

TOWN OF RICHMOND
NEW HAMPSHIRE
Office of Selectmen



DATE: December 2, 2013 Time: 7:00 PM
Selectmen's Meeting Minutes
Attending: Sandra Gillis, Carol Jameson, and Debie Boncal

Appointments:

Annette Tokunaga/Town Clerk met with the Board reference the Shared Services Update memo date 11/25/13. Tokunaga stated she will not share such services. Tokunaga stated she has not used the postage machine in the past and feels that it will inflate the Town Clerk's budget unnecessarily. Tokunaga stated that she has always stayed within her approved budget and will not revise to add unnecessary costs. Tokunaga believes that the Board is trying to manage another Elected Official's actions/activities. Gillis stated that the Town Clerk's proposed budget does not accurately reflect all costs involved to run the Town Clerk's office. Gillis explained that this is the reasoning behind the Shared Services policy. Tokunaga objects to the way the policy was instituted and that it implies that the Select Board has jurisdiction over the Town Clerk and how he/she conducts his/her business. Tokunaga stated that within the next twelve months she may re-evaluate the use of the postage meter and may opt to add that fee in the 2015 budget request. Tokunaga explained that her main objective is to maintain the Town Clerk's independence from the Select Board and their policies.

Tokunaga also stated that she has seen the Town Hall attic light on several times during closed hours and suggests adding a timer to the switch.

Tokunaga asked about the Warrant Article reference the Town Clerk's compensation. Gillis stated that the Board will draft an article. Tokunaga stated that she would like to work on this together or at the very least review the wording. Tokunaga and the Board discussed salary versus hourly plus fees for the Town Clerk and the deputy.

John Boccalini met with the Board reference the water heater at the Vet's Hall. The cost for replacement would come from the Energy Retrofits Capital Reserve. Boccalini also stated that the occupancy permit (capacity) for Vet's Hall has been misplaced during the renovations. Gillis stated that he would need to get that from the fire department.

Steve Boscarino/Tax Collector met with the Board reference sharing the postage meter rental cost. Gillis stated that the Boards' intent is to make the Town Hall offices efficient, effective and to eliminate mileage reimbursement for trips to the post office. Gillis stated that the Board is still reviewing this policy but at this point Boscarino should budget for this expense.

Boscarino also stated that he would like to get rid of the 8 year old computer in his office. He indicated that the operating system has been replaced and hard drive wiped clean. Gillis stated that he can sell the computer but cannot donate it.

Meeting:

Mail opened and reviewed.

Tax payment plan for M408 L017 was discussed. Principal, interest, and penalties were reviewed. Jameson moved; Boncal 2nd; the Board voted to approve an abatement of penalties for M408 L017 in the amount of \$160.50.

The Board discussed a plowing issue on Bullock Road. Jameson spoke with Todd Benoit about an issue with the Road Agent. Jameson to speak with Mark Beal in reference to the Benoit property.

Gillis moved; Jameson 2nd; the Board voted to obtain a TAN with the Savings Bank of Walpole at 1.40% interest rate in the amount of \$320,752.00 for payment due to Cheshire County December 17, 2013.

Boncal moved; Jameson 2nd; the Board voted to enter non-public session under RSA 91A:3II(c). Roll call: Gillis (Y) Jameson (Y) Boncal (Y). Non-public was entered at 8:21pm. Non-public ended at 8:33pm. Minutes have been sealed.

Boncal moved; Gillis 2nd; the Board voted to hire Josh Smart to clean the six windows at the Vet's Hall (windows and storms, inside and out) for \$275.00.

The Board approved the new Building Permit application form. Wood to post the new form on the website and replace current application forms.

The Board discussed the 2013 Annual Report. Each Selectman to compile a list of ideas for cover, dedications, etc. Gillis to send memo to each department advising submissions/reports will be due soon.

The Shared Services Policy was discussed. Board discussed how to make department costs transparent without infringing on rights of other elected officials.

Boncal moved; Gillis 2nd; the Board voted to sign the manifest dated 12/2/2013 in the amount of \$5,091.45.

There being no further business the Board voted to adjourn 9:11pm