

**BOARD OF SELECTMEN
TOWN OF MADISON
January 10, 2017
MINUTES**

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

Others Present – Assistant Fire Chief Richard Clark; Administrative Assistant Linda Shackford; Finance Director Su Stacey; Madison TV Videographer Tim Hughes; Robert Hatch and Kim Hatch; Fire Chief Jeffrey Eldridge for later portion.

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 19, 2016.

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 December 27, 2016 as written, the motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by Arruda, seconded by King to approve the Manifest of January 9-13, 2017 in the amount of \$538,827.27. The Manifest breakdown is as follows: \$192,353.68 for accounts payable; \$25,587.26 for payroll; \$8,658.52 for payroll liabilities; \$300,000.00 for Madison School District; and \$12,227.81 for New Hampshire Retirement System. Motion passed **3-0**.

PUBLIC COMMENTS: There were none.

PURCHASE ORDER REQUIREMENTS

Arruda suggested adjustments to the 05/14/2013 revision of the Purchasing Policy & Procedure. Arruda would like to change the \$5,000 requirement to \$10,000, and change the \$10,000 requirement to \$15,000. Also, on page two to change Town Administrator to Administrative Assistant and remove verbiage regarding the Fire Department submitting to the Fire Commissioners. King and J. Shackford were in agreement with the suggested changes. King added that these procedures and policy are not being followed adding there is no enforcement either. Stacey asked if the Fire Department will be required to continue the 2016 directive of having all purchases reviewed by the Board before the purchase. The Board responded no. J. Shackford asked Stacey to please inform the Board when this policy and procedures is not being followed.

Motion by J. Shackford, seconded by Arruda to make the above changes to the Purchasing Policy & Procedure, to be signed out of session and distributed to department heads. The motion passed **3-0**. The Board asked L. Shackford to make the changes and distribute.

DISCUSSION OF GRANT FOR LOCAL EMERGENCY OPERATIONS PLAN

Emergency Management Director Richard Clark presented to the Board an application for an Emergency Management Performance Grant (EMPG) to be used for the Local Emergency Operations Plan (LEOP). Clark explained that this is similar to the Hazzard Mitigation Plan as it is a \$4,000 grant with another \$4,000 included by volunteered time.

Motion by J. Shackford, seconded by Arruda that the Town of Madison Board of Selectmen, in a majority vote, accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 to update the community's Local Emergency Operations Plan. Furthermore, the Board

acknowledges that the total cost of this project will be \$8,000.00, in which the Town will be responsible for a 50% match of \$4,000.00 through donations of time, not cash. The motion passed **3-0**.

OLD BUSINESS – There was none.

Selectman Shackford's List – The Board will be appointing L. Shackford as a Trustee of Trust Funds to cover a vacancy until town meeting and Ned Rogerson as an alternate for the Budget Committee.

Motion by J. Shackford, seconded by Arruda to appoint Linda M Shackford as a Trustee of Trust Funds until Town meeting 2017. The motion passed **3-0**.

Motion by J. Shackford, seconded by King to appoint Edward S Rogerson as an alternate to the Advisory Budget Committee until Town meeting 2017. The motion passed **3-0**.

Selectman Arruda's List – Arruda noted that there was an incident with a highway vehicle that rolled on its side. It involved some driver injury and the driver will be okay. Arruda was notified third hand and surprised when he found out. Arruda would like to institute some sort of incident report and a method of informing the Selectmen. Initial contact may not include all the details, but the Board will be aware. Hatch suggested creating a policy that requiring department heads to notify the Board. R. Hatch asked if such a policy would apply to an elected road agent. Arruda stated that is the reason for this discussion as there is nothing currently in place. K. Hatch asked Arruda if he felt that the department head should gone to the scene of the vehicle that rolled, Arruda stated yes. J. Shackford suggested checking with Primex for an incident form. King suggested looking into it and bringing it to the next meeting.

Selectman King's List – No items

Assistant's List – No items

Finance Director's List – Stacey asked to review the Budget Summary Page.

Article #8 Air Packs - J. Shackford asked if this will this be a lease with option to buy? Chief Eldridge responded yes, with using \$50,000 down payment raised at town meeting. Chief Eldridge is still getting the numbers but does know that these will be full price, not half priced demo ranging from \$150,000 to \$180,000. Arruda asked Chief Eldridge to get the number to the Finance Director before the end of the week.

Article #9 Ambulance – There will be \$1.00 entered so that the Town Meeting can vote if they'd like to fund it.

Stacey will reach out to Noreen Downs and ask if the Energy Committee will be submitting a request for a warrant article.

Stacey noted that the charity information has not come in yet, that is usually at the end of January.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Thank you for service letters – Ali Judkins, Trustee of Trust Funds

Pam Wells, Trustee of Trust Funds

Dr. David Riss, Conservation Commission

Yield Tax Levy – Parsons 219-001

Notice of Intent to Cut – Mattison 219-018

Noyes 219-016 & 017

Diversified Resources Corp – 117-006

Land Use Change Tax – Drew 232-037
Private Road Agreement – Halstead 205-048-015
Jesse E Lyman Gasoline Exemption Certificate for 2017
Jesse E Lyman Diesel Exemption Certificate for 2017
Appointment & Oath of Office – Trustee of Trust Funds – Linda Marie Shackford
Alt. Budget Committee – Edward S Rogerson

Non-Public Session per RSA 91-A:3II (a) Personnel
Non-Public Session per RSA 91-A:3II(c) Contract
Non-Public Session per RSA 91-A:3II(a) Personnel

6:25 PM – Shackford made a **motion** to go into two non-publics under RSA 91-A:3II(a), and a non-public under RSA 91-A:3II(c) seconded by Arruda. Roll call vote: Arruda – aye; King – aye; Shackford – aye.

7:50 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 Arruda and so voted **3-0**.

7:50 PM – Shackford made a **motion** to adjourn, seconded by Arruda, and so voted **3-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting will be on Tuesday, January 24, 2017 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford, Administrative Assistant
Recording Secretary