

**BOARD OF SELECTMEN
TOWN OF MADISON
NOVEMBER 3, 2015
MINUTES**

Selectmen Present - Chairman Josh Shackford, John Arruda, Bob King

Others Present – Administrative Assistant Linda Farinella; Deputy Town Administrator Su Stacey; Fire Chief Jeffrey Eldridge; Code Officer Bob Boyd; Madison TV Videographer Carol Dandeneau

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 5:32 p.m.

APPROVAL OF MINUTES:

Motion by Arruda, seconded by King to approve the minutes of October 20, 2015 as prepared, the motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by Arruda, seconded by King to approve the Manifest of November 2-12, 2015 in the amount of \$197,097.17. The Manifest breakdown is as follows: \$21,373.80 for payroll; \$6,261.74 for payroll liabilities; \$57,219.70 for accounts payable; New Hampshire Retirement System \$12,241.93 and \$100,000.00 for the Madison School District. The motion passed **3-0**.

PUBLIC COMMENTS:

There were none.

DISCUSSION ITEMS/NEW BUSINESS:

Code Enforcement Officer Bob Boyd – Building Permit Software Funding Discussion

Boyd requested funds for a software program from Avitar Associates to manage his building permits. This software would also communicate with the Avitar Assessing program already in use by the town. The \$1,000 payment would allow installation of the program now; and software support through the end of the year at no charge. The balance of the software and support costs would come from the 2016 budget. Boyd expects that the budget for his department could overspend by approximately \$300. Arruda asked for more information about the program and how it would benefit the town. Boyd explained by integrating with the assessing software no permit pick-ups would be missed, often used information would populate into the permit, GIS mapping and savings of time for running reports.

Motion by Shackford, seconded by Arruda to purchase the software. The motion passed **3-0**.

Vote to Indemnify the Board of Selectmen per RSA 31:105:

Stacey brought to the board's attention that with the recent change of members of the Board of Selectmen, the members need to vote to indemnify the current Board of Josh Shackford, John Arruda and Robert J. King, Jr.

Motion: Shackford made a motion to indemnify the Board of Selectmen as they presently sit, seconded by Arruda, and so voted.

Decision: Current Board of Selectmen indemnified.

Appointment of Jeff D. Balogh to Advisory Budget Committee:

Shackford stated that at the meeting of the Advisory Budget Committee on October 27, 2015 it was unanimously voted to ask for the appointment of Jeffrey D. Balogh to the committee.

Motion by Shackford, seconded by King to appoint Jeffrey D. Balogh to the Advisory Budget Committee. The motion passed **3-0**.

Confirmatory Selectmen's Deed for map 104, lot 111 sold in 1998 – deed never recorded:

This deed has been drawn up as a result of property that was sold at a town auction in 1998. The deed for that property was lost and never recorded. Research by the tax collector of vault records has found that the property was sold to Kay-Den Realty.

Motion by Shackford, seconded by Arruda to sign the Confirmatory Selectmen's Deed. The motion passed **3-0**.

Shackford's List:

Shackford attended the Advisory Budget Committee on October 27, 2015. At that meeting it was decided that the department heads from the Fire Department, Transfer Station and Highway will meet with the committee to discuss their budgets for 2016.

Arruda's List:

Arruda asked if any decision had been made regarding how to handle people that come to the transfer station without stickers, ie, vacationers. Discussion at a previous meeting suggested a flat fee of \$5 to purchase a coupon at the transfer station. It seemed illogical to pay to print the tickets to turn them right back into the attendant. It was decided that a fee of \$2.00 per bag will be charged for people without stickers. Stacey asked how the funds will be accounted for. Shackford suggested a copy of the receipt be attached to the weekly report.

Arruda asked Chief Eldridge to explain the house number signs for sale at the Fire Station. Chief Eldridge explained that the program has often helped the department to find houses; the signs sell for \$15 each. The \$6 kit is purchased, assembled and installed by the fire department with the house number. Arruda estimated they are making \$9 from each sign. Arruda asked what account the funds come in and out of. Chief Eldridge stated the 501(c)(3) account. Arruda stated that the account needs have an audit and a copy of the results be submitted to the Board of Selectmen. Chief Eldridge agreed.

King's List:

No items.

Assistant's List:

Farinella stated that two street light outages have been found by the police department. This is as a result of the memo requesting during patrol if any are noticed, please report them to Farinella. They have already been repaired by Eversource.

Farinella noted that an email was received from Colleen Cormack to make the board aware that the community garden at the entrance to Burke Field will be cleaned out and a greenhouse will be constructed

on the school property. This was a pet project of the late Ray O'Brien in conjunction with the MWV Green Team. The greenhouse is intended to be named after O'Brien.

Stacey asked to touch base with the board about the Town Projects line of the budget. There are shingles starting to rot on the town hall roof near the police station entrance. The board asked Stacey to get an estimate for repair so may be able to be fixes before winter. Stacey also asked about the front entrance to the town hall possibly being replaced with commercial grade door. King added that The Energy Advisory Committee has noted that these are a source of energy loss. The board asked Stacey to get an estimate to get replacement interior and exterior doors for the front of the town hall.

SIGNATURE ITEMS:

- Manifest
- Payroll & Accounts Payable Checks
- Intent to Cut – Norja, Inc. 112-010
- Letter of Commitment for 2016 Household Hazardous Waste Day
- Treasurer Delegation Form
- Appointment Letter – Cheryl Littlefield, Treasurer
- Appointment Letter – Kenneth Eckhardt, Advisory Energy Committee
- Veterans' Credit Application – Vacca
- Confirmatory Deed – 104-111
- 2015 Tax Warrant
- Timber Tax Warrant – Henderson 256-015
- Timber Tax Warrant – Mohla 133-021

6:07 PM – Arruda made a **motion** to go into non-public to discuss a legal issue under RSA 91-A:3II(c), seconded by King.

Roll call vote: Shackford – aye; Arruda – aye; King - aye.

6:45 PM – Shackford made a **motion** to return to public session and seal the minutes of the non-public sessions, seconded by King and so voted **3-0**.

6:45 PM – Shackford made a **motion** to adjourn, seconded by King, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting will be on Tuesday, November 17, 2015 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Linda Farinella, Administrative Assistant
Recording Secretary