

**BOARD OF SELECTMEN  
TOWN OF MADISON  
September 5, 2017  
MINUTES**

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

**Others Present** –Police Chief Ted Colby; Fire Chief Richard Clark; Road Agent Bill Chick, Sr.; Administrative Assistant Linda Shackford; R&D Paving Rep Gerald DuBreuil; 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 22, 2017 as written. The motion passed **3-0**.

**APPROVAL OF MANIFESTS:**

**Motion** by King, seconded by J. Shackford to approve the Manifest of September 5-15, 2017 in the amount of \$225,066.87. The Manifest breakdown is as follows: \$48,917.48 for accounts payable; \$24,569.87 for payroll; \$7,617.92 for payroll liabilities; \$130,000.00 for Madison Elementary School; \$13,889.87 for New Hampshire Retirement System; and \$71.73 for New Hampshire Retirement System – July balance. The motion passed **3-0**.

**PUBLIC COMMENT** - There were none.

**SB 38 PAVING BID OPENING** – Bids were accepted for work on Boulder Road of approximately 5,100' paving surface 1½" and Colby Hill Road of approximately 2,800' drag shim paving. Bids were received from F.R. Carroll, Inc and R&D Paving, Inc.

King opened R&D Paving's bid. R&D had total tons at 1,535 for \$65/ton. King calculated a total of \$99,775.00.

J. Shackford opened F.R. Carroll's bid. Carroll had total tons at 1,255 for \$63.40/ton. The bid calculated a total of \$79,567.00.

Arruda asked Road Agent Chick if he had any comments. Chick stated that both companies do good work. R&D Paving's Rep DuBreuil stated he might challenge those tonnage amounts commenting that Carroll's bid is a couple hundred tons short.

Arruda asked the Road Agent to review and report back in two weeks.

J. Shackford asked DuBreuil if the plan would be to do this project in 2017. DuBreuil stated they would try but have to take weather and scheduled jobs into account.

King noted that the grant amount is fixed. The amount of the grant received was \$86,930.03.

**DISCUSSION ITEMS/NEW BUSINESS**

**Adoption of 2017 Emergency Operations Plan** – Arruda stated he reviewed a copy of the Emergency Operations Plan (EOP) and it is an intense document that took a lot of hours, assistance and people to develop. Arruda had no questions, adding it is with hopes that it is never necessary to use it.

**Motion** by Arruda, seconded by King to adopt the 2017 Madison Emergency Operations Plan. The motion passed **3-0**.

**Adoption of NIMS (National Incident Management Systems) Regulations** – Chief Clark explained that by adopting these regulations we will be operating under the practices of the Federal Government. Arruda read aloud the NIMS resolution.

**Motion** by King, seconded by J. Shackford to adopt the NIMS Regulations. The motion passed **3-0**.

The Board and Chief Clark signed page 197 of the EOP acknowledging understanding their responsibilities.

**Water Quality Results – Stantec Consulting Services, Inc.** – Arruda reviewed the report and there were two items pointed out. The State of NH testing causes more expense for the town which will be taken into account for the 2018 budget; and, no real red flags were found in the results with the exception of an unusual hit on MTBE, a volatile organic compound, this could be a small slug, additional tests will be performed.

**Mowing of Transfer Station** – The Board noted the need for mowing to be performed at the Transfer Station. L. Shackford will contact the same mowing company as in past years.

## **OLD BUSINESS**

**Updated Personnel Policy** – The Board reviewed the draft 2017 revisions of the Personnel Policy. The Board did not review the Job Descriptions as more changes will be coming with a new Road Agent/Public Works description.

The Board reviewed the revisions and if discussed with notations below:

- Page 9 – Deputy Town Administrator will be removed from GRADE 17 section.
- Page 21 – Do part-time employees get time and a half when called out on a holiday if they have not worked more than 40 hours?

J. Shackford is of the opinion that part-time and full-time should be paid time and a half if called out on the holiday. Arruda asked for clarification about when part-time employees begin overtime, at 8 hours per day or 40 hours per week. L. Shackford will get an answer.

- Pages 17 and 18 – There are two different break schedules for Highway Department employees. Road Agent Chick stated that employees are given one 15-minute paid break per day; page 17 will be adjusted.

- Page 28 – Should step-parents be included in the list of immediate family?

The Board agreed that step-parents should be included in the list of immediate family.

- Page 36 – Reimbursements require the approval of the Department Head. Once approved the form is forwarded to Accounts payable for ~~approval~~ *processing* and payment.

**Motion** by Arruda, seconded by King to accept the revised changes and sign the final copy out of session. The motion passed **3-0**. Copies will be distributed to each employee with a signature of receipt obtained.

**Selectman Shackford's List** – The Town Forester informed him that the cutting of the Goodwin Town Forest has begun.

**Selectman King's List** – SWAC is meeting on Friday with vendors and to do a site visit of the Transfer Station to see if the idea to use the old pad is feasible for a compactor. SWAC is doing this in anticipation of a 2018 Warrant Article.

**Selectman Arruda's List** – John has been working with Building Inspector Boyd regarding the Verocchi junk yard case. The property has not been cleaned up yet. The next court date is September 14, 2017, King will be attending with Boyd.

**Assistant's List** – No items.

**SIGNATURE ITEMS**

Manifest

Payroll & Accounts Payable Checks

MS-1 – Summary Inventory of Values

2017 Wage Schedule

Intent to Cut: Brocaar 219-006

Nuveen 229-010

Refund of Partial Payment Redemption per RSA 80:71 – Peixoto 255-002

**6:20 PM** – Arruda made a **motion** to go into four non-public sessions under RSAs 91-A:3II(a), (c) and (l). Roll call vote: King – aye; Shackford – aye; Arruda – aye

**7:05 PM** – Arruda made a **motion** to return to public session and to seal the minutes of the three non-public sessions under RSAs 91-A:3II(a), (c) and (l) seconded by King and so voted **3-0**.

**7:05 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 19, 2017 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford, Administrative Assistant  
Recording Secretary