

TOWN OF RICHMOND
NEW HAMPSHIRE
Office of Selectmen



DATE: April 8, 2013 Time: 7:00 PM

Selectmen's Meeting Minutes

Attending: Sandra Gillis, Deb Boncal and Carol Jameson

Read mail and signed checks

Loreal Schmidt, Treasurer, addressed the Board and discussed the issue of the postage machine being charged to her budget. She would like the appropriate amount charged to her budget, the amount she used for mailing the checks, and not include the rental of the machine. The Board discussed this and BOS will pay for the rental of the machine. There will be a new machine ordered so it can be coded by department for usage and each department will be charged accordingly.

The Board discussed treasurer reports and what reports they would like from the treasurer and the selectmen's assistant. The Board would like the line item numbers to coincide with the DRA recommended numbers. Lori will work with the new assistant to create new reports and work on changing the numbers.

Lori also recommended a payroll policy and a discussion ensued about time cards and what needs to be noted on a time card.

Lori discussed her concern about the Town Fire Company using the Town's tax ID number. The Board discussed the Fire Company and what authority the Town has over the company. Gillis will look into it

Annette Tokunaga, Town Clerk, addressed the Board and discussed the information she would like put on the website.

Gillis reported that Nancy Aichele, Richmond's IT tech, has ordered a new (refurbished) computer for the Selectmen's office.

There will be a department head meeting on Thursday, May 2nd with the new Selectmen's Assistant and the Board.

Sandy Perry reported to the Board that Maureen Daugherty has offered to make roman shades for the Veteran's Hall windows. The cost for the project would be around \$730.00. Gillis made a motion to approve not more than \$1000.00 to come out of the energy trust fund for the purpose of having Maureen Daugherty make drapes for acoustic/ energy purposes at the Veteran's Hall. Boncal seconded it. Motion carried.

The Board discussed the furnace issue at the library and it is still under consideration as to the size of the furnace.

Gillis made a motion for the Selectmen to endorse the library board of trustees position on ownership of archival materials and their plans to move town owned materials to safe temporary storage, this being in accordance with the Town warrant in 1977 which stated that the stewardship of the Town archive was assigned to the trustees of the Richmond Public Library. Boncal seconded it. Motion carried.

A cease and desist order is being served on the Pratt property due to violations of conditions of approval of their reclamation site plan.

The Fay Martin bridge will be completed as of May 13th. The Board will have a ribbon cutting ceremony on that day before the Selectmen's meeting.

Gillis made a motion to appoint Deborah Boncal as Selectmen's representative to the Planning Board. Jameson seconded it. Motion carried.

Gillis made a motion to appoint Richard Drew as perambulator for Richmond. Jameson seconded it. Motion carried.

Boncal made a motion to accept the April 8, 2013 manifest. Gillis seconded it. Motion carried.

There being no other business, the Board adjourned at 9:30pm.