

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



**DATE: October 7, 2013 Time: 7:00 PM**

Selectmen's Meeting Minutes

Attending: Sandra Gillis, Carol Jameson, Debie Boncal

**Appointments:**

**Joe Bannister (M201 L34)** met with the Board, reference his driveway/Town ROW. Gillis reviewed the research she did in reference to the deeding of the land for the ROW. Gillis indicated that the town accepted the deed 20 years ago, making it a Class V Road, but have not maintained the road at all. After 5 years of non-maintenance it automatically reverts to a Class VI Road which the Town cannot maintain by law. Gillis stressed that no matter what he will be responsible for maintaining because, by law, the Town cannot maintain a Class VI Road. Gillis proposed a couple solutions to Bannister: Town can deed back to Bannister for consideration paid, Town can extinguish both easements and a lot line adjustment, the latter would be quite complicated. Bannister asked if his property is/would be "sub-dividable". Gillis stated that under no situation could his property be subdivided. Bannister to meet again with Board next week at 7pm.

**Loreal Schmidt, Treasurer** met with the Board, reference YTD financials. She stated she has made great progress in the reconciliations. Schmidt proposes using some of her 2013 budget to fund upgrading the Land Use computer (tower) and get a QuickBook multi-license. Schmidt stated she would like to have the computer upgraded by January because of time crunch for Town Report and sharing a computer with Wood. Boncal asked if Schmidt plans to use mileage. Schmidt indicated that she schedules her trips to coincide with personal trips so she does not charge for mileage. Gillis stated that the Town appreciates that. Wood to contact Nancy Aichele and refer her to Schmidt.

**Matt Mead (M405 L51)** met with the Board, reference his property and a leach field failure. Proposed placement of new leach field cannot meet the setbacks for the Town. Proposed plan has been approved by the State. Mead needs to meet with ZBA and 10 working days are required to notify abutters by certified mail of the meeting. Mead needs to work with Kim Mattson on the next step.

**Annette Tokunaga, Town Clerk** met with the Board, reference an email she received from Gillis about her changing the doorknob for her office and the rate she charges for mileage. Tokunaga apologized for not getting advance approval to replace the doorknob, but it could have been an emergency situation. She will re-submit for reimbursement. Reference the mileage, Tokunaga believes she, as Town Clerk, is not subject to the Town's policy for mileage and she charges .565/mile as the IRS recommends. As an elected official she operates independently from the Town. Tokunaga has returned the check she received with the different rate per mile and is requesting she be reimbursed as per the original request.

Tokunaga asked if the scheduled Retention Committee meeting could be kept on October 21<sup>st</sup>. Carol Jameson said she could represent the Board that day in Gillis' absence. Meeting to be held as was originally scheduled.

**Robert Coy, Emergency Mgt. Director** met with the Board, reference some work he would like to have done on the new space, which he would charge to his budget. Gillis reviewed YTD and reimbursement from VY (\$13,573.40). Gillis stated that there was approximately \$1000.00 in 2013 budget that could be used for his proposed upgrades. Coy asked if the \$800.00 he anticipates spending on improvements to the EOC is ok to spend. The Board agreed. Board requested a detailed plan of above mentioned improvements and estimates for these improvements for 2014 budget. BOS suggested a separate warrant Article for the proposed improvements.

Coy asked how the process of finding an assistant was going. Gillis stated that the Board met with one candidate and will meet with one more at the end of month. Another candidate has submitted a resume for review. The Board should have a recommended candidate by mid-November. Coy stated that he would be unavailable the remaining part of October and the entire month of January.

### **Meeting:**

The Board reviewed a shared services memo for offices located in the Town Hall. Gillis moved; Boncal 2<sup>nd</sup>; the Board voted to adopt the Shared Services memo. Wood to distribute.

Gillis moved; Boncal 2<sup>nd</sup>; the Board voted to accept, with regret, the resignation of Lori Schmidt from the CIP committee.

Boncal moved; Jameson 2<sup>nd</sup>; the Board voted to sign the manifest dated 10/7/2013 in the amount of \$71,963.51.

The Board reviewed the proposal from Bob Mann to install baseboards at the Vet's Hall. Jameson moved; Boncal 2<sup>nd</sup>; the Board voted to accept the proposal of \$475.00 for baseboards and proceed with the work.

Jameson reviewed the Welfare Guidelines with the Board. She also summarized her meeting with Mary Drew, Welfare Coordinator. The Board reviewed proposed changes. The Board tabled discussion and postponed adoption of revised guidelines.

Gillis moved; Jameson 2<sup>nd</sup>; the Board voted to approve the Intent to Excavate for M408 L080. Wood to notify Wahl he needs to meet with the Planning Board for reclamation plan.

Gillis moved; Jameson 2<sup>nd</sup>; the Board voted to enter non-public per **91-A 3 II** (a). Roll call: Gillis yes, Boncal yes, Jameson yes. Non- public was entered at 9:32pm. Public session was reconvened at 9:45pm. The minutes have been sealed.

There being no other business, the Board adjourned at 9:47pm.