

TOWN OF RICHMOND
NEW HAMPSHIRE
Office of Selectmen



DATE: December 23, 2013 Time: 7:00 PM

Selectmen's Meeting Minutes

Attending: Sandra Gillis and Debie Boncal

Appointments:

Annette Tokunaga/Town Clerk met with the Board, reference revisions to the 2014 budget request. Tokunaga reduced the wage and related benefits lines of the request because of the resignation of Pam Goodell as deputy. Tokunaga increased the postage line because she would like to start sending renewal notices by mail. The renewal notices could serve as documentation to renew registrations. Tokunaga would like to offer more services to the residents.

The Board discussed the vacancy in the position of Deputy and rate of pay. They also discussed timeframe for hiring and possible advertising.

Tokunaga to postpone submission of revised 2014 budget request so that she may figure training and mileage expenses for new deputy.

Meeting:

Mail opened and reviewed.

Board reviewed the proposed rental agreement form for the Vet's Hall. The required notice of 3 weeks was discussed. The Board agreed to waive notice for funeral receptions only. Boncal moved; Gillis 2nd; the Board voted to adopt the rental agreement form for the Vet's Hall.

Boncal moved; Gillis 2nd; the Board voted to sign the manifest dated 12/23/2013 in the amount of \$295,000.89. \$159,500.00 is contributions to Trust Funds as voted in March 2013; \$120,752.00 is the first payment to Savings Bank of Walpole for TAN (Cheshire County payment).

The Selectmen will come into the office any time after 4pm on Friday, Dec. 27 to sign manifest because of no meeting on December 30, 2013.

The Tax Collector has requested that the Board vote to encumber \$165.00 from the 2013 budget to pay Staples Credit Plan in January 2014. Gillis moved; Boncal 2nd; the Board voted to

encumber \$165.00 from the 2013 Tax Collector's budget. This was an expense for printing the 2nd issue tax bill.

Gillis moved; Boncal 2nd; the Board voted to approve an Intent to Cut for M407 L048. Timber will be removed via Morgan Road.

Gillis moved; Boncal 2nd; the Board voted to appoint Marcus Beauregard as a full member to ZBA. He will be replacing Kathryn McWhirk.

Gillis moved; Gillis 2nd; the Board voted to request \$39,500.00 from the Capital Reserve Fund known as the Municipal Construction and Renovation fund (NH -01-0648-0006).

The Board agreed on the Economic Conditions paragraph for the 2012 audit. Wood to forward this statement to Vauchon & Cluckay to finalize the 2012 audit.

Acknowledging the fact that the Town voted to authorize the Selectmen to sell tax deeded property as justice may require until rescinded on March 13, 2007 Gillis moved; Boncal 2nd; the Board voted to sell M408 L019 to prior owner for \$3,215.68 which includes back taxes, penalties and interest at the time of deeding. Purchaser is required to pay all legal fees and fees to the Registry of Deeds.

Acknowledging that the Selectman Debie Boncal resigned from her position and that the Selectmen accepted that resignation with deepest regrets, Gillis moved; Boncal 2nd; the Board voted to appoint Kathy McWhirk as Selectman to fill the vacancy created from January 1, 2014 until March 16, 2014.

Kathy McWhirk served as a Selectman 23 years ago. She has agreed to fill the 2.5 month vacancy until the next election, at which time the position will be filled by election to a one year term completing the Boncal term of office.

The Board discussed the 2013 Annual Report.

In recognition of her performance in the first nine months of employment with the Town of Richmond, the Board commends Heidi Wood for the high quality of her work, her commitment to excellent customer service to the public, municipal officials and employees, and for her collegial and positive work ethic. We further acknowledge that Mrs. Wood took on two new responsibilities that were not in her original job description, that of setting up and administering the Town's new website, and of supervising the position of Selectmen's secretary.

Therefore the Selectmen approve a bonus of \$500.00 to be paid to Heidi Wood immediately.

There being no further business the Board voted to adjourn 8:45pm