

**BOARD OF SELECTMEN
TOWN OF MADISON
FEBRUARY 24, 2015
MINUTES**

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

Others Present – Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Fire Commissioner Denita Dudley; Fire Chief Jeffrey Eldridge; and Madison TV videographer Tim Hughes.

Where and When Posted - Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on January 7, 2015.

Meeting Called to Order – By the Chairman at 5:35 p.m.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of February 10, 2015 and February 17, 2015 (SB2 Public Hearing) as prepared, seconded by Brooks, and so voted **3-0**.

APPROVAL OF MANIFESTS – Brooks made a **motion** to approve the Manifest of February 23 - 27, 2015 in the amount of \$584,148.33, seconded by Shackford, and so voted **3-0**. The Manifest breakdown is as follows: \$51,707.09 for accounts payable; \$24,794.06 for payroll; \$500,000.00 for the Madison School District (release date 2/26/15); and \$7,647.18 for payroll liabilities.

THERE WERE NO PUBLIC COMMENTS

5:37 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 – There were no Fire Commissioner Meeting minutes to approve during this meeting. The last Fire Commissioner’s Meeting was documented as part of the Selectmen’s Meeting minutes of the same date.

STANDARD OPERATING GUIDELINES – Arruda said just before this meeting convened the Chief e-mailed job descriptions to Stacey. Dudley said the Standard Operating Guidelines (SOG’s) list the position titles of Assistant Chief and Deputy Chief where the job descriptions list Deputy Chief and 2nd Deputy Chief. The group decided to make the job description titles consistent with those in the SOG’s. Arruda asked Eldridge how he documents that each member has received a copy of the amended SOG’s. Eldridge said members are expected to sign off on receipt. Shackford suggested having a single sheet for each member to sign during a department meet to prove they have received a reviewed the updated SOG. That single document would then be retained by the Chief. Stacey was asked to add language to SOG #100001 R to state, “All Standard Operating Guidelines will be reviewed, approved, and signed by the Fire Commissioners/local governing body, the Fire Chief, and the membership before being implemented.” Arias asked what would happen if a member wasn’t available to sign off on the SOG; could it not be implemented? Shackford said he doesn’t think a change can be legally implemented unless all parties are notified and acknowledge the change. Shackford said active members, even if absent from the department

meeting, should be able to be located for their signature while those who aren't currently participating would be considered in-active and would only sign once they return to the department.

The group talked about the manner in which future elections and appointments of the Fire Chief and Officers will occur. Brooks said the election process has historically taken place at the Fire Station annually with the oversight of the Fire Commissioners. Arruda proposed holding future elections and appointments annually on the first Thursday of November in the Town Hall meeting room so audio/video can be captured by Madison TV. Arruda asked if any provisions should be made for absentee voting, and if so by what means. Arruda is opposed to votes being cast via e-mail or fax. The group decided to allow active members to cast an absentee ballot in advance through a sealed envelope left at Town Hall if they are unable to attend the posted election. Arruda said the election notice, which will be posted 30-days in advance, should outline the absentee voting method and deadline. The group decided to keep the polls open for 1 hour. Brooks said there have been questions in the past on whether certain members meet the criteria to cast a vote. Arruda said the SOG's will now clearly outline the difference between active and inactive members so there shouldn't be any issues going forward. Shackford asked if all this is necessary given last year's Town Meeting vote to have the Fire Chief appointed by the local governing body (Selectmen), upon recommendation of the firefighters, with firefighters appointed by the Fire Chief. The group decided to stay with the election process as the best means to get the recommendation of the firefighters regarding the best candidate for Fire Chief. The group discussed the definition of a "Junior member" as being under 18 years of age. Dudley asked if there is a restriction on the minimum age for participants. Brooks said there has never been a cut-off on the age required for individuals who want to listen and learn from meetings and trainings. The group discussed the several "student" members on the department who participate and earn credits through Kennett High School's Vocational Program. Arruda suggested removing the term "Fire Commissioners" throughout the SOG's since the Fire Commissioner positions terminate with Town Meeting 2015. The group decided to use the term "Board of Selectmen" in place of the term "Fire Commissioners" throughout the SOGs. Under the Training and Education SOG #200003 R Brooks answered a question about whether members have to reimburse the department for training expenses if they fail the course. Brooks said historically the Fire Department required members to pay for their training out-of-pocket and would reimburse them upon proof of successful course completion. Eldridge said some training providers expect payment upfront while others will take payment after the course is completed. Eldridge said requiring members to pay for their training courses out-of-pocket won't work in every scenario. Brooks said the former department by-laws spelled out this requirement and also included a stipulation that courses paid for by Madison Fire-Rescue binds the member to the department for a designated period of time, like two years. Eldridge said the cost of some trainings are covered by the Ossipee Valley Mutual Aid (OVMA) Program, regardless of how many attempts a member makes before receiving a passing grade. The Fire Department pays dues to the OVMA annually and they have a program to assist with training local firefighters and EMS personnel. Shackford said the Fire Chief is in charge of deciding which member is suited and prepared for specific courses and would like to leave the training and payment method up to the Chief. The last question was whether to keep the term "policy" in the SOG's or not. The group decided to eliminate the term "policy" and just use the term Standard Operating Guidelines (SOGs) throughout.

2015 MEMBER REIMBURSEMENT (POINT SYSTEM) METHOD – Arruda said Eldridge has provided some preliminary recommendations from the Fire Department officers but they intend to discuss the topic in more detail during their March 2015 meeting. Arruda would like to schedule a joint meeting with the Board of Selectmen, the Fire Chief, and the Chief Officers once they prepare a more detailed recommendation about the point system and member reimbursement method going forward. The group

decided to hold the joint meeting as part of the April 7, 2015 Selectmen's Meeting. The joint meeting will allow questions to be asked by the Selectmen about the proposal from the Fire Chief & Chief Officers.

FIRE DEPARTMENT STATISTICS – Eldridge presented the Commissioners with copies of the department statistics for December 2014 and January 2015. He also provided a copy of the Fire-Rescue annual report being printed in the 2014 Town Report book. Eldridge said 350 calls were logged for Madison Fire-Rescue in 2014. There were 34 additional calls in Madison that the Town of Conway was dispatched to without Madison even being toned. Eldridge said he has talked with dispatch and the NH Bureau of Emergency Communications about this problem. Together they are working to correct the issue, which seems to be hinged on the 447 telephone exchange and separate ESN zone for the Conway end of town. Eldridge said 16% of the 350 calls for service in 2014 were unable to be answered by any member of Madison Fire-Rescue. Eldridge said this is far too large a percentage and indicated that Madison can't just rely upon mutual aid from other departments in cases like these because those departments have their own calls to attend to. Arruda asked Eldridge for an itemized list of the date, time of day, and nature of the calls that weren't answered by a member of Madison Fire-Rescue to help determine whether a trend of non-response exists.

COMMISSIONER THANK YOU - Shackford and Arruda thanked Dudley for stepping up to serve as a Fire Commissioner over the last year. They acknowledged how many aspects of the job were stressful and unpleasant but were worked through as a group for the benefit of the town. This is the last official Fire Commissioners meeting since future Fire Department matters will be covered by the Board of Selectmen during their regular meetings.

6:15 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**.

NEXT MEETING FALLS ON ELECTION DAY – The Selectmen discussed how the next Board meeting will be handled since it falls on Election Day. The Board asked Arias to post an abbreviated meeting to address the Manifest and checks on Tuesday, March 10, 2015 at 5:30 p.m. in the Elementary School gym.

STATISTICAL ASSESSING UPDATE CONTRACT REVIEW – This item appeared on the February 10th agenda but was continued to this meeting so a full Board could be present. The Selectmen had been provided with a marked up Update Contract from the town's representative at the Department of Revenue Administration. Arias said the contract comes with a payment term of 20 days, which might be tight given our bi-weekly cycle so the Town will try and get the 10% late penalty clause removed from the contract. The Selectmen reviewed the marked up document and didn't have any additional questions or comments so Arias was instructed to forward the document to Cross Country Appraisal Group (CCAG) for their review. Once feedback is received from CCAG the contract will be put back on the agenda either for further discussion or signature by the Board.

PERAMBULATION QUOTES FOR MADISON/EATON and MADISON/FREEDOM – The Selectmen asked Arias to get a price to have the Madison/Eaton town line and the Madison/Freedom town line perambulated by Surveyor Paul King. The last perambulation of the Madison/Eaton line was done in 1996 by Earl Mayhofer, Jr. and the Madison/Freedom line was done in 1989 by Eugene O'Brien. King proposed the Madison/Eaton perambulation cost at \$5,000 or less, with each town paying no more than

\$2,500. King proposed the Madison/Freedom perambulation to be \$3,500 for his share of the work, and assumes Alan Fall will work cooperatively with him on behalf of Freedom and bill them the same amount. Arias has conveyed this information to Eaton Town Administrator Lianne Boelzner and Freedom Town Administrator Karen Hatch and is awaiting a response regarding cost sharing from them on behalf of their Boards. Shackford said there has been recent legislation proposed to do away with the law requiring municipalities to perambulate town lines once every 7 years. Arruda said he is inclined to do nothing and save the cost of the surveyor's work; Shackford and Brooks agreed. Arias will communicate this back to Eaton and Freedom.

2014 SOLID WASTE FACILITY ANNUAL REPORT – Arias has prepared the 2014 Solid Waste Facility Annual Report for the Transfer Station which needs to be filed with the Department of Environmental Services before the end of March.

Motion: Brooks made a **motion** to have the report prepared by Arias signed by the Chairman, seconded by Arruda, and so voted **3-0**.

Decision: The report will be signed under Signature Items and remitted to DES electronically.

TRANSFER STATION ATTENDANT APPRECIATION – Arruda wished to publicly commend the two attendants on the smooth operation of the Transfer Station facility this winter. Arruda said they've not only been able to keep the station open on bad weather days but have taken on the plowing and clean-up of the yard which has been done by the Highway Department in the past.

DISABLED TAX DEFERRAL APPLICATION – Arias said the Selectmen have a Disabled Tax Deferral Application form in their books for a resident of Madison who is applying for the first time. The Board reviewed the applicant's letter from the Social Security Administration which confirmed their eligibility and acceptance into the Social Security Disability program. Arias pointed out that the lengthy document doesn't specify which Title of Social Security the applicant's disability falls as is outlined on the tax deferral form. Arruda said the standardized letter received by the applicant is sufficient for the Board to move forward with the tax deferral application. The document will be signed by the Selectmen under Signature Items before recording at the Carroll County Registry of Deeds. A Tax Collector's Abatement form (#2015-002) will also be signed by the Selectmen so the Tax Collector can remove the 2014 property tax amount being deferred from her books.

SIGNATURE ITEMS –

Manifest

Disabled Tax Deferral Application (PA-30)

Tax Collector's Abatement #2015-002 to accompany Disabled Tax Deferral (above)

2014 Annual Facility Report for Madison Transfer Station

Jesse Lyman Annual Heating Service Contracts for Madison Town Hall & Madison Garage

6:35 PM – Arruda made a **motion** to go into non-public session under RSA 91-A: 3II(c) to discuss a property tax matter with a property owner and the Tax Collector, seconded by Shackford. Roll Call Vote: Brooks – aye; Shackford – aye; Arruda - aye. **7:15 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**.

7:15 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, March 10, 2015 at 5:30 p.m. in the Madison Elementary School gym for the purpose of approving the Manifest and signing checks and Signature Items only.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary