

**BOARD OF SELECTMEN
TOWN OF MADISON
DECEMBER 30, 2014
MINUTES**

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

Others Present - Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Fire Commissioner Denita Dudley; Fire Chief Jeffrey Eldridge; Fire Warden/Emergency Management Director Richard Clark; firefighter David Cribbie; EMS Coordinator Dave Aibel (arrived during the Fire Commissioners discussion about a legal request); and Madison TV 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 the Chairman at 5:37 p.m.

APPROVAL OF MINUTES – Brooks made a **motion** to approve the Selectmen’s Meeting minutes of December 16, 2014 as prepared, seconded by Shackford, and so voted **3-0**.

RESULT OF 12/16/14 NON-PUBLIC SESSION - Arruda announced that the Board of Selectmen voted during one of the December 16, 2014 non-public sessions to give year-end bonuses equivalent to one-week’s pay to full-time employees in lieu of pay increases in 2015.

APPROVAL OF MANIFESTS – Brooks made a **motion** to approve the Manifest of December 29, 2014 – January 5, 2015 in the amount of \$432,179.92, seconded by Shackford, and so voted **3-0**. The Manifest breakdown is as follows: \$88,352.70 for accounts payable; \$34,367.58 for payroll; \$300,000.00 for the Madison School District; and \$9,459.64 for payroll liabilities.

VOID 12/18/14 MANIFEST – Arruda said the 12/18/14 Manifest approved by the Selectmen on December 16, 2014 for \$1,028.51 will be voided since the two check amounts were actually included in the primary Manifest approved at the same meeting.

THERE WERE NO PUBLIC COMMENTS

5:40 PM –Arruda made a **motion** to recess the Selectmen’s Meeting and convene the Fire Commissioner’s Meeting, seconded by Shackford, and so voted **3-0**. Brooks went to sit in the audience and Commissioner Dudley joined the table for the **FIRE COMMISSIONER’S MEETING**.

APPROVAL OF MINUTES – Arruda made a **motion** to approve the Fire Commissioner’s Meeting minutes of December 10, 2014 as prepared, seconded by Dudley, and so voted **3-0**.

2015 FIRE/EMS BUDGET REVIEW & APPROVAL – The Commissioners reviewed the 12/22/14 version of the proposed 2015 Fire/EMS operating budget with the Fire Chief. Arruda asked the Chief if the new equipment line could be reduced from \$15,500 to \$12,500 since \$4,300 will be encumbered from the new equipment line of the 2014 Fire/EMS operating budget. The Chief was fine with the reduction. Arruda asked Eldridge about the \$5,000 proposed increase to the personal protective line. Eldridge said

that line needs to stay at \$12,500 for 2015 because there are two new members who need a complete set of gear and the balance of the funds will be used to replace other gear that is nearing the 10-year life expectancy. Arruda was fine with that explanation. Arruda wondered if the reimbursement line could be reduced by \$5,000 since any administrative work in 2015 will likely be provided by Town Hall staff once the Fire Commission goes away in March. Shackford said he'd like to leave the reimbursement line alone for 2015 so the Commissioners/Selectmen can decide whether the member reimbursement method needs to be changed. Shackford said the time to adjust the amount in that line is after a new system is put in place; hopefully at the recommendation of the Fire Chief and his chief officers. Arruda said Stacey received and shared with the Commissioners today an e-mail about how the Towns of Nottingham and Freemont pay their volunteer firefighters. Arruda asked Stacey to forward the e-mail to Eldridge for review. The Commissioners would like Eldridge to meet with his officers in the near future to discuss the member reimbursement process and plan to meet with the Commissioners at one of the upcoming meetings with a recommendation. Arruda asked Eldridge why the uniform line is going up from \$1,000 to \$1,500. Eldridge said the plan is to start outfitting the officers with Class A dress uniforms. Eldridge said some members currently have parts and pieces of a uniform while other members opted to purchase their uniform themselves. The Commissioners had no further questions and unanimously agreed to support the 2015 Fire/EMS operating budget based upon the single change to the new equipment line documented above.

LEGAL REQUEST FOR EMS CONFERENCE REIMBURSEMENT – Arruda said two members who were virtually inactive on the department this year due to illness attended the 3-day EMS conference at Attitash in September and put in for reimbursement in November. The cost was \$305 per person for a total of \$610. The Commissioners discussed the reimbursement requests at their November 13, 2014 meeting and denied the reimbursement because the members weren't actively participating. Shackford said the letter received from the members' attorney was over the top and completely unnecessary. Shackford said the issue has been blown out of proportion by the receipt of the threatening letter. Dudley said the Commissioners made a decision at their November meeting based upon the information in front of them at the time. The Commissioners have since received word that the EMS Coordinator gave the two members verbal assurance that the training reimbursement would still be given. Shackford said procedurally there is a Purchasing Policy in place to follow. Arruda said this is a lesson learned and wants all future training requests approved in advance by the Fire Chief, Fire Commissioners, or Selectmen after March 2015. Arruda said Town Hall has a standardized form that employees complete before signing up for training courses which is signed by their supervisor. Arruda said verbal approval or after-the-fact paperwork should not happen in the future. Cribbie asked to speak and said he was presented a form at the Fire Department to fill out in advance of any training in order to be eligible for mileage or reimbursement. It was mentioned that the Standard Operating Guidelines contain language to that effect. Dave Aibel accused the Selectmen of micromanaging the Fire/EMS Department by not allowing them to spend funds within their budget.

Motion: Arruda made a **motion** to reimbursement the two members for the conference at the next check run, seconded by Shackford, and so voted **3-0**.

Decision: The reimbursement checks will be mailed on January 14, 2015.

THERE WERE NO PUBLIC COMMENTS AT THIS TIME

6:05 PM –Arruda made a **motion** to adjourn the Fire Commissioners meeting and return to the **SELECTMEN'S MEETING**, seconded by Shackford, and so voted **3-0**.

2014 FUNDS TO ENCUMBER – The Selectmen reviewed the list of funds to encumber.

| | | | | | | Dept |
|---|---------------------|-----------------------------|---------------|------------------------------------|-------------|------------------|
| Dept | Line | Vendor | PO# | Description | \$\$ | Sub-Total |
| Assessing | Abatements etc. | George Sansoucy (Est) | 2014-ASSE-001 | PSNH BTLA appeal representation | \$8,100.00 | \$ 8,100.00 |
| Code Enforce | Supplies | Gall's | 2014-BLDG-001 | jacket & 4 shirts | \$219.95 | |
| Code Enforce | Supplies | New England Embroidery | 2014-BLDG-002 | embroidery on new uniforms | \$335.00 | \$ 554.95 |
| Financial | Preservation | Kofile Preservation | 2014-FINA-001 | preservation of town record book | \$2,385.00 | \$ 2,385.00 |
| Fire | Personal Protective | Bergeron Protective | 2014-FIRE-004 | 6 sets of turnout gear | \$13,118.88 | |
| Fire | New Equip | Firematic Supply | 2014-FIRE-005 | rescue saw package | \$1,550.00 | |
| Fire | New Equip | Firematic Supply | 2014-FIRE-007 | generator w/light heads | \$2,780.00 | \$ 17,448.88 |
| GGB | Town Projects | TDK-North Country Fence | 2014-GGBL-008 | fence along East Madison Rd | \$800.00 | \$ 800.00 |
| GGE | Technology | Symantec Antivirus | 2014-GGEQ-001 | 10-client hosted antivirus | \$300.00 | |
| GGE | Technology | ExchangeOnline/Reimb | 2014-GGEQ-002 | monthly e-mail account hosting | \$528.00 | |
| GGE* | Technology | Northledge Technology | 2014-GGEQ-003 | 2 PC's, sonicware & support | \$3,919.58 | \$4,747.58 |
| Highway | Road Improve | AJ Coleman & Son | 2014-HIGH-006 | materials for E Madison Rd project | \$36,570.41 | |
| Highway | Contract Srvcs | Fortin Modular Storage | 2014-GGBL-003 | storage trailer 8x40 | \$3,185.00 | \$39,755.41 |
| Library | General Maint. | Solarized Window Insulators | balance due | balance due after blinds installed | \$471.00 | \$471.00 |
| Madison TV | Equipment | COM3 Services | 2014-MADI-002 | PC | \$850.00 | \$850.00 |
| Parks & Rec | Supplies | MWV Career & Tech | 2014-PARK-001 | picnic tables (3) | \$625.00 | \$625.00 |
| Police | Equip/Uniform | Tazer International | 2014-POLI-003 | 4 tazers w/holsters | \$4,200.00 | |
| Police | Equip/Uniform | Watch Guard | 2014-POLI-004 | 2 wearable cameras | \$2,004.00 | |
| Police | Uniforms | Neptune Uniforms | 2014-POLI-001 | new officer uniforms | \$511.37 | \$6,715.37 |
| Solid Waste | | Frechette Tire | 2014-SOLI-003 | 4 new tires for backhoe | \$2,610.40 | \$2,610.40 |
| | | | | | \$85,063.59 | \$ 85,063.59 |
| * - balance of GGE - Technology purchases to come from remaining funds in the bottom line of the 2014 operating budget per vote of BoS 12/16/14 | | | | | | |

Motion: Shackford made a **motion** to encumber \$85,063.59 from the 2014 budget to be spent in 2015, seconded by Brooks, and so voted **3-0**.

Decision: The funds listed above were encumbered. The Treasurer, Auditor, and Accounts Payable department will be provided a copy of the 2014 Encumbered Funds for 2015 spreadsheet.

TAX RATE SETTING DELAY DUE TO CARROLL COUNTY FORMS – The Town of Wakefield is preparing to address the late submission of Department of Revenue Administration forms by the Carroll County financial office for the last four or five years which has delayed the tax rate setting for every town in Carroll County. The Wakefield Town Administrator e-mailed all Carroll County towns looking for support in the form of a letter or attendance at a future Carroll County Commissioner’s meeting where this issue will be raised. The tax rate setting delay has resulted in several towns having to borrow money through a Tax Anticipation Note to cover their year-end expenses and the large tax commitment due to the County. Arruda said each town is required to pay the Carroll County their tax commitment annually by December 17th regardless of when the tax rate is set and tax bills are due. Brooks said the Commissioners

are being unreasonable in the way they conduct business and should be willing to adjust the commitment due date. The Selectmen asked Arias to write a letter to the County Commissioners for the Board to sign out of session with a copy to be sent to the County Delegation. We will also see if someone from Madison is available to attend the County Commissioners meeting to support the area towns.

Motion: Shackford made a **motion** to have Arias write a letter to the County Commissioners for the Board to sign out of session with a copy to be sent to the County Delegation, seconded by Brooks, and so voted **3-0**.

Decision: A letter will be sent to support the timely filing of annual forms required for the tax rate setting process.

2015 ASSESSING STATISTICAL UPDATE CONTRACT – Arias said a draft contract for the 2015 Statistical Assessing Update has been received via e-mail from Cross County Appraisal Group (CCAG) but the references to the Rev 600 rules appear to be outdated. The Board would like to wait for CCAG to update the Rev 600 rules before the draft contract is sent to the DRA for review and comment. Once all that happens he'd like the contract put on the next Selectmen's agenda as a discussion item so we can send one group of questions or suggestions back to CCAG and expedite the signing of the contract.

PAY INCREASES FOR SELECTMEN IN 2015 – Shackford said the Selectmen addressed employee compensation during a non-public session on December 16, 2014 but hasn't looked at increasing their annual stipend for many years. Arruda thought it has been around 12 years since the Selectmen put in for an increase. Shackford said the current Board is comprised of seasoned members with him in his 7th year, Brooks in his 12th year and Arruda in his 16th year. Shackford said there is so much more to the position than attending a 2 to 3 hour Selectmen's meeting every other Tuesday night. Each of the Selectmen serves on at least one other Board or Committee and receives countless e-mails and phone calls regarding Town related matters weekly. Shackford said it really is a second job and although he enjoys it the time has come to propose a pay increase based upon the demands of the position. Arruda said the lawsuits, depositions, and court appearances have been the most trying. In response to a statement made earlier in the meeting by Dave Aibel, Arruda stated that the Board of Selectmen is in fact charged with micro-managing and helping to keep the budget in check. The current multi-town multi-year ambulance contract is an example of significant savings realized by the Selectmen on behalf of the taxpayers. Arruda estimated a savings of over \$300,000 over the life of the contract. Shackford said the voters at Town Meeting can certainly vote to not give increases but he hopes that won't happen.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Purchase Requisition #2014-BLDG-001 – Gall's (\$219.95) 1 jacket, 1 job shirt, 3 polo shirts

#2014-BLDG-002 – New England Embroidery (\$335) embroider shirts, etc.

#2014-ASSE-001 – George Sansoucy (\$8,100) PSNH BTLA representation

#2014-GGEQ-001 – Symantec/Reimb (\$300) 10-user hosted antivirus

#2014-GGEQ-002 – ExchangeOnline/Reimb (\$528) e-mail hosting services

#2014-GGEQ-003 – Northledge Tech (\$3,919.58) 2 PCs & sonicwall w/support

#2014-HIGH-006 – AJ Coleman (\$36,570.41) East Madison Road materials

#2014-FINA-001 – Kofile Preservation (\$2,385) preserve town record book

6:25 PM – Arruda made a **motion** to go into non-public session under RSA 91-A:3II(a) to discuss employee compensation, seconded by Shackford. Roll Call Vote: Brooks – aye; Shackford – aye; Arruda - aye. **7:10 PM** – Shackford made a **motion** to return to public session and seal the minutes of the non-public session, seconded by Brooks, and so voted **3-0**.

7:10 PM – Shackford made a **motion** to adjourn, seconded by Brooks, and so voted **3-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting will be on Tuesday, January 13, 2015 at 5:30 pm in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary