

**TOWN OF RICHMOND**  
**NEW HAMPSHIRE**  
Office of Selectmen



**March 23, 2015 Meeting**

**Selectmen present: Carol Jameson, Kathryn McWhirk, Christin Daugherty**

**Meeting opened at 5:33pm**

**\*\*\*Administrators Report**

Wood explained that the Town Clerk has requested administrator access to the Municipal Services Web Portal. Currently, only Wood has administrator rights; the Selectmen have access to create budget/warrant but no submit rights. Daugherty asked why she would need it. Wood explained to post the signed minutes from the Town Meeting as well as the MS-123. Jameson stated she prefers to keep it with one administrator and have Town Clerk send the forms to Wood electronically to post.

Wood asked that the Selectmen consider moving the evaluation process closer to the budget process. Currently, evaluations are due in April and the Board uses this information for raise consideration. If closer to the budget process Wood believes it would be easier to know about any pending raises. The Selectmen decided to have the evaluations due in August and Wood to send out the forms mid-June. Daugherty to review current evaluations form.

Wood informed the Board of a conversation she had with Father de Laire from the Archdiocese of Manchester. He wanted it to be clearly noted that the Dioceses of Manchester did not send the letter that residents received in early March, reference Saint Benedicts' Center, and that they have been in contact with the US Postal inspectors as well as the Attorney General because they believe fraud has been committed. They only knew about the mailing because some of the mailings were returned as undeliverable.

**\*\*\*Approve Manifest**

McWhirk moved; Daugherty 2<sup>nd</sup>; the Board voted to approve the accounts payable/payroll manifest dated March 23, 2015 in the amount of \$94,652.85. This includes the payroll for monthly stipend employees and payment to the Tax Collector for lien in the amount of \$82,081.82.

**\*\*\*Selectmen**

Selectmen confirmed duties to prepare for the Employee Appreciation dinner scheduled for Saturday, March 28<sup>th</sup>.

The Selectmen discussed the current vendor who cleans the Town Hall and Vets Hall.

McWhirk moved; Jameson 2<sup>nd</sup>; the Board voted to approve the hiring of a new part-time highway laborer.

The Selectmen reviewed and signed the MS-232, Appropriations as Voted.

The Selectmen reviewed and approved certain changes to the Welfare Guidelines.

McWhirk moved; Jameson 2<sup>nd</sup>; the Board voted to approve a building permit for construction of a mudroom and family room addition to M405 L084-003.

The Board reviewed and signed the revised Travel Reimbursement Policy as discussed and approved March 16, 2015.

Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to approved the Yield Tax for M414 L017.

Board reviewed report from NH DOT reference bridge postings. A copy of the report was given to the Road Agent.

The Board discussed scheduling a road tour with the Road Agent.

Board discussed site plan review as mentioned by K. Mattson at the March 16<sup>th</sup> meeting. Will follow up with Camp Takodah.

### **\*\*\*Appointments expiring in 2015**

Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to appoint Mark Beal as Road Agent. Term to expire March 31, 2018.

Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to appoint Brendan Bosquet as Part-Time Police Chief. Term to expire March 31, 2018.

Daugherty moved; McWhirk 2<sup>nd</sup>; the Board voted to appoint Ludger "Butch" Morin as Representative to SWRPC. Term to expire March 31, 2016.

Jameson moved; Daugherty 2<sup>nd</sup>; the Board voted to appoint Janel Swanson as Deputy Treasurer. Term to expire March 31, 2016. Selectmen are appointing for only 1 year as to conform with the change to appointed position of Treasurer in 2016.

Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to appoint Susan Roney to Heritage Commission. Term to expire March 31, 2018.

Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to appoint Susan Harrington to Parks and Recreation Commission. Term to expire March 31, 2018.

### **\*\*\*Town Meeting follow-up**

Board discussed establishing line of credit with SBoW for road construction and bonds for RE (red house property) purchase. Wood sent the official minutes to SBoW today via email and is waiting for direction as to how to proceed.

Wood working on establishing accounts as approved at Town Meeting now that she has official minutes (matching funds ETF, Heritage Commission account, and special revenue account).

Truck lease. Wood in contact with Hillsboro Ford. Currently, there are no vehicles available. The representative is looking for a 2016 and asking Ford lease to honor the original contract.

### **7:00 PM Public Appointments**

**\*\*\*Mark Beauregard/Health Officer** met with the Board, reference an inspection he completed on a property. Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to enter Non-Public per RSA91-A:3II(c) - Matters that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Roll call: Jameson Y, McWhirk Y, Daugherty Y. Non-Public was entered at 6:20pm. Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to reconvene Public session. Roll call: Jameson Y, McWhirk 2<sup>nd</sup>; Daugherty Y. Public session reconvened at 6:40pm. Minutes for the Non-Public session are not sealed.

**\*\*\*Terri O'Rorke** met with the Board, reference concerns over recent drug bust at property on Prospect Hill Road.

**\*\*\*Richard Drew and Daniel Tague** met with the Board, reference report of perambulation of Royalston/Richmond and Fitzwilliam/Richmond line. The perambulation of the Winchester/Richmond and the Swanzey/Richmond line was discussed.

Drew informed the Board of a failed culvert at 210 Tulley Brook Road.

**Non Public Session 91-A:3 II, as needed**

**Meeting adjourned at 8:29pm**