

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



**DATE: November 4, 2013 Time: 7:00 PM**  
Selectmen's Meeting Minutes  
Attending: Sandra Gillis, Carol Jameson, and Debie Boncal

**Appointments:**

**Eliezer Rivera/Cheshire County Sheriff** met with the Board. He explained that he has been meeting with many Select Boards introducing himself. Rivera gave a summary of the duties of the Sheriff's office.

**Ed Atkins/Fire Chief** met with the Board. He reviewed his meeting with John Janicki, candidate for Deputy Emergency Management Director. In addition, he requested permission to go ahead with the installation of carpet in the new EOC. The cost is \$1100.00. The Board approved the installation of the carpet. Funding to come out of the Fire Department budget.

**Mark Beal/Road Agent** presented the 2014 budget request for the Highway Department. The request for 2014 is an increase of \$16,625.00 over 2013. This increase is primarily due to the under budgeting of part-time salary in 2013. The number of workers will remain the same. Part-time salary is based on 20 hours per week, 2 employees. This does not reflect a rate of pay increase. The Selectmen and Beal reviewed the remaining request, explaining new numbers and where items are now in the budget. Gillis requested Beal to prepare recommendations for Capital Reserves. Beal reviewed the Winter Road Policy with the Board.

**Annette Tokunaga/Town Clerk** presented the 2014 budget request for the Town Clerk's office. The 2014 budget is an increase of approximately \$1900.00. Part of the increase is due to the fact that the Town Clerk's budget now reflects telephone and internet whereas in the past all Town Hall telephone/internet was in the Selectmen's budget. This budget reflects no pay increase for neither Clerk nor Deputy. More hours were budgeted because of the additional elections in 2014. Tokunaga also budgeted to attend the New England conference in 2014. Tokunaga reviewed new budget line numbers and referenced prior budgeting numbers. Gillis asked about CIP. Tokunaga stated that currently she does not have any projects that meet the threshold. Tokunaga stated that she wants to wait on going forward with the online registration renewal project she had proposed a few months ago.

**Steve Boscarino/Tax Collector** presented the 2014 budget request for the Tax Collector's office. Boscarino asked what was happening with the current email addresses. Gillis explained that with the new website email ".gov" they will have a \$40.00/year expense per email address. Boscarino will go back to his old gmail address and not use the .gov and not incur the \$40.00 annual fee. The annual fee for Avitar was discussed. Boscarino is uncertain about the fee and

doesn't know if he budgeted for this in 2013. Gillis to review with Avitar. The archive fee with the City of Keene was discussed. Boscarino to research this and add amount to line 330. Boscarino added a 1.5% increase to salaries. Boscarino reviewed the remainder of his budget and explained the new line numbers compared to prior budget account numbers. The BOS discussed Training line versus salary line; Boscarino added the hourly rate for attendance under training and the Board requested that he move it to salary. Gillis explained that listing the costs under the appropriate account will makes the expenses more transparent to the voter. Boscarino stated that he has no CIP request.

**Land Use (Rick Lewis/Kim Mattson)** presented the 2014 budget request for Planning/Zoning. Planning/Zoning is a flat request from 2013 to 2014. Shared services were discussed. Mattson to modify the Advertising line to include the cost of Notice in the newspaper for Public Hearings. Mattson stated that Planning/Zoning does not have a CIP request.

### **Meeting:**

Jameson moved; Gillis 2<sup>nd</sup>; the Board voted to sign the manifest dated 11/04/2013 in the amount of \$23,838.39.

Gillis moved; Boncal 2<sup>nd</sup>; the Board voted to appoint William Pearsall as Emergency Management Director for New Hampshire emergency management functions.

Gillis moved; Jameson 2<sup>nd</sup>; the Board voted to appoint John Janicki as Emergency Management Director for FEMA and VY emergency management functions.

Gillis moved; Boncal 2<sup>nd</sup>; the Board voted to approve the building permit for M409 L039 to add a second story to the north side of the dwelling and raise the roof as necessary. An addition will extend the east side of the dwelling to meet the main part of the house (approx. 3').

Jameson moved; Boncal 2<sup>nd</sup>; the Board approved the Notice of Intent to Cut for M409 L067, 076, 075, 077 & 078.

Boncal moved; Gillis 2<sup>nd</sup>; the Board voted to approve the building permit for M412 L14 for a three bedroom house.

Gillis moved; Boncal 2<sup>nd</sup>; the Board voted to add Heidi Wood, Assistant to Selectmen, as a signatory to the TD Bank account for the General Fund. Wood needs to have access to account information for administrative purposes.

There being no further business the Board voted to adjourn 9:55pm