

TOWN OF RICHMOND
NEW HAMPSHIRE
Office of Selectmen



DATE: August 5, 2013 Time: 7:00 PM

Selectmen's Meeting Minutes

Attending: Sandra Gillis, Carol Jameson and Deborah Boncal

Appointments:

Deveda Mahar/Brokenshire met with the Board; reference the public use at Sandy Pond. She is concerned about the erosion, trash, and swimmers that are having an effect on the beach. Gillis indicated that this is not a public beach yet some people have permission to use this beach. Gillis stated that they should contact the Police and voice their concerns. Gillis will talk with the highway department and see if they can help with moving some rocks to the areas of erosion. Gillis suggested the property owners contact NH DES, Water Department, and let them know the issues since the water is State owned. Gillis also suggested someone contact the websites that are promoting the use of Sandy Beach and let them know it is not a public beach.

Town Clerk, Annette Tokunaga, addressed the Board. She requested prior approval as per the Travel Reimbursement policy for their travel to the bank and post office. Gillis stated that normal short travel (post office, bank) does not require prior approval. Tokunaga also asked for clarification for the Deputy's reimbursement. Tokunaga updated information about E-Reg. She also indicated that she will postpone adding mailing renewal notices until further notice. Tokunaga stated that adding the E-Reg service will not affect her budget whatsoever and her purpose for addressing the issue with the Selectmen is to get a date that the link could be added to the website. Tokunaga and BOS also discussed changes to fee retention schedule as a result of the passage of HB2 law.

Terrance Sarsfield M408 L04 discussed his property taxes with the Selectmen. He stated he recently purchased property in Richmond. He indicated the purchase price is not close to assessed value. Gillis explained the process for filing an abatement. Wood gave Sarsfield an application.

Bonnie Pratt requested a payment plan for property taxes. Tax Collector Steve Boscarino stated that the property is up for deeding as of today (2010). Gillis moved; Jameson 2nd; the Selectmen voted to accept the payment plan for M405 L086 2010 taxes.

Tax Collector, Steve Boscarino, gave notice of 2 parcels that are coming up for tax deeding: M409 L52 and M412 L52. Boscarino to follow up in two weeks.

Fire Chief, Ed Atkins, stated that the department has requested changes to the fire truck being built by Dingee. The changes will amount to an additional \$8902.00. Gillis asked if the \$8902.00 was in the Fire Department's budget. Atkins said yes, and they are essential items.

Atkins also discussed the “wet down ceremony” for the new truck and would like the BOS and Trustees of the Trust Funds to be the ones to “wet down” the truck. There is no date yet but he will keep everyone informed. Jameson moved; Boncal 2nd; the Board voted to approve the change order for Dingee Machine Company in the amount of \$8902.00.

The proposed building changes (fire, emergency management, and police) were discussed. Gillis to contact Bosquet and Coy to request a timeline for the move and nail down an action plan and date.

Meeting:

Gillis advised that she spoke with the Town Administrator from Hinsdale in reference to the website. She gave GovOffice.com a good review. Jameson moved; Boncal 2nd; the Board voted to sign the website agreement with GovOffice.com and work with them to transition from CharlesWorks to GovOffice.com as host to the Town’s website.

Selectmen reviewed estimates for the Vet’s Hall painting. Jameson updated the details for Starr Painting estimate. Gillis moved; Boncal 2nd; the Board voted award the contract for painting the interior of the Vet’s Hall to Bob Mann, Fix and Repairs, from Claremont in the amount of \$11,755.00.

BOS discussed its ongoing review of policies and procedures.

It was noted that the Selectmen met for a publicly noticed work session on August 1 to go over the various policies and procedures that have been established over the past 40 or so years, primarily through adoption by previous Boards of Selectmen. The purpose of the meeting was to collect all these policies and procedures in one place so that current and future Boards can follow them in their decision making. Also, most importantly, to identify any of them which were outdated or contrary to law either through changes of law or changes in circumstance, and where new policies/procedures are needed. Ultimately, BOS will to index all policies and procedures with a note of the legal authority (such as an RSA, when applicable) and the date and mode of adoption (such as the date of the BOS meeting in which it was adopted). This review of policies and procedures is ongoing.

After discussion, BOS identified the following policies/procedures to be reviewed and acted upon at this meeting.

- Selectman removal of files and other property from the selectman’s office, adopted by BOS at 4/24/77, requiring that a majority of the selectman approve any such removal. Moved and seconded, with unanimous approval, BOS determined to void this policy, and permit Selectman to remove materials when needed for business purposes, and recommending that the Selectman removing the material make note of it with the assistant or secretary, or by leaving a note, if it is material that is likely to be needed in the interim in the office.

- List of residents, not to be given out by the selectmen under any circumstance, adopted at the 2/19/07 BOS meeting. Moved and seconded, with unanimous approval, BOS voided this policy since it is in certain circumstances contrary to the right to know law, RSA 91-A.
- Driveway permits on state roads, requiring the road agent to approve the access and record the permit, adopted at the 11/16/98 BOS meeting. Moved and seconded, with unanimous approval, BOS decided to void this policy since the Planning Board and BOS currently use a different practice, in which the Planning Board has the authority and the BOS issues the permits.
- BOS authority regarding Forgiveness of interest, limited to \$5, adopted at the 8/16/89 meeting. Moved and seconded, with unanimous approval, BOS determined that this policy is obsolete and therefore void.
- The BOS policy on handicapped persons, discrimination and access, adopted at the 5/1/89 BOS meeting. Moved and seconded, with unanimous approval, BOS voided this policy as obsolete as it is now covered by applicable law and the provisions in the town personnel policy manual to the extent it must be communicated to our employees and other personnel.
- Internet and Email Policy dated March 2005. Moved and seconded, with unanimous approval, BOS voided this policy as it is now covered in the personnel policy manual.
- Drug testing for operators with a CDL license (over 13 tons), adopted at the 11/04/96 BOS meeting. Moved and seconded, with unanimous approval, BOS declared this policy void as it is now covered by state law.

BOS discussed several additional policies for which further review and research is required, for discussion at future meetings.

Boncal moved; Jameson 2nd; the BOS voted to approve the manifest dated August 5, 2013, for the check detail for July 30th through Aug. 5th, in the amount of \$127,097.66.

Gillis moved; Boncal 2nd; the Board voted to appoint William Ayotte of Richmond to the Beach Committee upon the recommendation of the current Beach Committee members.

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