

**BOARD OF SELECTMEN
TOWN OF MADISON
APRIL 22, 2014
MINUTES**

Selectmen Present - Chairman John Arruda and Michael Brooks. **Absent** - Josh Shackford.

Others Present - Town Administrator Melissa Arias; Fire Commissioner Joyce Elliott (for second half); Madison TV Videographer Amy Boyd.

Where and When Posted - Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 5, 2013.

Meeting Called to Order – By Chairman Arruda at 5:30 p.m.

APPROVAL OF MINUTES – Brooks made a **motion** to approve the Selectmen’s Meeting minutes of April 8, 2014 as prepared, seconded by Arruda, and so voted **2-0**.

APPROVAL OF MANIFEST – Brooks made a **motion** to approve the Manifest of April 21 - 28, 2014 in the amount of \$213,448.26, seconded by Arruda, and so voted **2-0**. The Manifest breakdown is as follows: \$21,612.96 for payroll; \$6,515.08 for payroll liabilities; \$35,320.22 for accounts payable; and \$150,000.00 for the Madison School District (release date of 4/24/14).

THERE WERE NO PUBLIC COMMENTS

PRESCRIBED BURN AGREEMENT – The Selectmen discussed a draft Prescribed Burn Agreement from The Nature Conservancy sent via the Conservation Commission. The draft Agreement is part of the Town’s Wildlife Habitat Incentives Program (WHIP) grant contract from 2007. The original WHIP contract called for certain work to be done to the Goodwin Town Forest at specified time periods in an effort to preserve and improve the Ossipee Pine Barren region which also includes non-municipal conservation land adjoining the Goodwin Town Forest. The Selectmen asked Arias to incorporate Attorney Gorrow’s recommendations into the draft Agreement with red-line markups and get it back to the Conservation Commission. Attorney Gorrow also suggested having the Town’s property liability insurance provider review paragraph 5 that outlines Liability and Insurance. The Nature Conservancy will need to receive the red-line version of the draft Agreement for review and comment after the insurance company weighs in. This topic will also be on the May 1, 2014 Conservation Commission agenda and the Commission will attend the May 6, 2014 Selectmen’s Meeting to discuss the Agreement.

BANFIELD HOLLOW ROAD BOND – On January 22, 2014 the Selectmen discussed a request from Jay Bisio of Norja, Inc. seeking to have a portion of his Planning Board road bond released because the top coat of asphalt on Pebblebrook Lane was installed by GMI Asphalt last fall. In January there was too much snow cover for the Road Agent to inspect the road surface and adjacent gravel shoulders. On April 21, 2014 the Road Agent drove Pebblebrook Lane and found the paved surface to be nice and smooth with adequate thickness and properly matched gravel shoulders. Arruda said Norja is asking for the Irrevocable Letter of Credit to be reduced by \$11,500 (from \$24,500 to \$13,000). Arruda pointed out that the Irrevocable Letter of Credit dated May 10, 2013 expired on February 4, 2014 so he asked Arias to call the

bank about this and determine the process for receiving an updated letter of credit so the Selectmen can vote to have it reduced at an upcoming meeting.

LIBRARY SILLS – Code Enforcement Officer Bob Babine looked at the Madison Library sills on April 16, 2014. This was a follow up to the Library Board of Trustees’ letter from late December 2013 with concern that sill rot could exist at the Library building beyond the rotted front portion that was repaired by John Neal last fall. The letter was first discussed by the Selectmen on December 30, 2013 when they asked the Code Officer to check the basement interior for signs of rot. The Board discussed the issue again on January 22, 2014 when the Code Officer said the building couldn’t be properly checked from the interior so he would have to inspect the exterior in the spring. Babine’s notations on his April 16, 2014 inspection were that no visual rot existed, all the sills around the building were tested with a screwdriver and no rot was found other than some around the two front basement window sills. Arruda asked whether the basement windows need replacing and Arias said Babine told her the windows would last a while longer but should be checked periodically. Arias will forward Babine’s written findings and the draft minutes to the Library for information purposes.

TOWN HALL SIDING – Earlier this week Arias brought an issue with the Town Hall siding to the Selectmen’s attention. Arruda asked Arias to contact resident Roy Peterson who installed the siding to find out whether the loose architectural vinyl shingles can be refastened in place without having to strip the siding from the top and reattach. Once this information is known the Selectmen will move forward by having a local contractor provide a cost estimate to work on the siding.

PUBLIC AUCTION – The Selectmen have carried this topic forward on a number of recent meeting agendas. During tonight’s discussion Arias was asked to contact the auctioneering company used for the 2009 Public Auction to get updated information on the process before the Selectmen consider if and when to hold an auction. Brooks also wanted to wait until a full Board was present to make this decision.

INTER-MUNICIPAL AGREEMENT for WELFARE TECHNOLOGY – Brooks presented a second draft of the Inter-Municipal Welfare Technology Agreement for the Board to review. The Selectmen asked Arias to have the part-time employee review the document before passing it along to the Freedom Selectmen for their review and comment. Once the document is acceptable to all parties each group will sign the original.

LIBRARY STRATEGIC PLAN – The Selectmen received a letter of invitation from Library Trustee John Filson seeking participation in their Strategic Planning group sessions which will be one a month in the evening from May to September 2014. Brooks said he can’t participate due to baseball season and Arruda can’t because of his business hours. The Selectmen asked Arias to see whether Sue Stacey would be interested in attending these sessions as a representative of the Board.

TRANSFER STATION UPDATES:

TRUCK AT THE TRANSFER STATION – Arruda said the Road Agent would like to put the oldest Highway one-ton at the Transfer Station so the Attendant can use it to transport the aluminum beverage can trailer to the scrap metal facility. Brooks wants to know whether the truck in question was the same one the Road Agent told the Selectmen would be sold this summer. Brooks also said a trailer hitch will have to be purchased and installed on the truck since the Road Agent previously said the Highway Department didn’t have a vehicle with a hitch that could haul the can trailer.

ALUMINUM CANS – Arruda said the Solid Waste Advisory Committee (SWAC) is weighing their options on aluminum can recycling vendors to determine whether a containerized system yielding a slightly lower return would be better for the Town than the current system of filling the trailer and transporting it to the recycling facility ourselves. Brooks said going with a containerized system that is hauled by a vendor would allow the Town to sell the oldest one-ton truck discussed in the item above.

NRRA CONFERENCE – Arruda said the new Transfer Station Attendant would like to attend the Northeast Resource Recover Association (NRRA) Conference and asked Arias to help him with the enrollment paperwork.

TRANSFER STATION BACKHOE – Arruda talked with the Road Agent about rigging up some sort of metal compaction device that could be attached to the boom of the backhoe for compaction of the commingle roll-off.

COMPOST – Arruda said the Road Agent is looking to make room for more leaf and yard waste at the Transfer Station by bringing some finished compost to the Ward Parcel property. Brooks suggested placing it behind the Fire Station where the taxpayer sand pile sits in the winter so vehicles stay clear of the Highway Department building and equipment.

TRANSFER STATION BILL OF LADING – Arruda said NRRA is now requiring the Town to complete a Bill of Lading form each time materials or containers are picked up by NRRA’s sub-contracted vendors. Arruda sees this as an accounting measure for NRRA but most pick-ups are done when the Transfer Station is closed. Arruda said a city-style mail slot will be purchased and affixed to the exterior of the Transfer Station office building for these forms to be left in.

TRUSTEES OF THE TRUST FUND – Arruda brought up a letter from the Trustees of the Trust Fund regarding cemetery funds received at the beginning of the year. Brooks said the Selectmen should schedule a meeting with the Trustees to discuss this and referenced a possible Cy Pres action that would involve the Town Attorney. Arias believes the attorney already addressed a Cy Pres action with the Court for the Gould Poor Fund but the recent letter was for other funds. Arias has been waiting to schedule such a meeting at a time when all three Trustees can be present which has been difficult because two of the three Trustees go away for part or all of the winter.

PUBLIC COMMENTS – Since Fire Commissioner Joyce Elliott arrived after the first Public Comment period Arruda asked for public comments at this time. Elliott said she came to deliver Fire Chief Jeff Eldridge’s W-4 Form to the Selectmen so he can receive money from the Chief Stipend line of the Fire Department operating budget for the 1st Quarter of 2014. Elliott indicated that the Selectmen had been given W-4 forms for all the department members a while ago. Elliott asked whether Eldridge would have to wait another two weeks to get his check and the Selectmen said yes. Arias was under the impression that the form being requested from Eldridge at this time was a W-9 form, not a W-4 form.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Intent to Cut Timber #14-283-01T – Dwight (242-011)

Deputy Forest Fire Warden Appointment Form – David Cribbie (new-replaces Clayton)

Michael Mauro (new-replaces Judkins)

Jeffrey Eldridge (new-Fire Chief)

Petition & Pole License – 4 replacement poles on Forest Pines Rd

DOT Nodal Reference Map 2014

NON-PUBLIC SESSION - 6:10 PM - Arruda made a **motion** to enter non-public session per RSA 91-A:3II(c) to meet with residents regarding the lease of Town property, seconded by Brooks. Roll Call Vote: Brooks – aye, Arruda – aye. **7:25 PM** – Arruda made a **motion** to leave non-public session and seal the minutes of the non-public session, seconded by Brooks, and so voted **2-0**.

7:25 PM – Brooks made a **motion** to adjourn, seconded by Arruda, and so voted **2-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s meeting will be Tuesday, May 6, 2014 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary