

**Gilsum Board of Selectmens Meeting  
June 21, 2021 6:00pm  
Board present Bart Cushing, Vicki Ayer and Clem Louder**

6:01pm Cushing calls meeting to order

**6/14/21 Minutes-**

Ayer motions to approve minutes as written

Louder 2nds

vote Cushing-yes, Ayer-yes, Louder-yes

Motion passed 6/14/21 Minutes approved

**Invoices reviewed-** Exxon Mobile credit card cemetery use to be approved by cemetery trustee

**Oil Companies-** Currently 3 companies serve Gilsum departments Cushing to research condensing to 1 company.

**Checklist-**

Ayer motions to approve checklist

Cushing 2nds

vote Cushing-yes, Ayer-yes, Louder-yes

Motion passed to approve checklist

**Banks Rd-** Currently on state bridge Red List. Eckman Engineering will contact DES to file 2019 project completion paperwork .

**DOL Inspection-**

Cushing- reschedule the 6/23 inspection to between 7/7 and 7/12

Ayer will call Inspector Perry

Employee labor posters posted on bulletin board in town office

Joint Loss Management Committee- Must meet quarterly, last meeting was in 2011, currently do not have any members.

**Mack Rd Culvert-** Right Angle Engineering was to visit site on 6/17/21 Maguire will follow up.

**Transfer Station-** Patteneau to start tree removal 6/24/21

**Sullivan Rd-** Resident complaint.

Maguire- possible hot mix patch

**2005 International-** Maguire Still in shop, trouble getting parts, hydraulic cylinder.

**Treasurer-** Angy Lombara would like to start doing monthly reconciliations needs access to QB

**Selectmens guidelines NHMA-** Cushing gave copies to board for reference.

### **PC Computer-**

Cushing- should this be replaced?

Ayer- Yes suggests waiting until next year.

**Avitar Tax Collector Program-** Errors of possible update, backup, not talking to the server discussed, errors not clarified.

Cushing- Twin Bridges Services changed login credentials, TBS said it is illegal for Selectmen to have access to the software. TBS created a superuser for their company.

Ayer- It is not illegal for anyone to have access to software, the decision of access is suppose to be a board decision. When Cantara resigned Avitar with board approval created Cushing and Ayer as superusers.

Ayer- Are Plodzik & Sanderson a user? If they are but do not need access they should be removed.

Louder- agrees access should be limited to only individuals requiring it ,should check with P&S if access is needed.

Cushing- P&S as auditors are trusted, only reason to drop someone is not trusting

Ayer- do you not trust me?

Cushing- went with TBS recommendation,

### **Recommittal Warrant Cover Letter**

Ayer- Jane Wing noticed a typo one the original warrant where the total amount as spelled out did not match the actual figures. P&S sent corrected one for the records.

### **MRI-**

Ayer- monthly reconciliations are not being done. Current discrepancies need to be fixed building inspection expenditures exceed revenue, pistol permit fees charged are \$10.00 a revenue of \$46.50 is incorrect, deposits lag a week or more. Highway grant bank deposit on 5/3 has not been entered.

Conservation Com shows double expenditures. Mack Rd Culvert should show Right Angle expenditures. FD Trust fund transferred in \$9400 expenditure should not be under transferred to trust fund it should be trust fund expenditure.

Louder- We need a balanced budget.

Cushing- what suggestions are there to make these corrections

Ayer- physically confirm invoices / deposits with QB records

Cushing to correct information with MRI

Ayer- Lenoir Law bookkeeper is willing to enter bills and deposits into quick books rather than scanning / emailing to MRI. She currently does this for non profits. It will take the same time and save \$70 per hr to MRI. Jane Wing tax collector is willing to discuss QB responsibilities she currently uses desktop and network.

**Quick books-** A direct payment from TD Bank of \$715 was done 4/27

Ayer- Cushing had offered use of personal credit card to pay renewal. TBS explained to the board why it should not be Cushings but instead be TBS credit card, the board ok'd that but now the question surrounds whether or not Gilsum has overpaid.

Cushing to ask TBS

### **Written Employee agreement-**

Lenoir Law agreement as bookkeeper to the Selectmen signed by board to be signed by Law.

Dave Timmons agreement as highway laborer to Harlen Maguire Road Agent signed by board to be signed by Timmons.

**Personnel Policy-** Reviewed corrections suggested by each selectmen, will continue next Monday  
A public hearing will be held before any amendments are adopted by the board.

**ZBA Gallagher-**

Bruce Murphy Chair- This Rte 10 property needs confirmation of zone for proper variance submission.

**PA-28-** Property tax card inventory by owner. Required each year to file with DRA whether or not  
Gilsum will use this. Past practice has been not to use PA-28

Ayer motions not to use PA-28 in 2022

Louder 2nds

vote Cushing-yes, Ayer-yes, Louder-yes

Motion passed PA-28 will not be used in 2022

**Avitar 6/23/21 Selectmens Meeting 9:30 am-**

Zoning

J. Marr tax card needs to be updated to Feb 2021 approved abatement assessment

Hurd abatement needs to be completed.

Louder motions to adjourn

Cushing 2nds

Meeting adjourned 9:41 pm

Minutes submitted by Vicki Ayer

Minutes approved

Signature

Date

Bart Cushing

Vicki Ayer

Clem Louder