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**Town of Cornish  
Selectmen's Meeting Minutes  
Thursday, December 28, 2023 4:00-6:00pm**

Present: Dillon Gallagher, Chair, John Hammond, Jason Bourne

1. BOS reviewed mail, invoices, and checks
2. Chair Gallagher provided current RSAs for cemetery trustees and suggested that the BOS investigate the language of the trust of record for Cornish to understand our full responsibilities as delegated trustees.
3. Bill Wall updated the BOS regarding an Eagle Times article related to school performance. Selectman Hammond asked about the number of schools in the study he described. Mr. Wall said he did not have the article but that it was a number of schools in the upper valley. Mr. Wall said that he brought it to the school board and that he wouldn't spend more time talking about it with the select board. Mr. Wall referred the BOS to an article regarding Community Power Coalition of NH and the impact it had on a local public works energy rate.
4. Road Agent Wayne Gray updated the BOS on the status of the new town truck. Estimated delivery remains end of January, citing paint shop delays. Mr. Gray provided an update on materials for road repairs. Selectman Gallagher asked about specific road sections and repair and rebuilding options. Mr. Gray reported on a verbal agreement to add a culvert on Tandy Brook Rd. Selectman Gallagher asked if we could get a written agreement in place. Mr. Gray asked about ongoing roof maintenance concerns at the Highway Department building and provided an update on alarm system issues that the building had previously. Selectman Gallagher reminded the BOS that a carpenter recommended removing roofing panels in order to fix nails which were backing out of strapping, creating future issues for the roofing panels and would not provide a bid for the repair job, but would only consider working on a time and materials basis. Selectman Hammond suggested the BOS get an estimate from a roofing contractor who would bid the roof repair project. Mary Curtis asked if the BOS would consider replacing the roofing material at that time, considering the age of the roof. Selectman Bourne suggested that the BOS get estimates both ways, with and without roofing materials being replaced. Mr. Gray provided several quoted prices for a heavy equipment wheel and tire. Mr. Gray reported on a road repair project involving a deteriorating culvert. Selectman Bourne asked about ongoing maintenance of culverts and expected life span. Mr. Gray estimated the lifespan of a steel culvert and said that several have been successfully patched in the recent past.
5. BOS worked on budgeting for the Highway Department. Selectman Hammond suggested the Highway Department spend budget money on ongoing training and certifications. BOS discussed correcting budget lines to reflect actual historic expenses. BOS discussed options for planning road repairs and costs, including proposing warrant articles where rebuilding roads would be the preferred option, while using the annual budget for maintenance.
6. Meeting adjourned 6:15pm

Respectfully submitted,  
Jason Bourne

**Town of Cornish  
Selectmen's Meeting Minutes  
Thursday, December 21, 2023 4:00-6:00pm**

Present: Dillon Gallagher, Chair, John Hammond, Jason Bourne

1. BOS reviewed mail and invoices.
2. Mary Curtis reported on a phone call regarding a tree down and rental use of the Town Hall and reports of uncleanliness after one party rented with expectation of cleaning after themselves, then another arrived.
3. Chair Gallagher opened a public hearing and read the warning of the public hearing to accept a special highway block grant from State of NH in the amount of \$28,058.84 and to accept and expend municipal bridge aid received from State of NH in the amount of \$27,882.96. Selectman Hammond moved to accept the funds, Selectman Bourne seconded the motion. Discussion occurred regarding how such funds might be expended. Selectman Gallagher noted the red-listed bridge work at Leavitt Hill. Treasurer Heidi Jaarsma explained the capital reserve funds and process for accessing those funds, recommending a warrant article so that the town can be aware and approve of the withdrawal. No further discussion, vote was unanimous in the affirmative.
4. Treasurer Heidi Jaarsma provided an update on other grants incoming and planned expenditures against those to support town departments, including recycling and police department. Selectman Hammond moved to accept and expend the funds received. Selectman Bourne seconded. Discussion involved how to better identify funds which are incoming and the grants associated with those incoming checks. No further discussion. The vote was unanimous in the affirmative.
5. Road Agent Wayne Gray reported on anticipated receipt of the new town truck, with an estimate January delivery.
6. Mr. Gray reported that the parking on School Street near the library is restrictive to the passage of heavy truck traffic. Marie Derusha reported that she saw a larger number of cars than there were patrons in the library. Selectman Hammond suggested that the dance studio be contacted again to remind them of their Planning Board restrictions. Selectman Bourne suggested that this had not been effective previously and that if there are not restrictions on parking on School Street, anyone could park there. Mary Curtis asked if there could be restrictions on parking on School Street. Selectman Bourne confirmed that the town does have the authority to post restrictions. Selectman Gallagher expressed his feeling that the dance studio should be in compliance and should be accountable for their patrons. Selectman Bourne suggested the BOS contact Town Counsel in order to understand legal options.
7. Mr. Gray drew attention to the bridge repair engineering report and estimate provided to the Select Board. The BOS discussed the sum of funding available from block grants and proposed project expenses for bridge and paving repairs.
8. Mr. Gray reported on culvert needs on Tandy Brook Road, maintenance delays on roads due to recent rain and wind, repairs made due to recent rain storms and thawing, issues with the alarms going off in the highway department, and needs for highway materials.

9. Marie Derusha presented a copy of the “Agreement for Transfer of Former Cornish General Store Property” citing some differences between that agreement and what was voted on in a warrant article last year and dates which appeared to be inconsistent with the submitted warrant article dates. Selectman Hammond pointed out that the agreement she presented was not with the town, but between Cornish Flat Enterprises and Cornish Community Initiative. Selectman Bourne agreed that the document did not refer to an agreement with the Town and suggested that time be spent to better understand what the relationship between that agreement and the warrant article. Ms. Derusha suggested that the BOS keep track of future agreement language to ensure consistency with the warrant article voted on.
10. Chad Simino inquired about town property for sale.
11. BOS discussed budget.
12. Meeting adjourned 6:26pm

Respectfully submitted,

Jason Bourne

*DS JGH. 96*

**Town of Cornish  
Selectmen's Meeting Minutes  
Thursday, December 18, 2023 6:30-8:30pm**

Present: Dillon Gallagher (Chair), John Hammond  
Absent: Jason Bourne

1. BOS reviewed mail, invoices and signed checks.
2. Trustees of the Trust Funds, Heather Meeks and Jeff Prohl, came in to request the cemetery year end report and requests, if any, for perpetual care funds.
3. Everett Cass came in to talk about the conditions of the gravel roads in town.
4. Richard Thomson came in to follow-up on the weatherization of the town offices. He reminded the BOS of the option of programmable thermostats. He also asked about the previously done engineering report on the town office building.
5. BOS worked on the 2024 budget.
6. Adjourned at 8:40pm.

Respectfully submitted,  
Dillon Gallagher

**Town of Cornish**  
**Selectmen's Meeting Minutes**  
**Thursday, December 14, 2023 4:00-6:00pm**

Present: John Hammond, Jason Bourne

Absent: Dillon Gallagher

1. BOS reviewed mail and invoices.
2. Road Agent Wayne Gray responded to questions regarding invoices from Selectman Hammond who inquired about a repair to a highway department truck and a heavy equipment maintenance invoice for the grader. Mr. Gray inquired about town maintenance of Tewksbury Road, where a resident has assumed maintenance of the road and has paved a portion of the town road. Selectman Hammond was trying to recall if there had been an agreement in place for the resident to do that and also stated that if the town ceases to maintain the road for a period of 5 years, it reverts to a Class VI road. Selectman Bourne asked if there was a written agreement between the town and the resident permitting the resident to maintain the road and asked if that agreement had impact on the 5-year period of no town maintenance. Mr. Hammond said he thought there may be and suggested that Mary Curtis might be able to locate an agreement if one was made.
3. The BOS took a phone call from Tom Caselli who commented on the school portion of tax bill. He said that he was a former educator and thought that, given the class sizes of the school, something ought to be done, like merging with another school. He spoke about the social implications of small classes. Selectman Hammond and Selectman Bourne both recommended that Mr. Caselli attend school district meeting and school board meetings as the Town Office has no influence on those financial decisions. Mr. Caselli said he understood and thanked the BOS for their time.
4. Selectman Hammond and Selectman Bourne discussed seeking competitive quotes for legal and auditing services. Selectman Bourne asked Mary Curtis about several invoices which appeared to exceed thresholds in the Town purchasing policy and Ms. Curtis provided some insight including that one was a final payment in a previously approved warrant article expense, one was a grant-funded purchase which had been previously approved after receipt of the grant and another had competitive pricing in a prior email which would be attached for approval.
5. Selectman Hammond asked Road Agent Wayne Gray about an invoice for hired equipment for a recent highway department job, asking if the invoiced number of hours was accurate. Mr. Gray said he thought the number of hours was higher on the invoice than it should have been. Selectman Hammond asked Selectman Bourne what he thought about the invoice. Selectman Bourne said he had asked about it previously because it seemed like more hours than he would expect.
6. The BOS reviewed a proposed highway department budget for 2024 with Road Agent Wayne Gray. Selectman Bourne asked about a proposed increase in hired equipment and how much was spent in the current fiscal year. Mr. Gray provided some numbers for what had been spent and Mary Curtis provided an itemized hired equipment line. Selectman Hammond suggested that the proposed increase could be lower. The BOS will review further when Selectman Gallagher is present.

7. Road agent Gray informed the BOS that he expected an engineering report on the Leavitt Hill bridge by the end of the week so that the Town can get updated quotes.
8. Selectman Bourne and Selectman Hammond discussed proposed topics of consideration provided by Selectman Gallagher. Selectman Bourne suggested that Community Power Coalition of NH be added to the topics as that provided the type of opportunity described back when the Town voted to adopt measures that cost the town no money and promote renewable energy options. Selectman Hammond agreed that we ought to consider it again and stated that Plainfield Selectman Eric Brann provided a clearer description of the benefits of CPCNH to their residents. Selectman Hammond suggested the BOS consider specific roads for discontinuance of town maintenance where they don't provide much public benefit and also to focus on road repairs, specifically paving, where those needs have been previously identified during our meetings. Mr. Hammond raised the topic of the sale of town-owned properties. Mr. Bourne stated that Town counsel had provided an update to a proposed purchase and sale agreement which was received by Mary Curtis.
9. Colleen Salinger visited the BOS on behalf of the Cornish Community Initiative to provide a report on progress on the Library committee and to provide details on RSA 674:54 which pertains to governmental use of buildings. Selectman Hammond inquired, while Ms. Salinger was present, whether there were parking sites at the former General Store location for the dance studio in the Flat. Ms. Salinger confirmed that there had been an agreement to allow parking.
10. Meeting adjourned 6:01pm

Respectfully submitted,

Jason Bourne



**Town of Cornish**  
**Selectmen's Meeting Minutes**  
**Thursday, December 11, 2023 6:30-8:30pm**

Present: Dillon Gallagher (Chair), John Hammond, Jason Bourne

1. BOS reviewed mail, invoices and signed checks.
2. John and Teresa Kroh inquired about a subdivision on Parsonage Road and conditions of development as drawn in the subdivision map. Selectman Gallagher provided some background regarding his recollection of the surveyor's report and suggested the Krohs investigate water in the area as there are some localized challenges in the neighborhood and to investigate drainage for a building site in the area which could be developed. Selectman Hammond recommended the Krohs review minutes from the meetings where the subdivision was discussed and approved. The Krohs asked if the building sites in the subdivision map were flexible or if they were "stuck" with them where they are and also asked if setbacks applied if the homeowner owned both lots. Selectman Bourne said that the setbacks would be from each lot boundary regardless of who owns the adjacent lots.
3. BOS discussed the Avitar mapping contract and Selectman Gallagher suggested we might continue using the same contract that we used in the prior year. Mary Curtis provided some history on prior map updates and the need to provide updated tax map information regarding ownership from her office as that can change mid-year. The BOS selected a one-year deferral for Avitar's mapping service.
4. Selectman Gallagher provided a proposed agenda for discussion as the end of year approaches. Selectman Hammond requested that highway department training be added to the agenda.
5. Selectman Gallagher received a list of Boston Post Cane candidates. Selectman Gallagher moved that the BOS award the Boston Post Cane to Alanson Stevens III, seconded by Selectman Hammond. Motion carried unanimously.
6. Charlie Woodman presented a septic plan to the BOS for a property off of 120.
7. Corey Fitch stopped in to see if the BOS had any Conservation Committee topics to discuss with him. Selectman Gallagher asked about Conservation Funds and Mr. Fitch provided a summary of where the money is being spent and coming from recently.
8. James Liggett visited with the BOS regarding the building permit he had previously submitted, which had been referred to the Zoning Board of Adjustment. Selectman Bourne inquired about a question of distance from the "traveled way" of the expanded cottage industry structures. Mr. Liggett explained that the ZBA voted that McSwain Drive was a private way, not a public way, therefore the setback of the building did not need to meet the 75-foot setback for an existing building on the site. Selectman Gallagher suggested that the BOS consider review of the plan by the Planning Board. Mr. Liggett suggested that the Zoning Board approval and conditions of the Special Exception should be adequate and that the Planning Board had done a site plan review previously, in 2014, when he expanded his facility. Selectman Bourne stated that Mr. Liggett was again expanding his facility, as he had done previously when the prior site plan review was done. Selectman Gallagher stated that the Special Exception approved by the Zoning Board for Expanded Cottage Industry represented a change of use and ought to be reviewed by the Planning Board. Selectman Hammond asked Mr. Liggett if he felt comfortable going before the Planning Board, Mr. Liggett said he did. Selectman

Hammond stated that he felt Mr. Liggett had bent over backwards to do things right and that review by the Planning Board would be an obstacle to his business expansion, as a business which had been run in the town for quite a long time. Selectman Gallagher said that he supported business in town and wanted to make sure that everything was being done properly. Selectman Bourne expressed his frustration with the prior mistakes by previous boards not recognizing that there was no prior approval for cottage industry for Mr. Liggett's site, but understood that the new change of use could warrant a review by the Planning Board. Selectman Bourne made a motion to refer Mr. Liggett to the Planning Board for site plan review as a newly approved Expanded Cottage Industry, Selectman Gallagher seconded. No further discussion. Motion passed with 2 votes in the affirmative, 1 abstention.

9. Meeting adjourned 8:34pm

Respectfully submitted,  
Jason Bourne



JB JH.

**Town of Cornish  
Selectmen's Meeting Minutes  
Thursday, December 7, 2023 4:00-6:00pm**

Present: Dillon Gallagher (Chair), Jason Bourne

Absent: John Hammond

1. BOS reviewed mail and invoices.
2. Mike Boutilier, Bill Harthan, John Drye and Walter Scott from the Cornish Fire Department met with the BOS to review proposed end of fiscal year purchases. Mary Curtis asked if the CFD has considered a capital reserve fund for items which have planned replacement cycles. Walter Scott suggested that a capital reserve fund in general could prevent the town from being eligible for grants. Selectman Gallagher suggested that a capital reserve fund could be established for specific equipment like radios, allowing for grants to be sought for other items. Heidi Jaarsma concurred that a capital reserve fund could help to ensure funding is there if grant funding is not available for specific equipment. There was a discussion about the process for establishing and purchasing from a capital reserve fund. Heidi Jaarsma asked if the total of all proposed purchases left money in the budget. Chief Boutilier suggested there would be funds remaining in the budget after these purchases. Ms. Jaarsma asked about future capital reserve purchasing with regard to fire engines and requested updates on anticipated expenses so that the capital reserve fund would be reviewed for adequate funding. The discussion returned to the line items in the proposed purchases for end of year and justification for replacement cycles and requirements driving those purchases. Selectman Bourne asked for clarification on the number of vendors and potential purchase orders for BOS to review and asked for competitive quotes or sole-source justifications on those purchases over \$1500, per the town purchasing policy.
3. Treasurer Heidi Jaarsma reviewed the town meeting calendar document from NH Municipal Association to help the BOS start thinking about key dates in advance of Town Meeting. Ms. Jaarsma reviewed budgetary and tax rate implications of school budget and recommended the BOS consider level-funding the Town budget if possible. Ms. Jaarsma provided an update on block grants for Town highway and bridge repair and suggested public hearing dates for the unanticipated revenue funds.
4. Road Agent Wayne Gray reported on beaver dams on North Parsonage Road. Selectman Bourne asked about an invoice for hired equipment received pertaining to the same beaver dam. Mr. Gray provided an update on highway department maintenance related to a truck repair. Mr. Gray provided an update on expenses related to a grader repair and reported on a need for gravel for town inventory. Selectman Gallagher asked how planned spending aligned with the budget remaining. Mr. Gray provided his anticipated spending estimates and anticipated budget remaining. The BOS and Mary Curtis discussed overall Town budget expectations for the current fiscal year to understand if we would be over or under budget for the Town. Ms. Curtis reported on a property liability insurance overage due to a missed payment in the prior fiscal year and reminded the BOS of an overage in the current Recycling budget. Selectman Bourne asked about purchasing and potential needs for a purchasing/credit card. Mr. Gray said for most purchases, he goes with purchase orders, but occasionally might need something from a local retailer where we don't have billing accounts. The BOS said we would review the process with Heidi Jaarsma and requested input from Mr. Gray regarding his needs.

5. The BOS asked Heidi Jaarsma about issuance of Town credit cards and she described the form required and the typical spending limits. Ms. Jaarsma informed the BOS about grants and plans for a website/email migration to .gov.
6. BOS discussed a proposed purchase order from the Cornish Fire Department and sole-source justifications from Fire Chief Boutilier.
7. Meeting adjourned 6:22pm

Respectfully submitted,

Jason Bourne

JB 9/3

**Town of Cornish**  
**Selectmen's Meeting Minutes**  
**Thursday, December 4, 2023 6:30-8:30pm**

Present: Dillon Gallagher (Chair), Jason Bourne

Absent: John Hammond

1. BOS reviewed mail, invoices and signed checks.
2. Mike West stopped in to ask about purchasing mechanisms for the Highway Department. Selectman Bourne asked about items Mr. West was describing needing for the Highway Department. Selectman Gallagher suggested that Road Agent Wayne Gray had not brought up a need for a credit card in the recent past. Selectman Bourne suggested that the BOS consult with Heidi Jaarsma regarding issuance of credit cards and Road Agent Wayne Gray to discuss further.
3. Mary Curtis reviewed with BOS some upcoming steps to prepare for budgeting.
4. Troy Simino stopped in to inquire about the definition of "traveled way" as a legal definition, as it appears in the Zoning Ordinance. Mary Curtis provided a printed copy of the NH RSA legal definition of "way" from [justia.com](http://justia.com).
5. Selectman Gallagher informed Selectman Bourne of his recent visit with members of the Energy Committee at the Recycling Center.
6. Kate Freeland, on behalf of the Zoning Board, requested any Planning Board documents related to the Liggett property off of 12A, pertaining to the site of a building within 15 ft of McSwain Way, which seemed too close to comply with the restriction of buildings within 75 feet of "the traveled way." BOS searched through files but could not find the documentation being sought by the Zoning Board and conducted further research on "traveled way" and any differentiation from the definition of "way" which Mary Curtis had located online.
7. Meeting adjourned 8:34pm

Respectfully submitted,  
Jason Bourne