

**BOARD OF SELECTMEN
TOWN OF MADISON
August 22, 2017
MINUTES**

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

Others Present – Tax Collector Michael Brooks; Police Chief Ted Colby; Fire Chief Richard Clark; Road Agent Bill Chick, Sr.; Assistant Road Agent Bill Chick, Jr.; Administrative Assistant Linda Shackford; Madison TV Videographer Carol Dandeneau

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 5:35 p.m.

APPROVAL OF MINUTES:

Motion by King, seconded by J. Shackford to approve the minutes of August 8, 2017 as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by King, seconded by J. Shackford to approve the Manifest of August 15 (21) - 31, 2017 in the amount of \$841,356.84. The Manifest breakdown is as follows: \$34,020.48 for accounts payable; \$25,478.56 for payroll; \$7,857.80 for payroll liabilities; 220,000.00 for Madison Elementary School; and \$554,000.00 for Madison Elementary School. The motion passed **3-0**.

**PUBLIC HEARING - Per RSA 31:95-b to Accept Unanticipated Funds under provision of SB 38
Appropriation of Highway Block Grant Funds**

Arruda opened the hearing and announced that the Town received a check labeled Highway Block Grant Aid lump sum payment SB38 in the amount of \$86,930.03. These funds are to be used for paving projects this fall or next year. The funds were generated because of Senate Bill 38 which called for the distribution of 30 million dollars throughout the state.

A request for sealed bids will be sent out with a plan for work to be done to Boulder Road and a portion of Colby Hill Road. Assistant Road Agent Chick asked how the Board would like to handle the completion date for the projects. The draft bid expects the projects to be done by October 15, 2017 but expecting several towns looking for work to be done and the uncertainty of weather is there a date acceptable to allow for a 2018 finish. The Board agreed to a July 1, 2018 date with the bidder agreeing to hold the bid price until then. The funds can be encumbered at the end of 2017. Assistant Road Agent Chick expects to send requests for bids to FR Carroll, R&D Paving, GMI and Pike.

Motion by Arruda, seconded by King to accept the funds in the amount of \$86,930.03 to be paving on Town roads. The motion passed **3-0**. Arruda closed the public hearing.

PUBLIC COMMENT – Assistant Road Agent Chick asked the Board to consider wording the warrant article regarding paving on Town roads at the 2018 Town Meeting differently. Chick ask for wording in a way that allows for more flexibility in which roads are done. J. Shackford stated that legally it is allowed to word an article that way, but citizens at Town meeting and members of the Advisory Budget Committee

usually ask for specifics. Arruda agreed it is something to think about. Chick Sr noted that articles can be amended on the floor of Town Meeting. King asked if there is a rotation list. Chick Jr responded yes.

TAX COLLECTOR DEEDING – Tax Collector Michael Brooks presented three properties behind by three years on taxes:

104-165	39 West Bergamo Road – Vacant – To be deeded
233-069	135 Jones Hill Road – Dwelling - Waiver
255-022	Doe Drive – Vacant – To be deeded

Motion by Arruda, seconded by King to accept the deed for 104-165. The motion passed **3-0**.

Brooks explained that the owner of 233-069 has a conditional approval from their lender which will clear up back taxes due on the home.

Motion by Arruda, seconded by King to sign a waiver as per RSA 80:76II-a. The motion passed **3-0**.

Motion by Arruda, seconded by King to accept the deed for 255-022. The motion passed **3-0**.

CIP – DISCUSS WITH FIRE CHIEF ITEMS & BOS GOVERNMENT BUILDINGS – Chief Clark listed three items as top priority. The gear washer/dryer, ventilation of diesel exhaust in station, and paving of the station parking lot. Arruda asked if these will be planned for the same year. Chief Clark's thought was to do the ventilation systems for each truck individually, purchasing over years. Arruda asked the cost. Chief Clark responded \$8,700 per unit with 6 units necessary, \$52,200 total – using a 2016 estimate. Arruda asked the price of the gear washer/dryer. Chief Clark said \$20,000. Arruda asked if that included installation. Chief Clark said no, but that can be done by members. Arruda asked if there is plan for the waste water so as not to overwhelm the septic. Assistant Chief Brooks has a solution. Arruda feels inclined to take on the gear washer/dryer and the exhaust and slide the paving for a year, adding he would rather do life safety items over cosmetic.

Assistant Chief Brooks brought up a plan to have a hose tower, similar to Conway's, added to the back of the building. This tower could serve two purposes; it would allow for drying of hose and could be used as a way to ventilate the entire building by one system as opposed to single units for each vehicle. Arruda asked Brooks to get a price on this idea so a comparison can be made to the unit vent system.

Chief Clark will do an RFP on the gear washer/dryer and it will be presented at Town Meeting as a warrant article. The paving of the station lot will be put off in hopes that the project will be added to the Town Hall future paving needs.

REVIEW PERSONNEL POLICY – Stacey made updates and changes for the review of the Board. Arruda noted that there needs to be adjustments made to job descriptions, specifically the Road Agent and Assistant Road Agent positions. L. Shackford will obtain sample job description from the State and similar sources to be used as templates. A brief review was made and the Board decided to individually review the draft policy outside of the meeting and have it on the September 5th agenda.

SHACKFORD'S LIST – J. Shackford has been approached by several folks about having a committee formed to assist in the hiring of the next Road Agent, specifically Jesse Shackford, Sonny Graves and Greg Hill. J. Shackford suggested that the job description be written by said committee. It would be a sub-committee of the Selectmen and be held to 91A requirements. Arruda mentioned consideration of a contract with the new Road Agent. The Board agreed to approach those three people and ask them to be a

part of the committee with hopes that there would be at least a committee of five. L. Shackford will contact Shackford, Graves and Hill.

REVIEW & SIGN MS-535 FINANCIAL REPORT OF THE TOWN BUDGET FOR YEAR END 2016 – Motion by Arruda, seconded by King to sign the MS-535 Financial Report of the Town Budget. The motion passed **3-0**.

OLD BUSINESS

LEDGE POND ROAD - This item will be discussed in non-public session.

SELECTMAN ARRUDA’S LIST – No items

SELECTMAN KING’S LIST – SWAC discussed the consideration of a second compactor at the Transfer Station. The Committee would like to set up a new compactor on the pad that the cardboard is on; and then pour a new pad to replace the deteriorating current pad. Eventually there would be two working compactors. It would be done as a warrant article in 2018 with it going out to bid. SWAC is meeting with someone on September 8th to discuss options. King also suggested this to be a CIP item.

ASSISTANT’S LIST – L. Shackford asked the Board to sign an extension for the MS-1. It is due September 1st. The extension is until September 6th allowing for signing at the September 5th meeting.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Oath of Office – ZBA – Mark Totman, Member

Bebe Bartlett, Alternate

Melissa Arias, Alternate

Workers’ Compensation Law Notice of Compliance

Representation Letter to Roberts & Greene, PLLC

Petition and Pole License: PSNH#: 45-0760

Purchase Requisition – 2017-EMD-001 \$880.00 Power Products

MS-1 Extension

6:27 PM – Arruda made a **motion** to go into three non-public sessions under RSA 91-A:3II(a), (c) and (l). Roll call vote: King – aye; Shackford – aye; Arruda – aye

7:14 PM – Arruda made a **motion** to return to public session and to seal the minutes of the three non-public sessions under RSA 91-A:3II(a), (c) and (l) seconded by King and so voted **3-0**.

7:14 PM – Arruda 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, September 5, 2017 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford, Administrative Assistant
Recording Secretary