

**Gilsum Board of Selectmens Meeting
June 7, 2021 6:00 pm
held in Gilsum Public Library**

Board present Bart Cushing, Vicki Ayer and Clem Louder

Cushing calls the meeting to order at 6:01 pm.

Tax Collector- Sara Okes resigned as tax collector on 6/3/21

Jane Wing would like to be appointed to the position.

Cushing motions to appoint Jane Wing as tax collector

Louder 2nds

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

Motion passed Wing appointed as tax collector

Ayer- do we have an itemized list of all tax payments received by date that were deposited into TD Bank while Oke was in office?

Cushing – No, Treasurer Angy Lombara has a copy of the deposit records.

Ayer- Wing what hours will you have?

Betsy- Wing will work on Tuesdays & Thursdays 6-7 pm and every last Thursday from 5-7 pm.

Cushing- NH Clerks Assoc said there is no issue surrounding non-public information being discussed by the Clerk in front of departments. This is for safety so one person is not alone.

Deputy Town Clerk

Betsy – requests Jane Wing be appointed Deputy Town Clerk

Ayer motions to appoint Jane Wing as Deputy Town Clerk

Louder 2nds

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

Motion passed Wing appointed as Deputy Town Clerk

Deputy Tax Collector

Wing- requests to appoint Betsy Cushing as Deputy Tax Collector

Ayer- does not support at the moment suggests postponing due to Clerk training not complete for example online registrations as discussed at 6/1 meeting.

Betsy- has completed clerks training and it's not the training for online that she is not doing rather she has decided not to continue online EREG / DOG / VITALS service

Ayer- clarified that her statement of training was based on the 6/1 board meeting discussion of EREG where Louder suggested keeping things simple and Cushing commented Betsy was not up to speed yet in the position.

Cushing motions to appoint Betsy Cushing as deputy tax collector

Ayer- What is the hourly rate and approx hours going to be for deputy collector? We made an error by not approving deputy clerk hourly rate and need to correct that. \$13.50 was the prior hourly rate for both positions.

Betsy- the pay will be the appropriated amount divided by 12 months.

Ayer- Deputies are not salaried positions set by vote like the Tax Collector and Clerk. Deputy clerk appropriation is substantial but the deputy collector is only \$600 with \$200 already expended.

Louder- \$13.50 was the prior hourly rate for both positions presented to the Budget Committee

Cushing- Appoint each position and let them decide rate of pay later.

Ayer- we cannot appoint someone without a set pay rate.

Betsy- why would it not be salary based on what was appropriated for each line

Ayer- explained annual appropriations for hourly rate positions are not going to be exact they will be over sometimes and they will be under sometimes but it's the best recommendation to appropriate an amount for that position

Betsy- questioned the chair as to why this discussion was taking place since Betsy and Cushing had already made the decisions

Cushing motions to appoint Betsy as deputy tax collector at a rate of \$13.50 an hour
Lounder 2nds

vote Cushing yes Louder yes Ayer no

Motion passed Betsy appointed to deputy tax collector

Deputy Town Clerk

Ayer- An hourly rate needs to be set that is acceptable to Wing.

Wing- \$13.50 is acceptable

Ayer motions to set hourly rate for Deputy Town Clerk at \$13.50

Lounder 2nds

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

Motion passed Deputy Town Clerk hourly rate set at \$13.50

Tax Recommittal Audit

Cushing- The board needs to cross out Okes name on the recommittal and write in Wings name so she can get the tax bills out immediately.

Ayer- we cannot cross out a name and pencil in another, P&S needs to submit a new warrant in Wings name

Cushing- Spoke with P&S and DRA and they instructed us to write in Wings name. We need to get the tax bills out and your option will delay the process. Did you speak with P&S before or after me?

Ayer – After you and the email from P&S asks for the name of the new collector and a copy of the June 1st Tax Warrant. DRA's email states a new recommittal warrant needs to be done to the new collector and also suggests in 2022 we place a warrant article to appoint a collector rather than elect that way a non-resident is allowed.

Cushing- did you give Wings name?

Ayer- No we only appointed her moments ago. The tax recommittal warrant issued to Oke was approved and signed Tuesday June 1st and Cushing was to deliver to Oke that evening to begin collecting. That same afternoon the 1st tax warrant of 2021 was issued to Oke awaiting selectmen approval. The delay is due to Okes resignation not me following procedures and I will not sign a tax recommittal warrant with Oke scratched off and Wing penciled in without written instructions from DRA or P&S.

Cushing -would like the record to reflect Penny Touchette at DRA and Mike Campo at P & S instructed him to cross off Sarah Okes name from the tax recommittal warrant in write in Jane Wings name so she can start collecting taxes and mail tax bills.

Ayer - will not sign a tax recommittal warrant with the name scratched off and a new one penciled without written instructions from DRA or P&S.

Cushing- will call P&S with Wings name

Ayer- P&S also needs a copy of the June 1st Tax Warrant. It is saved as a PDF and can be emailed.

Cushing- can you do that?

Ayer will email June 1st Tax Warrant to P&S along with Jane Wings name after this meeting.

Broadband Bond- Received engagement letter from P&S for a financial audit of 2020 as required by the NH

Municipal Bond Bank. The approx cost of \$9000 can be rolled into the broadband bond.

Cushing motions to approve P&S engagement letter for financial audit of 2020

Louder 2nds

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

Motion passed P&S engagement letter signed

Steve Cantara Right To Know- Cushing fulfilled request.

Robin Cantara Right To Know- Cushing sent Detailed Profit & Loss via USPS mail and redacted names on payroll.

Ayer- Names are not redact able for payroll, they are public records. When RTK information is redacted or denied for any reason a written explanation why the info was redacted or denied and must cite the specific law that allows for that redaction or denial. Robin also requested the documents be sent electronically which is what should have been done. RTK requests are also public record anyone can walk in and ask to view these files.

Cushing- Folders for each are available in the office.

Planning Board- Gallaghers

Cushing- The planning Board has referred the Gallaghers to the ZBA for a variance regarding relocating home on property.

Checklist-

Ayer- The payroll checks have an error. Payroll date of 6/7/21-6/13/21 is incorrect. The correct date is 5/31/21-6/6/21.

Ayer motions to approve checklist without payroll.

Louder 2nds

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

Motion passed to approve checklist without payroll

6/1/21 Minutes

Louder motions to approve 6/1/21 Minutes.

Cushing 2nds

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

Motion passed 6/1/21 Minutes approved

5/24/21 Minutes

Amendments made in writing on minutes.

Cushing motions to approve 5/24/21 Minutes as amended.

Ayer 2nds

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

Motion passed 5/24/21 Minutes as amended approved

Keene Ambulance Contract- Board will review for discussion next meeting.

Louder leaves 8:05 pm.

Auction- The 1977 John Deere Grader is being auctioned on www.macfaddens.com and

auctiontime.com the posting notice date is 6/7/21 the bidding will open 6/23/21 and ends 6/30/21.

Posting is also at the town hall and Gilsum-NH.gov

Avitar- Hurd tax card has been reverted back to 10/8/2020 as voted by board, which is prior to incorrect information being added 11/2021 by Avitar.

6/23/2021 Selectmens Meeting 9:30 am. Avitar will be in the office to discuss zones on tax cards. Residents can also meet privately with Avitar for any property questions.

Ayer motions to adjourn

Cushing 2nds

Meeting adjourned 9:34p.m.

Minutes submitted by Vicki Ayer

Minutes approved

Signature

Date

Bart Cushing

Vicki Ayer

Clem Lounder