

**BOARD OF SELECTMEN
TOWN OF MADISON
October 18, 2016
MINUTES**

Selectmen Present - Chairman Josh L. Shackford, John Arruda, Robert J. King, Jr.

Others Present – Administrative Assistant Linda Shackford; Police Chief Jamie Mullen; Fire Chief Jeffrey Eldridge; Deputy Chief Richard Clark; Madison TV Videographer Carol Dandeneau

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on January 4, 2016.

Meeting Called to Order – By the Chairman at 5:36 p.m.

APPROVAL OF MINUTES:

Motion by Arruda, seconded by King to approve the minutes of October 4, 2016 as written, the motion passed **2-1** with Chairman Shackford abstaining.

Motion by Arruda, seconded by King to approve the minutes of the October 12, 2016 as written, the motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by Arruda, seconded by King to approve the Manifest of October 17 - 24, 2016 in the amount of \$183,811.29. The Manifest breakdown is as follows: \$27,885.49 for accounts payable; \$23,668.14 for payroll; \$7,257.66 for payroll liabilities; and \$125,000.00 for Madison School District. Motion passed **3-0**.

PUBLIC COMMENTS:

Arruda asked Fire Chief Eldridge to explain a \$1,000+ expenditure for vehicle washing soap over the last 3 months. Chief Eldridge stated that amount will last until February. Arruda asked if he realized that the concentration is 1oz to each gallon of water. Chief Eldridge stated yes, but did explain that it depends on the dirt on the vehicle. Arruda's figured even 20-30 washes per gallon of concentrate would go far with an 18-gallon order, this is tying up money. Arruda asked if another vendor may be able to provide a substitute. Chief Eldridge said all vehicles are washed once a week if needed or not. Arruda asked that this kind of expenditure not be done again.

DISCUSSION ITEMS/NEW BUSINESS:

F.R. Carroll – To discuss the lock in pricing for next spring paving High Street- Assistant Road Agent Chick gave to L. Shackford an amended contract from Frank Carroll that contained the wording change for the board's review in lieu of attending the meeting. The contract was the same as the 09/22/2016 version with the addition of "The above pricing for this project is firm. Escalation clause and payment terms below do not apply!". Chairman Shackford commented that this locked in price is lower than the price that the Town of Freedom is currently paying. The amended contract was found acceptable and will be signed under signature items.

CIP – Police Chief Mullen – The Board reviewed the police portion of the CIP with Chief Mullen. Chief Mullen asked that the \$11,000 for computer upgrades be removed for 2016. Arruda asked about the plan for a cruiser purchase in 2018. Chief Mullen stated that will remain following the cycle for cruiser replacement adding that he will, as usual, use the state supplied bid. Arruda asked about the 2018 computer upgrades. Chief Mullen suggested that is be cut to half of the \$11,000. CIP items must be a minimum of \$10,000. Chief Mullen stated to remove the \$11,000 from 2018; if in need of a server it could go on as a

warrant article. Arruda will check with the Finance Director about the buyout lease option on the cruiser with encumbered funds at the end of the year. Chief Mullen added that his 2017 budget proposal has increase by 0.03%.

Selectmen Attendance at Elections per RSA 628:21-a – As per RSA 628:21-a Selectmen must be in attendance during vote and vote tabulations at a State General Election. The Selectmen are able to appoint a selectman pro tem if they will be absent. Chairman Shackford appointed Administrative Assistant Linda Shackford as his selectman pro tem. Arruda stated he will be in attendance at the voting until about 1pm returning later, he will appoint someone at that point.

Fire Chief Eldridge – Quarterly Update with Selectmen – Fire Chief Eldridge gave some statistic for this quarter:

- 78 calls for service – 50/50 ems and fire – 660 man hours
- 150 hours for training
- 15 inspections
- 500 hours for paperwork

Chief Eldridge stated his department has responded to three structure fires in as many days. There are six members without turn out gear because it is wet and takes three days to hang dry.

The new fire truck has been in town for two weeks. There is a class tonight put on by the dealer with another one scheduled for next Tuesday. Driver training will begin after those trainings. Arruda asked when the truck will be put in service. Chief Eldridge responded hopefully within the next couple of weeks. Arruda requested that Chief Eldridge provide a printed copy of this quarterly update to him. Chief Eldridge agreed.

Fire Department SOG 200002 – Member Reimbursement – Arruda noted that the stipend equal \$12,600. Arruda asked for the previous breakdown. Chief Eldridge provided:

- Assistant Chief did not change from \$6,000
- Deputy Chief went from \$2,400 to \$1,200

Arruda asked the reasoning. Chief Eldridge stated attendance and participation. Arruda asked if that would be reflected in the points. Chief Eldridge stated he has a problem with giving a stipend if not show up; this is based on participation in year past. Arruda asked if this decision to drop the amount was based on the position or the person. Chief Eldridge responded yes and no. Chief Eldridge also added that for some time there was no Deputy Chief. Arruda asked what is the difference between the Assistant and the Deputy. Assistant Chief Clark responded that the Assistant can take over the Chief's duties. Chairman Shackford asked by the position is there if not needed. Arruda suggested a non-public meeting if that will be discussed.

Arruda asked if there is a percentage of time that members must participate. Chief Eldridge stated that have started that; adding points don't drive members but a dollar amount with hourly pay would, this could be done within the budget. Arruda added that Chief Eldridge was not taking into consideration payroll liabilities and other expenses with such a proposal. Chief Eldridge said there will be a better percentage of attendance if the members are paid more.

- Fire Captain did not change from \$600
- EMS Captain was joined with the Lieutenant for \$600 each to become \$1,200
- Lieutenant did not change from \$600
- Training Officer/LT (2) are at \$1,500 each for a total of \$3,000

King asked what was the training officers stipend before? Chief Eldridge responded it varied from \$600 to \$1,200. Assistant Chief Clark added that the current Training Officer is top notch.

Arruda asked how attendance is handled. Chief Eldridge stated that it is a policy that members must attend 60% of meeting and training to receive points; 50% for officers. Calls for service are handled if you are available you go, not attending does not count against a member. Assistant Chief Clark stated that they are working on better keeping the points fair so try to have all members stay until the call is complete cleaned up. Arruda stated that the stipend should be pro-rated based on 12 months of service with that title. Arruda directed that these changes to SOG 200002 be incorporated into the document to be reviewed at the November 1st meeting noting the urgency as the point system run November to October annually.

OLD BUSINESS: There was none

Selectman Shackford's List - No items

Selectman Arruda's List – Arruda asked if Chief Eldridge had received the latest budget draw down for his department because he'd highlighted some issues for discussion. Chief Eldridge responded he hasn't received a draw down in three weeks. Arruda asked if he received the direction to have Purchase Orders approved before making any more purchases through the end of the year? Chief Eldridge responded yes but there were a few things that came in ordered before the directive. Chief Eldridge stated the only things purchased have been a miscellaneous nuts and bolts from Silver Lake Hardware.

Arruda asked if Chief Eldridge has any major purchases are planned. Chief Eldridge responded that he intends to purchase four sets of turnout gear by the end of the year.

Arruda asked Chief Eldridge about the ambulance reiterating that two weeks ago Chief Eldridge suggested it needed a new chassis. Chief Eldridge stated there are a number of options with the air conditioning being a necessary repair that will need a Ford dealership. Arruda asked how many calls per week the ambulance is utilized. Chief Eldridge stated none; the state mandates that cannot take unless manned with a certified EMS person.

Arruda asked Chief Eldridge how the EMS training is coming along. Chief Eldridge stated one person is training in Ossipee, the other in North Conway because the scheduled worked better for each person.

Selectman King's List – King attended the October 5 Planning Board meeting regarding the cistern installation in Banfield Hollow. Permission was granted to continue construction on the home on Whitten Ledge with a target date of 12/01/2016 for the completion of the installation of the cistern.

SWAC would like to install new directional/replacement signage at the Transfer Station. SWAC would like permission from the Board to spend \$360. It was agreed and suggested that a Purchase Order request be submitted.

Assistant's List:

Veteran's Memorial Committee Membership – L. Shackford asked on behalf of the Veteran's Memorial Committee if the Board would consider again changing the number of members. Chairperson Paulette Lowry requests a 5-member board as there are people willing to serve.

Motion by Chairman Shackford, seconded by King to increase the Veteran's Memorial Committee from a 3-member board to a five-member board. The motion passed **3-0**.

Deed Release 112-010-002 Trapani – L. Shackford informed the Board that the Town has received full payment of back taxes on the property at 4 Brookstone Lane. A Release Deed is in the signature items.

Garden Club Beach – L. Shackford presented a request from the Madison Garden Club for permission to install a granite bench, paid for by donation, in memory former Garden Club member Sylvia Puopolo, next to the Burke Field roadside sign garden. Chairman Shackford expressed his concern that it not be placed within the right-of-way as to not be damaged by plowing. The proposal shall be run by Road Agent Chick for his location approval. The Board was in favor of the idea, just placed in a decent spot.

Local Private Wells – L. Shackford informed the Board of a concern by Madison resident Nicole Stephen-Nordlund about the issue residents have been having with their wells. She asked that any information or assistance that people are aware of be distributed about town. Arruda added that if this get to an urgent status there will be more assistance made available. Assistant Chief Clark noted that in dire situations the National Guard can be enacted.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

F.R. Carroll 2017 High Street Asphalt Agreement

Veteran's Tax Credit Application – Fox-Meehan 112-010-012

Yield Tax Levy – Schilling 214-001

Bill of Sale – 1994 International Fire Truck to Company Two Fire

Title Application for 1994 International Fire Truck Sale

Deed Release Town to Trapani – 112-010-002

6:32 PM – Shackford made a **motion** to go into non-publics under RSA 91-A:3II(a), seconded by Arruda.
Roll call vote: Arruda – aye; King – aye; Shackford – aye.

7:16 PM – Shackford made a **motion** to return to public session and seal the minutes of the non-public sessions of RSA 91-A:3II(a), seconded by King and so voted **3-0**.

7:16 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 1, 2016 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford, Administrative Assistant
Recording Secretary