. Selectmen called Martha Zoerhide to ask about funding for Volunteers in Action.
6. Selectmen worked on the draft budget.

Adjourned 5:10pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

Town of Cornish
Selectmen's Meeting Minutes
Monday January 20, 2014 6:30pm

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices and checks.
2. Chief Hackett met with Selectmen to introduce Anthony Casale who is an intern with Cornish PD. He is doing ride and court time with the Chief. Anthony is a criminal justice major. Doug also asked about his budget. He would like to know how the board feels about the budget request. The board has not had the opportunity to really dig into the request but we will get that information to him as soon as we can. John cautioned Doug about increasing department hours under the assumption that his budget request will be approved at Town Meeting. Doug will have a check this week for \$2,425 which represents the proceeds from the auction. The check will ultimately go into the Capital Reserve Fund for the Police Department Cruiser.

3. Kyle Witty met with Selectmen. There was little to report.
4. John reported that Sally Wellborn asked for a list of abutters on Paget Road. John invited her to come into the offices to look at the tax map for a full list of abutters.
5. Scott Baker moved to adopt the Cornish Road Plan as presented, seconded by John Hammond. The vote was in the affirmative and unanimous. The plan has been reviewed by the Planning Board, the Conservation Commission and the Road Agent prior to this vote.
6. Heather Meeks asked the Selectmen about Finance Committee meetings. The public hearing for the Town Budget is February 14th. The board set the Finance Committee meetings for February 3rd and February 10th, both are Monday's .
7. Selectmen continued to work on the 2014 budget proposal.

Adjourned 8:40pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

Town of Cornish
Selectmen's Meeting Minutes
Friday January 24, 2014 3:00pm

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices. Kyle Witty was present.
2. Jim Liggett met with Selectmen for a building permit. Jim was directed to the Planning Board as his request is for an "Expansion of Use" and requires site plan review.
3. Selectmen called the LGC to ask if the position of elected Road Agent was a salaried or hourly. Is the determination regulated by any state statute? Christine Fillmore took the call and stated that the wage is set by the Selectmen or the town; see RSA 231:66. Kyle Witty stated that he had been told a year earlier at a seminar put on by the LGC, that it should be salaried. Selectmen will continue research.
4. Tom Rock met with Selectmen to discuss the Philip Rock property. There is a concern about the actual boundaries. That concern "killed" the pending sale. The Rennie property survey called the Rock acreage into question. Tom believes there may be errors in the Rennie survey. Merilynn commented that the Rennie survey has been registered. Tom was advised that it would be wise to survey Phillip's property. This office understands that the boundaries are in question.
5. Selectmen discussed membership in UVLSRPC. The Conservation Commission has completed their NRI. A call was placed to Bill Lipfert, Planning Board Chair, to ask for his thoughts. He was not in so a message was left.
6. Selectmen called Mark Stetson to ask about the Leonard Szyman abatement request. Although the property has changed hands, Mr. Szyman is entitled to the abatement for the time he owned it.
7. Selectmen called Stephanie Cass at the Insurance Center Inc., in Claremont, to answer a flood insurance question. Stephanie reports that the School Street address of John Berry is not showing up in the FEMA system. After reviewing the town's flood maps, Selectmen sent formal notification to the Insurance Center, Inc. stating that Cornish Flat is covered by FEMA's flood program and that Mr. Berry's residence is in Zone "X".

Adjourned 5:00pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Monday January 27, 2014 6:30pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices and checks.
2. Rich Heim met with Selectmen to present a petitioned Warrant Article to see if the town will vote to appoint a Road Agent. The petition had 28 signatures, all Cornish residents.
3. Doug Hackett met with Selectmen to discuss payroll hours. Doug will be doing away with transcription services which will save about \$1,140 a year. He wishes to increase daytime coverage and in fact, has increased that coverage presently. Payroll expense is up 37% due to increased daytime hours. Scott asked Doug what the effect on his budget will be if the voters don't approve his request for increased hours. Doug stated that the dollars used from January 1 through March Town Meeting will be the same amount as approved for the 3rd officer in the 2013 budget. If the increase is not approved, it means that the dollars will be used in the first 3 months of the year and Doug and Corey will have to work without a third officer for the rest of the year.
4. Kyle Witty met with Selectmen to provide estimates for road supplies for the coming year. St. Pierre will charge \$8 a ton for material (both sand & gravel) and \$4 a ton for delivery (\$12 a ton total). To convert a ton of sand to yardage, you multiply the ton by 1.3. A yard of sand weighs 1.3 tons. 4,550 tons equals a total cost \$54,600. If you use 4,000 yards of sand (5,200 tons) the cost totals \$62,400. Kyle states that St. Pierre beats Twin State and Lebanon Crushed Stone. The town needs 4,500-5,000 yards of sand. The town needs about 4,000 yards of gravel. A yard of gravel weighs 1.5 tons. Sand has been purchased locally for decades. We must now haul sand so the price has increased almost 4 times. Kyle thinks we need to budget \$60K each for sand and gravel. Kyle purchased a lot of sand last year hoping to create a stock pile because he knew McLeay's pit was closing. He has used a significant amount of that sand this year due to the deep cold and icing conditions.
5. Selectmen agreed to meet on Wednesday January 29th at 6:00pm for a budget work session. Mary will post the meeting.

Adjourned 8:30pm.

Respectfully submitted,

Merilynn Bourne, Selectwoman

**Town of Cornish
Selectmen's Meeting Minutes
Wednesday January 29, 2014 6:00pm**

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen met for a town budget work session.
2. Selectmen took a call from Todd Lique at Cornish Auto Repair. Todd has concerns about the trailer left behind the garage by the previous owner. Todd feels it is at risk because the bank is not stable. Todd was advised to speak with Fred Weld who owns the land where the trailer is parked. Mr. Weld is the only one who can cause the trailer to be moved.
3. Selectmen discussed the date for the first meeting with the Finance Committee. The date conflicts with the School Budget Hearing. The Board agreed to change the date of their meeting

to Tuesday, February 4th. Mary will contact the Finance Committee members to advise them of the change and she will post a notice of the meeting.

4. Selectmen continued to work on the budget.

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

Town of Cornish
Selectmen's Meeting Minutes
Friday January 31, 2014 3:00pm

Present: Merilynn Bourne, John Hammond, Scott Baker

1. Selectmen reviewed the mail and signed invoices.
2. Kyle met with Selectmen to review invoices for the Highway Department. Kyle asked the Selectmen if there were any funds left over from last year that could be used to purchase a catch basin near the soccer field. Selectmen explained that all unspent funds that have not been encumbered revert to the fund balance at the end of the year. There was only \$800 left over from funds for the work on the CREA land.
3. Merilynn moved to approve the minutes of January 13, 17, 20, 24, 27 and January 29th. Seconded by John Hammond, the vote was in the affirmative and unanimous.
4. Selectmen discussed the cemetery riding lawn mower. Kyle reports that the rear end has lost its seals. Kyle states it has a lot of time on it although he is not certain how much. The Cemetery Equipment Fund has \$4,000 in it and the mower cost about \$20,600. Scott asked Kyle if he thought the mower would make it one more year. Kyle thinks the seal in the rear end can be replaced. The weld work done last year should last. John commented that maybe they mow less this coming year if that is feasible.
5. Linda Fuerst met with Selectmen to present the Maintenance Plans for the CREA land. There is still some information gathering to be done but bulk of the work is done. The town still needs to decide what to do about hunting on the CREA land.
6. Heidi Jaarsma met with Selectmen to review the year end General Fund Balance. Cash on hand is down only slightly against the previous year. Unassigned Fund Balance is down about \$100,000. \$531,758 vs. \$631,898. \$55,650 from Fund Balance was used in 2013. Merilynn reminded everyone that we have FEMA money coming back into Fund Balance in the spring, roughly \$44,000.
7. Bill Fitts met with Selectmen to discuss replacing fixtures and bulbs in the town hall. Bill said the cost of that work would be between \$1,500 and \$1,800. We would need to see what the energy savings would be. The Selectmen need to see where the budget stands before we consider adding more dollars. Scott asked Bill if he would get a quote for the replacement of the roofing on the Little Town Hall. Bill said his roof work was under \$10,000 when that was done a few years ago.
8. Selectmen and Treasurer reviewed the warrant.

Adjourned 5:15pm.
Respectfully submitted,
Merilynn Bourne, Selectwoman