

**BOARD OF SELECTMEN
TOWN OF MADISON
AUGUST 26, 2014
MINUTES**

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

Others Present - Town Administrator Melissa Arias; Fire Chief Jeffrey Eldridge; Conservation Commission Chairman David Riss; Madison TV videographer Noreen Downs and prospective videographer Carol Dandeneau.

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 – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of August 12, 2014 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFESTS – Brooks made a **motion** to approve the Manifest of August 25, 2014 in the amount of \$661,736.36, seconded by Shackford, and so voted **3-0**. The Manifest breakdown is as follows: \$20,523.21 for payroll; \$6,527.82 for payroll liabilities; \$109,685.33 for accounts payable; and \$525,000.00 for the Madison School District.

GOODWIN FOREST MOWING – Conservation Commission Chairman David Riss was in to ask the Selectmen to sign a proposal for work required under the Goodwin Forest Wildlife Habitat Incentives Program (WHIP) grant. The work to be done is “fuel reduction mowing” under the power lines and around the borders of the trails prior to scheduled control burn(s). Riss outlined the locations and widths of the proposed mowed buffers and hopes if the work stays on target the burn(s) can occur in 2014. Riss said the mowing cost will come from the Conservation Commission’s Forest Management account.

Motion: Brooks made a **motion** to sign the paperwork presented by Riss, seconded by Shackford, and so voted **3-0**.

Decision: The proposal will be signed under Signature Items later in the meeting and forwarded to the mowing vendor and Conservation Commission electronically.

CONTROLLED BURN PLAN - In addition, Riss asked Shackford to sign the Controlled Burn Plan as the Selectmen’s Representative to the Conservation Commission.

THERE WERE NO PUBLIC COMMENTS

PART-TIME CODE ENFORCEMENT OFFICER – Arruda announced the hiring of Robert Boyd as Madison’s new part-time Code Enforcement Officer. Boyd has put in a few hours of training to date and will start work on September 2, 2014.

LOCAL HEALTH OFFICER NOMINATION – The Selectmen need to file a Local Health Officer Nomination form for part-time Code Enforcement Officer Robert Boyd who will also serve in the capacity of Health Officer.

Motion: Arruda made a **motion** to appoint Robert Boyd as Madison’s Health Officer, seconded by Brooks, and so voted **3-0**.

Decision: The Selectmen will sign the Local Health Officer Nomination form under Signature Items and Arias will forward it to the State Department of Health and Human Services.

2014 MS-4 PROPOSED REVENUES – The Selectmen were asked to review and approve Sue Stacey’s worksheet containing the proposed revenues for the 2014 MS-4 Report.

Motion: Arruda made a **motion** to approve the figures proposed for the 2014 MS-4, seconded by Brooks, and so voted **3-0**.

Decision: Stacey will be notified of the Selectmen’s vote of approval.

2014 MS-5 FINANCIAL REPORT OF THE TOWN BUDGET – The Selectmen reviewed the 2014 MS-5 Financial Report of the Town Budget prepared by the sub-contracted auditing firm. Arruda said he spent time with Treasurer Catherine Tilton this afternoon to get an understanding of how the unreserved fund balance figure was arrived at. Tilton also provided her explanation in letter and spreadsheet form. The MS-5 will be a Signature Item later in the meeting.

CONFIRMATORY SELECTMEN’S DEED – The Selectmen’s Office has been notified of another Selectmen’s Deed from years ago that wasn’t recorded at the Carroll County Registry of Deeds by the purchaser. There is now an issue with the title of tax map 109, lot 160. A Confirmatory Selectmen’s Deed has been prepared for the current Board to sign under Signature Items to clear the title with a copy of the previous deed being recorded as Exhibit A.

AUDITOR MANAGEMENT REPRESENTATION LETTER – The Selectmen reviewed the Auditor’s Management Representation letter for the 2013 audit which will be a Signature Item later in the meeting.

Motion: Arruda made a **motion** to accept the Auditors Management Representation Letter, seconded by Brooks, and so voted **3-0**.

Decision: The letter will be signed later under Signature Items.

LEGAL ORDER – The Selectmen reviewed Town Counsel Diane Gorrow’s Legal Order for Demolition and Removal per RSA 155-B on 14 Aspen Drive in Eidelweiss which was discussed at the August 12, 2014 meeting.

Motion: Brooks made a **motion** to have the Chairman sign the Order and get the process going, seconded by Shackford, and so voted **3-0**.

Decision: The Chairman will sign six originals later in the meeting and have them notarized prior to mailing to Town Counsel.

FAIRPOINT 2013 BTLA APPEAL – Town Counsel Diane Gorrow has been contacted by the law firm representing a number of NH municipalities in the appeal of FairPoint Communications before the NH Board of Tax and Land Appeals. Gorrow wants to know if she’s authorized to accept service on behalf of the Town for FairPoint’s expected appeal of the 2014 property taxes.

Motion: Shackford made a **motion** to allow Town Counsel to accept service on the Town’s behalf, seconded by Brooks, and so voted **3-0**.

Decision: Arias will notify Town Counsel of the Selectmen’s decision.

LETTER TO THE EDITOR – Arruda read an excerpt from a Conway Daily Sun Letter to the Editor printed last week that spoke of environmental concerns in Settlers Green and around bridges in Madison. Arruda said the letter accused Settlers Green of spraying weed killers around their property and alluded to chemicals being applied near bridges in Madison. Last week Arruda asked Arias to provide a copy of the letter to the Road Agent to ensure the Highway Department hadn’t taken any such action. Arruda received a response back that the Highway Department doesn’t apply weed killing chemicals along roads or near bridges. Arias added that the author called Town Hall last week to inquire about our practices and when asked stated the two bridges referenced were on Route 113; one by Kennett Park and one by AJ Coleman (which she didn’t know was Albany). Arias said she told the author to call the NH Department of Transportation in Chocorua and Gilford, NH because the two bridges are along State maintained roads.

QUOTE FOR CONCRETE PAD AT TRANSFER STATION – Arias said the Transfer Station Attendant provided a \$1,600 quote to install a concrete pad under the aluminum can container to make picking up and dropping off the container easier. The quote doesn’t include excavation or preparatory work that will have to be done by the Highway Department. The Selectmen decided to move forward with having the pad placed to limit property damages.

STORAGE TRAILER – Arruda said there is a Purchase Requisition for \$3,185 to buy an 8’ x 40’ water-tight modular storage trailer which includes delivery. Arruda said the Town can’t build a storage shed for that amount. Arruda said the Road Agent has offered to cover the cost out of his budget in order to free up space within the Madison Garage building. Arruda said the unit could be placed behind the Madison Garage and the antique fire truck moved inside up on blocks.

NEXT MEETING FALLS ON ELECTION DAY – Arias said the next Selectmen’s Meeting on September 9, 2014 falls on Election Day. The Board decided to hold an abbreviated meeting at the Elementary School at 5:30 p.m. for signature items only.

HISTORICAL SOCIETY – Shackford said the Historical Society project appears to be wrapping up and looks very nice.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Purchase Requisition #2014-GGBL-003 – Fortin Modular Storage (\$3,185) 8x40 storage trailer

#2014-SOLI-002 – HR Hoyt Construction (\$1,600) concrete pad at T.S.

Request for Payment – Additional \$75 for both TC/TC money drawers to make change with

Veterans Credit Application – Remick (111-010)
Confirmatory Selectmen’s Deed – Town to Willette (109-160)
Local Health Officer Nomination
Auditor Management Representation Letter for 2013 Audit
Current Use Land Use Change Tax (Form A-5) & Warrant (Form A-5W) –
Forrest Properties (241-002); Harmon (247-033); Wilkinson Rev Trust (227-029-002)
MS-5 Financial Report of the Town Budget 2014
Order for Demolition & Removal (RSA 155-B) on Eidelweiss property (113-066)
Jones Association proposal for Goodwin Forest fuel reduction mowing proposal

6:14 PM – Brooks made a **motion** to adjourn, seconded by Arruda, and so voted **3-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s meeting will be on Tuesday, September 9, 2014 at 5:30 p.m. in the Madison Elementary School gym. The meeting falls on Election Day so the meeting will consist of Signature Items only.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary