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



**October 19, 2015 Meeting**

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

**Meeting opened at 5:30pm**

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

Wood updated the Board on:

Pending payments due in December (outside regular payables) and the possible need for TAN.

Fire Chief phoned and stated he would be unable to present budget this evening. Fire department has been re-scheduled for 11/2 at 6:30pm.

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

McWhirk moved; Daugherty 2<sup>nd</sup>; the Board voted to approve the accounts payable/payroll manifest dated Oct.19, 2015 for the period 10/13-10/19/15 in the amount of \$6,380.81.

**\*\*\*Selectmen**

ADA Policy necessary for CDBG grant. Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to adopt the "Town of Richmond 504 Self-Evaluation Plan for Handicap Accessibility". In addition, the Town Administrator was appointed the Town of Richmond's 504 and ADA Compliance Coordinator.

Jameson moved; McWhirk 2<sup>nd</sup>; the Board voted to approve the driveway permit for M408 L050 subject to it being built to the specifications of the Road Agent.

Jameson updated members on the status of M413 L010. Jameson stated she will work on the Corrective Deed and Wood to follow-up on tax/abatement amount(s).

The Board discussed the recent approval (Thursday 10/15) of the application for a building permit on M405 L082. The board subsequently discovered (10/16) that the ZBA had determined several years ago that this parcel is not a lot of record. Since the owner also owns the adjacent lot, the town's assessors, Avitar, recommend that the owner merge this lot with his adjacent lot in order to meet current lot size requirements (3 acres) for residential use. The land owner has been notified and has agreed to go to the Planning Board to have the lots merged. He has stopped construction until the matter is resolved and no permit will issue until it is resolved.

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McWhirk moved; Jameson 2<sup>nd</sup>; the Board voted to renew/extend building permit 2013-018 for M409 L039.

McWhirk moved; Jameson 2<sup>nd</sup>; the Board voted to approve a building permit for M409 L039 for the addition of a deck.

Inquiry about Right-to-Know request received via email – reviewed. Will be discussed during the scheduled work session 10/20/15.

Request for assistance from Board of Selectmen in retrieving information from the police department – reviewed. Will be discussed during the scheduled work session 10/20/2015.

Letter from Jennie Hill, reference comments sent to FERC regarding the town line between Winchester and Richmond – reviewed.

Proposed 2016 legal fees for Coalition (pipeline) – reviewed.

Board reviewed status of Capital Improvements scheduled for 2015/2016.

### \*\*\*Budget Proposals

- **Fire Department** rescheduled to November 2<sup>nd</sup> at 6:30pm
- **Rescue:** 2016 request = \$17,250 (2015 approved budget = \$14,200). Increase mostly due to medical supplies and uniform purchasing and cleaning. Daugherty asked if the increase would be one time; trying to play catch-up? Butler said he hopes this increase will be a one-time jump. Rescue to re-present on 11/2/15 with an update on the medical supply cost list.
- **Emergency Management:** 2016 request = \$14,468 (2015 approved budget = \$19,468) This budget will be offset with reimbursement from Homeland Security/Emergency Mgt. in association with the VY Emergency Planning in the amount up to \$10,050.00
- **Treasurer:** 2016 request = \$6352 (2015 approved budget = \$6,902). Treasurer was unable to present. Wood to reschedule presentation.

### Public Appointments

**Annette Tokunaga/Town Clerk** met with the Board, reference Secretary of State borrowing a ballot box. They will pick it up at end of the month and returned mid-November. This ballot box was constructed and given to the Town by the Secretary of State's office in 1892. This box will be displayed during the Presidential Primary filing period. Board gave permission to loan the box.

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**Marcus Beauregard** met with the Board, reference a discussion with Road Agent.

**William Hillock/Sheri Reynolds** met with the Board, reference letter sent by the Board to discuss the continued work on building the berm, as is required for his Junkyard License. Hillock stated he is working on it but it takes time. Board discussed amount done (which is estimated to be 75%) with 25% remaining. Selectmen to schedule a site meeting to discuss what is remaining and an estimate to completion.

**Municipal Building Committee (MBC)/ Sandy Perry, Kim Mattson and Terri O'Rorke** met with the Board, reference an update on the little red house. McWhirk gave a review of pending activities to prep the house for sale.

Mattson update her conversation with NH DOT about potential driveway location for the Allen lot. This would require a 30' easement with the property owner. This could be shared access.

**Kim Mattson/Land Use Assistant** stated the Planning Board has requested to have Jason MacDonald appointed to fill a vacancy until the March 2016 elections.

**Meeting adjourned at 8:45p**