

TOWN OF RICHMOND
NEW HAMPSHIRE
Office of Selectmen



DATE: May 5, 2014 Time: 7:00 PM

Selectmen's Meeting Minutes

Selectmen in attendance: Carol Jameson and Kathy McWhirk

Appointments

Chief Bosquet met with the Board, reference review of the activity in the police department. Chief Bosquet plans to meet monthly with the Board. Bosquet presented the Board with a list of goals for 2014.

Richard Drew met with the Board, reference un-merging a lot that was merged involuntarily, M405 L039 L041. Drew referenced RSA 674:39-aa – Restoration of Involuntarily Merged Lots. Drew discussed the driveway issue on Fay Martin Road for easement required for the upgrade. In addition, the wetlands issue with M412 L018 was discussed. The Conservation Commission's suggestion is to have the owner hire a wetlands scientist to mark wetlands boundary.

Mark Beauregard/Health Officer met with the Board, reference a complaint on M202 L046. The Board discussed what steps Beauregard needs to take to try and rectify the issue.

Steve Boscarino/Tax Collector met with the Board, reference performance evaluations. Boscarino also reviewed a list property coming up for tax deeding in June. Boscarino also questioned his annual budget and numbers. Jameson to review.

Meeting:

Mail opened and reviewed.

Jameson moved; McWhirk 2nd; the Board voted to approve the accounts payable/payroll manifest (4/29-5/5/14) dated 5/5/14 in the amount of \$7,026.21.

McWhirk moved; Jameson 2nd; the Board voted to appoint Laurence Richardson as the Deputy Town Clerk.

McWhirk moved; Jameson 2nd; the Board voted to approve the Gravel Tax Warrant for M405 L121.

McWhirk moved; Jameson 2nd; the Board voted to deny the abatement application for M202 L018 in accordance with Avitar Associate's recommendation.

McWhirk moved; Jameson 2nd; the Board voted to appoint Elaine Moriarty to the Parks and Recreation Commission, term expiring March 2015.

McWhirk moved; Jameson 2nd; the Board voted to appoint Marcus Beauregard to the Parks and Recreation Commission, term expiring March 2017.

McWhirk moved; Jameson 2nd; the Board voted to appoint Karen Daugherty to the Parks and Recreation Commission, term expiring March 2017.

McWhirk moved; Jameson 2nd; the Board voted to approve the Yield Tax for M405 L121.

McWhirk moved; Jameson 2nd; the Board moved to approve the Intent to Cut for M410 L052, L058, L059.

McWhirk moved; Jameson 2nd; the Board moved to approve the Intent to Cut for M407 L086.

McWhirk moved; Jameson 2nd; the Board moved to approve the Intent to Cut for M405 L005.

McWhirk moved; Jameson 2nd; the Board moved to approve the Intent to Cut for M413 L004

The Board discussed the Fay Martin Road easements. The fire truck pullout was reviewed and Beal to discuss with St. Pierre and review. It has been difficult to contact one owner about an easement but the Board is still working on this.

McWhirk reviewed status of Parks and Recreation Commission. Three Commissioners have been appointed; the Board would like 5-7 members. Jameson is still working on constituting the Heritage Commission.

The Selectmen discussed the staffing of the office. Jameson reported on research she has done on town job descriptions for staff personnel, relative to the recently vacated position of secretary and reviewing the job description of the current assistant. The Board discussed the new responsibilities the current Assistant has taken on over the past year. The duties that the current Assistant performs are similar to those duties that are performed in other towns by a part-time Town Administrator, and the change in title is appropriate. The Selectmen approved a job description for a Town Administrator. Based on the job description and the level of her performance the Board voted to change Ms. Wood's title to Town Administrator. There is no raise associated with the change in title. The raise in pay on April 1st was based on the increased workload and level of performance. The Selectmen believe this staffing scheme will make the office run most efficiently. The Board will consider a job description for a second staff person in the near future.

There being no further business the Board voted to adjourn 9:58pm.