

**BOARD OF SELECTMEN
TOWN OF MADISON
NOVEMBER 17, 2015
MINUTES**

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

Others Present – Administrative Assistant Linda Farinella; Finance Director Su Stacey; Fire Chief Jeffrey Eldridge; HealthTrust Benefits Advisor Peter Chapel; NHDR Real Estate Appraiser Supervisor Josephine Bellville; 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 5:30 p.m.

APPROVAL OF MINUTES:

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

APPROVAL OF MANIFESTS:

Motion by Arruda, seconded by King to approve the Manifest of November 16-29, 2015 in the amount of \$770,833.10. The Manifest breakdown is as follows: \$28,503.17 for payroll; \$8,594.32 for payroll liabilities; \$63,868.61 for accounts payable; \$100,000.00 for the Madison School District and \$569,867.00 for Madison School District Tuition. The motion passed **3-0**.

PUBLIC COMMENTS: There were none.

The Board met with **HealthTrust Benefits Advisor Peter Chapel** to discuss upcoming changes to health insurance programs over the next couple of years. Chapel presented and explained a chart with the breakdowns on what the Town currently has for plans and what will be available for 2016 - 2017. The Town is in a “50 and Under Pool” which had an overall increase of 3.1% which is a good position for the Town. In comparison, overall, “100 Member Pools” showed an overall increase of 8.1%.

Chapel explained that the town will need to make a decision for 2017 as the current Blue Cross option will no longer be offered. The decision can be made during the 2016 year and any requests for plan changes need be submitted 60 days prior to the effective date.

The Board discussed with Chapel changes that are currently taking place with the health care system in regards to the Affordable Care Act, the Cadillac Tax, HMO versus Blue Cross and regionalization of costs.

Arruda suggested to not make any changes right now and keep going through the first of the year. Shackford agreed. Arruda suggested sending a letter to those employees that currently have the Blue Cross plan to notify them that it will be unavailable after 12/31/2016, which is beyond the control of the Town. Chapel noted that this time next year is when new rates will be set.

The board met with **NHDRA Real Estate Appraiser Supervisor Josephine Bellville** regarding the next 5 year assessing contract. Bellville made several suggestions noting that the town was not listed and measured over the last contract. A town's assessment is only as accurate as its information gathered. The town has the option to measure and list the town spread out over four years, two year or not at all. There are sample contracts on the DRA website and Bellville offered her assistance to help review and compare final bids.

DISCUSSION ITEMS/NEW BUSINESS:

Fire Member Reimbursements – Chief Eldridge was present to review the list of members point reimbursements. Shackford stated that the average of \$41.00 per point sounds like a lot.

Stacey questioned the number of points submitted by the chief versus the members. Stacey explained that the documents used to verify the points were submitted by a commissioner last year. There are no longer commissioners, so it is under the Selectboard to sign off. Stacey attempted to obtain similar records but was unable. Ultimately, the documents used last year had come from fire department records. The Standard Operating Guidelines were never completed for member reimbursement.

Arruda asked Chief Eldridge if he has the timesheets to back up these reimbursements along with the points calculations for the last three years? Chief Eldridge does. Chief Eldridge added that there was no secretary this year so that was never paid out. Shackford asked how points are calculated. Chief Eldridge explained that one point is given for each meeting, training and/or call attended. An additional point is given if the meeting, training and/or call goes over two hours. Shackford asked for the original to be brought to the office for copying for auditing purposes. Chief Eldridge stated he sent a spreadsheet with the information to Stacey.

Shackford suggested taking the chief out of the points and lowering the reimbursements. Shackford suggested, off the cuff, to look into changing the stipend to \$20,000 per year and lower the reimbursements point line by \$13,000. Shackford stated that Chief Eldridge does awesome adding he hears him always answering calls. Shackford reiterated his request that the original logs be submitted to Stacey.

Chief Eldridge updated the Board that the new fire truck should be ready in June of 2016.

Memorandum of Understanding between Conway and Madison: Cable Channel 3 – A request for payment for Madison TV was received from the Town of Conway. The amount rose from \$3,000 to \$5,000. Conway Town Manager Earl Sires stated that the Town of Madison has not upheld their end of an agreement to create web based content of Conway meetings as reasoning for the increase. This agreement was made with a former Conway Selectman and according to Sires it is not a perpetual deal. However, Madison TV is ready and willing to put up the content and has contacted Valley Vision a couple of times with the instruction to do so, Valley Vision has not done so. This payment arrangement effects Channel 3 content for Time Warner cable subscribers. A letter will be sent to Sires with this information. The board agreed that a warrant article at Town Meeting will decide if the Town wants to pay an increase for this service.

Memo from Planning Board regarding Drew Gravel Pit – A memo from the Planning Board for clarification regarding the gravel pit at 232-037 was received. Arruda was in attendance at the last Planning Board meeting and was unable to answer as to the status. The Board issued an Intent to Excavate and the Treasurer has received the \$15,000 Reclamation Bond as per the Planning Board condition of approval.

CCAG Final Payment – Request for a final payment of \$20,000 was received from Cross Country Appraisal Group for finishing the 2015 Assessing Update. As per the contract with CCAG “A penalty of \$100/day shall be paid by the Company for each day required for completion beyond the above stated completion date for delays caused by the company.” That date was September 30, 2015. The town had to request extensions twice from DRA for submittal of the MS-1.

Timeline

October 3, 2015 - The last hearing was complete – this additional date was added because of a late mailing of the hearing notices by CCAG
October 6, 2015 - The values were submitted to the Town
October 7, 2015 - MS-1 signed at BOS meeting
October 8, 2015 – MS-1 uploaded to DRA portal
October 26, 2015 - USPAP report received by the Town
November 4, 2015 – Report of Compliance for USPAP report issued by State
November 9, 2015 – Report of Compliance for USPAP report received by the Town

Farinella recommends a minimum penalty of \$600, with the justification that the Town was unable to generate the MS-1 until six days after the contract completion date of September 30, 2015.

Motion by Shackford, seconded by Arruda to pay CCAG \$19,400 as final payment for the 2015 Assessing Update - \$20,000 minus \$600 penalty as allowed per contract – and void the \$20,000 check for full payment. The motion passed **3-0**.

OLD BUSINESS:

Proposal/Estimates for Replacement of Roof over Police Station Entrance – Two estimates were received for the project of replacing the shingles on the roof over the Police Station Entrance at Town Hall. The bids were: Michael Mohla at \$1,408.50 and Garside Construction LLC at \$1,350.00. The shingles used by Mohla are three tab shingles, Garside are 30-yr architectural shingles.

Motion by Shackford, seconded by King to have Garside Construction LLC perform the repair to the roof. The motion passed **3-0**.

Auctioned Land Bidder Default – Stacey informed the Board that the agreement to split a deposit for a default bidder of auctioned land incurred legal fees. The Board will keep this in mind should this issue come up again.

Shackford’s List:

No items

Arruda’s List:

No items

King’s List:

No items

Assistant’s List:

No items

SIGNATURE ITEMS:

Manifest

Payroll & Accounts Payable Checks

Timber tax warrant – 256-012 Wakim
Timber tax warrant – 256-013 Dubois-Harrison
Veteran’s Credit Application – Slader
Avitar Associates Building Permit Software Contract
Johnson Deed and Payment Agreement 115-011
Disposition of Application for Abatement – 102-030
Disposition of Application for Abatement – 113-060
Fire Department Purchase Requisitions
Intent to Cut – 248-026 Connolly
Request for Payment

Arruda asked Chief Eldridge for clarification regarding the Purchase Requisition 2015Fire001 for two Flir Thermal Imaging Cameras with mounts totaling \$12,206.00. These will replace the two old, outdated cameras. Chief Eldridge explained that besides the gas meter, this is the most used piece of equipment, used at every call except motor vehicle accidents. A \$400/unit trade has been offered with the purchase of new equipment, but Chief Eldridge would like to install them in other vehicles as backups, as they do not hold a battery charge for long and replacement batteries are no longer available. Arruda noted that the line for vehicle maintenance will be overspent. Chief Eldridge explained that the money is still in his budget. Arruda suggested holding the Purchase Requisition 2015Fire001 until December 15, 2015 to make sure there are still funds available. The Board agreed.

Non-Public Session per RSA 91-A:3II(e) – DRA
Non-Public Session per RSA 91-A:3II(c) – Fire Chief Administrative Issue

7:07 PM – Shackford made a **motion** to go into non-public under RSA 91-A:3II(c) and (e), seconded by Arruda.

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

7:45PM – Shackford made a **motion** to return to public session and seal the minutes of the non-public session of RSA 91-A:3II(e), seconded by King and so voted **3-0**.

7:45 PM – Shackford made a **motion** to go into non-public under RSA 91-A:3II (c), seconded by Arruda.

8:10 PM – Shackford made a **motion** to return to public session and seal the minutes of the non-public session of RSA 91-A:3II(c), seconded by King and so voted **3-0**.

8:10 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, December 1, 2015 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully Submitted,
Linda Farinella, Administrative Assistant
Recording Secretary