

Gilsum Board of Selectmens Meeting
July 12, 2021 6:00pm
Board present Bart Cushing, Vicki Ayer and Clem Louder

6:02 pm Cushing calls meeting to order

7/7/21 Minutes-

Louder motions to approve minutes as amended

Cushing 2nds

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

Motion passed

Checklist-

Louder motions to approve 7/7/21 checklist

Ayer 2nds

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

Motion passed

Invoices – reviewed

Highway Dept-

2005 International still in mechanics shop

Banks Rd-

Maguire Road Agent

Maguire- waiting for water level to drop to put wall blocks in

Ayer- is a permit by notification needed?

Cushing- as long as we stay out of the water we do not need a permit

Grader Auction- net revenue to Gilsum \$7001.50

Dump Maintenance-

Cushing- contacted 3 equipment rental companies for rates. Contacted St. Pierre, Cold River Materials, Matthews and Patteneau all said they have no clay, only available at Maguire Trucking.

Cushing updated quotes \$40,460

Maguire Trucking- Excavator 2 weeks at \$1700 per week total \$3400 n/c p/u and return

??Co name?????- large Bull Dozer 2 week at \$2600 per week \$5800 plus p/u and return

Fuel 1600 gallons \$4000

Maguire Trucking -on site trucking 2 weeks at \$1500 per week total \$3000 n/c p/u and return

Maguire Trucking- sell 900 yards of clay to Gilsum \$9000 delivered

Garwell Co -Hydro Seeding 5000 yards at .12 cents per square foot \$1500

Maguire Trucking -small Bull Dozer 2 weeks at \$1000 per week total \$2000 n/c p/u and return

Ayer- Competitive bidding is required in order to allow Maguire a public official to bid on the job. Inquired at NHMA for clarification if equipment rental requires competitive bidding, awaiting response.

Cushing- suggests board approve budget tonight minus the clay.

Louder- Budget Committee Chair Ballou will be attending next meeting to submit his findings as requested on 6/28/21 to research with DRA emergency expenditures process

Cushing- opinion is to get this 2019 project done pretty fast, using competitive bidding will delay project

Louder- due to PFAS is considering asking Gilsum to test his well abutting the dump. Agrees town should not keep putting the project off.

Ayer- never advocated putting the project off, took flak for suggesting we speak to the engineer in the beginning, have never advocated not doing the project, advocate doing it properly even if it takes longer to avoid any possible errors which can be quite costly. Grants are available but information exceeds my knowledge suggests board members research options.

Cushing- September is the next DES monitoring date. Need to have new monitor well installed

Louder- The project will not be complete by then even if we started now.

Ayer- do we have written guidance from Zapperi on requirements for project i.e. slopes and sand?

Cushing- Zapperi has not returned Maguires phone calls.

- competitive bidding process discussed-

Cushing- what is the required time line for competitive bidding

-unknown-

Louder- wait til NHMA response of RSA 95-1, do not want to get into legal issues, cannot make a motion tonight, would like to have all information presented at next meeting.

Cushing to research competitive bidding process to present to board next meeting

Transfer Station- MDS Matt to attend future meeting to discuss contract renewal

Quickbooks-

Ayer- Highway account #4312 has been incorrectly transferred to #4311 and needs to be corrected along with a couple others. The board cannot transfer money to a zero dollar budget line. The selectmens bookkeeper has the list of corrections. Account #s are not visible for selectmen or MRI in QB

Louder- what path should be taken to correct this?

Ayer- make account #s visible on QB, Twin Bridges I.T. needs to add authorization to MRI and Selectmen to view.

Louder- If MRI cannot see account #s she would not know an error exists.

Ayer leaves to retrieve Gilsums annual report for reference

Louder- is there a call we can make to correct this?

Betsy (Town Clerk)-yes

Cushing- we are not staying on target I cant argue with Ayer every week

Betsy- I coded the accounts exactly like the previous Admin Asst.

Ayer returns with annual reports for board reference

Ayer- 2021 MS737 account 4311 Highway Admin has zero dollars appropriated and if we spend any money on that line its an illegal budget expenditure.

Louder- I agree

Cushing to contact TBS to make account codes visible for MRI and Selectmen in QB. MRI will correct account #s.

Ayer- MRI can reference Gilsums MS737 to verify correct account codes to use.

Louder- MS737 appropriations are what we have to follow, we cannot change back and forth but the board can transfer money from one account to another that has appropriations

Ayer- 5/3/21 Highway Block Grant revenue is still not recorded in QB

Cushing will contact MRI to correct.

Cushing- are there any other corrections

Ayer- Yes the Fire Dept \$9400 expenditure from trust fund still needs to be moved from the Fire Dept budget and put under the appropriate trust fund expenditure line.

Cushing will contact MRI to correct

Louder- Highway Block Grant treasurers 2020 report does not match the MS737

Cushing- QB user update- Treasurer and bookkeeper have been added as QB users

Betsy- Treasurer contacted TBS but has not heard back, Selectmen will be view only

Ayer- The board has not authorized a change to selectmens access to QB. For clarification who is instructing TBS on what changes to make?

Betsy- not me

Louder-it takes board approval to make changes and should be done

Louder- Clerk and Collector run their own books

Ayer- Clerk and Collector do not have responsibilities in QB, they submit their deposits from Avatars program to the treasurer. Avitar is separate from QB.

Town Records- when possible use copies for reference

Timber / Excavation Tax- Cushing to take DES training course this week.

Audit update- Ayer will reach out to P&S

Cantara RTK- requested signed 2021 MS535. Ayer emailed board members and Cantara the MS535 was not signed by the prior board and this board will most likely not be signing until after the financial audit of 2020 is complete.

Comcast contract- Renewal in Feb 2022, board needs to review or contract automatically renews for 5 years.

BTLA Sundaramurthy- Hearing scheduled for October. Ayer neglected to pull file for review will have file at next meeting.

Selectmens Assistant- Application submitted

Ayer to contact to let her know the board will be establishing hours, duties and pay rate.

Highway Zoning- Avitar suggested board seek legal counsel due to the numerous corrections needed.

Ayer- SWPRC offers a zoning map service and requests a lead person for the board be established to discuss options.

Ayer tasked with lead person

Cushing to email SWPRC informing Ayer is lead person.

Louder motions to research the cost of zoning maps threw SWPRC

Cushing 2nds

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

Motion passed

Louder motions to adjourn

Cushing 2nds

Meeting adjourned 9:09 pm

Minutes submitted by Vicki Ayer

Minutes approved

Signature

Date

Bart Cushing

Vicki Ayer

Clem Louder