

**BOARD OF SELECTMEN
TOWN OF MADISON
APRIL 30, 2013
MINUTES**

Selectmen Present: Chairman Michael Brooks, Josh Shackford, and John Arruda.

Others Present: Town Administrator Melissa Arias; Emergency Management Director & Forest Fire Warden Richard Clark; Recreation Committee Chairman Heidi Forde and member Dave Caputo; Deputy Town Administrator and Selectmen's Representative to the Recreation Committee Sue Stacey; and Madison TV Videographer Noreen Downs.

Where and When Posted: Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on June 30, 2011.

Meeting Called to Order: At 5:30 p.m. by the Chairman.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen's Meeting minutes of April 16, 2013 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFEST – Shackford made a **motion** to approve the Manifest of April 22-May 1, 2013 in the amount of \$190,205.34, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$21,746.89 for payroll; \$6,873.14 for payroll liabilities; \$61,585.31 for accounts payable; \$100,000.00 for the Madison School District (5/9/13 release date).

PUBLIC COMMENTS – Emergency Management Director (EMD) and Forest Fire Warden Richard Clark was in to discuss the recent situation with him being dismissed as a Madison firefighter and locked out of the Fire Station building. Clark said he is still the EMD and Forest Fire Warden, which are positions appointed by the Board of Selectmen. Clark said the lock-out prevents him from accessing the Emergency Management files and equipment as well as the Forestry truck that is under his sole control as Fire Warden. Clark asked the Selectmen to rectify the access situation or help find an alternative location for the EMD stuff and Warden vehicle to be housed. Arruda asked Clark where the EMD's office is located and was told it's in the conference room of the Fire Station because of the designated Emergency Operations Center (EOC) that has generator and radio communication capabilities. Clark said the Forestry truck is in need of some repair work but he is unable to access it. Clark said the truck should also be able to roll in cases like yesterday's brush/woods fire. Arruda would like to see a letter written to the Fire Chief who ordered the locks changed and the Fire Commissioners indicating that the Board of Selectmen are in control of all municipal buildings and intend to allow Clark access to the building as soon as the locksmith can program a new code for him as EMD and Forest Fire Warden. Arruda said this matter needs to be addressed tomorrow morning and the Selectmen will sign the letter out of session once prepared. Arruda said there is no alternative location for the forestry truck to go.

Motion: Arruda made a **motion** to send a letter to the Fire Chief and Fire Commissioners that will be signed out of session tomorrow morning, seconded by Brooks, and so voted **3-0**.

Decision: Arias will draft a letter for the Selectmen's review and signature as soon as possible.

END OF PUBLIC COMMENTS

RECREATION COMMITTEE – The Recreation Committee requested a meeting with the Selectmen to discuss the need for and viability of the committee now that the Elementary School has taken over the youth sports portion of Parks and Recreation. Chairman Heidi Ford said the current group doesn't feel a committee is needed to oversee the \$30,000 Parks portion of the former Parks and Recreation Department. Arruda said maintenance of the parks, beaches, and cemeteries pretty much runs itself without any oversight from the Rec Committee or Selectmen. Stacey said all that's left would be the summer swim program and a couple adult programs. Stacey said the yoga instructor had been turning over 20% of her proceeds to the Recreation Department but it could go to the Madison Library instead since the classes are held in that building. Stacey mentioned the annual sign program at the ballfield and said she sent the solicitation letters this year. Stacey said she'll sit down with the Treasurer soon to outline how much is in each of the three Recreation accounts so the Selectmen can decide whether to leave the accounts separate or combine the ballfield and fieldtrip accounts into one. Brooks said he'd like to see new material added to the upper ballfield this fall. Brooks said there are enough other groups who use the fields that the concept of a pavilion shouldn't be abandoned. Forde said a committee of representatives from each of the organizations that uses the fields could get together and do some significant fundraising toward the pavilion. Shackford also mentioned how great it would be to have lights installed on one or both of the fields.

Motion: Arruda made a **motion** to accept the recommendation of the Recreation Committee to disband with all remaining responsibility reverting to the Board of Selectmen, seconded by Shackford, and so voted **3-0**.

Decision: The Recreation Committee is disbanded effective today. Arias will notify the Town Clerk's Office that tracks Board and Committee members, terms and status.

LAND USE ADMINISTRATOR – The Chairman announced that the three Land Use Board Chairmen and outgoing Land Use Administrator recently interviewed two candidates for the open position of Land Use Administrator and are recommending the Board of Selectmen approve the hiring of Christopher Young. The Selectmen were in support of this recommendation and the hiring of Young.

WELFARE ADMINISTRATOR – The Chairman announced that a combination of the Town Administrator, Deputy Town Administrator, and outgoing Welfare Administrator recently interviewed three candidates for the open position of Welfare Administrator and are recommending the Board of Selectmen approve the hiring of Denita Dudley. The Selectmen were in support of this recommendation and the hiring of Dudley.

TRANSFER STATION CLOSURE PLAN – Arruda said the Solid Waste Advisory Committee (SWAC) has been working on a Closure Plan for the Transfer Station so Madison will be compliant with the rules of the Department of Environmental Services (DES) Waste Management Division. Arruda said SWAC would like the Selectmen's review and feedback prior to the Board approving the plan. Brooks wanted to thank the members of SWAC who took the time to put the closure plan together so the town would be in compliance. Brooks suggested the footer of the plan be updated with today's date and signed out of session by the Selectmen.

Motion: Brooks made a **motion** to sign the Closure Plan for the Madison NH Transfer Station, Permit #DES-SW-TP-97-028, dated April 30, 2013 out of session, seconded by Shackford, and so voted **3-0**.

Decision: Arias will reformat the footer on the Closure Plan for the Selectmen to sign before filing the signed plan with the DES in Concord.

PURCHASING POLICY – As recommended at the last meeting, Arruda proposed revisions to the current Purchasing Policy & Procedure document for the others to review comment on prior to approval. Arruda feels the Selectmen have covered all the pricing and cost brackets as well as made provisions for emergency situations that might occur between Selectmen’s meetings. Arruda feels the need to have the taxpayer’s money accounted for before it’s spent. Arruda would like to add language to the Policy that makes Department Heads who ignore the Policy accountable in some way. Arruda said something along the lines of, “failure to comply with the above Policy may result in disciplinary action by the Board of Selectmen per the Town’s Personnel Policy, as the same may be amended.” The group discussed a couple other slight adjustments which Arias will make before putting the Policy on the next agenda.

SIGN CONSOLIDATION AT BEACHES & BOAT RAMP – The Selectmen reviewed the proposed sign consolidation language for each of the 5 town-owned beaches and the boat ramp property. The intention is to update the signs and condense them into one sign rather than a number of different signs posted on each property. Arias said each property is slightly different so each sign will have to be customized to the applicable rules or circumstances of that specific property. Arruda suggested calling Gemini Sign and asking John to come take a look at the current sign situation and the best size for the new signs. Brooks asked that sign kiosks be priced out by the sign company or possibly furnished in some other way to make the new signs more visually appealing.

SCRUB OAK SCRAMBLER SNOWMOBILE ROW TRAIL PERMISSION FORMS – The Scrub Oak Scramblers (SOS) Snowmobile Club has provided the Selectmen with a cover letter and Snowmobile Trail Permission forms for review and approval on the Boat Ramp property, the West Branch River property, and the tax deeded property on Maple Grove Road. Currently the three ROW Permission forms expire at different times throughout the year so the club is requesting they all be renewed at the same time to simplify future renewals. The Selectmen need to determine the date to renew and the term of the approval (1-year, 5-years or indefinitely).

Motion: Arruda made a **motion** to approve the three Snowmobile Trail Permission forms effective April 30, 2013 for 5-year terms, seconded by Shackford, and so voted **3-0**.

Decision: Arias will distribute signed copies to the SOS and place copies in the map and lot files.

GOODWIN FOREST BURN – Shackford brought up the proposed controlled burn to regenerate growth within the Goodwin Forest that was part of the multi-year Wildlife Habitat Incentive Program (WHIP) Grant. Shackford said the Conservation Commission has been taking about this recently because it is now believed that regrowth is happening without the need for a burn. Shackford said this may save either the Town or the Grant provider money.

EAST MADISON ROAD BRIDGE PROJECT – Arruda said the proposals for work on the East Madison Road red-listed bridge needs to get started. Arias explained the points of contact she’s made this

week in an attempt to find a sample bridge Request for Proposal (RFP) that could be customized to our project. Brooks would like to think we could have the draft RFP for the next meeting and have the proposals due back in late May or early June. Arias said the estimate received by the Road Agent could be used to format parts of the RFP but certain details would need to be added.

APPLICATION FOR ASSISTANCE – Arias produced the latest Welfare Application packet for the Selectmen to review based upon feedback given at a recent meeting. The Selectmen each looked through the packet and didn't have any comments or further changes to be made prior to it being put in circulation.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Current Use Land Use Change Tax A-5 Form – Norja Inc. (112-010-020)

Current Use Land Use Change Tax A-5W Warrant Form – Norja Inc. (112-010-020)

Timber Tax Warrant & Worksheet - #12-283-07T – Chick Sr. (229-001 & 232-023)

#12-283-04T – Berdell (248-015)

Intent to Cut Timber #12-283-03T – McGunagle (237-017)

DOT 2013 Nodal Reference Map

6:41 PM – Shackford made a **motion** to adjourn the regular Selectmen's Meeting, seconded by Arruda, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next regular Selectmen's meeting will be May 14, 2013 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary