

**BOARD OF SELECTMEN
TOWN OF MADISON
DECEMBER 6, 2011
WORK SESSION MINUTES**

Selectmen Present: Chairman John Arruda, Michael Brooks. **Absent:** Josh Shackford due to a last minute emergency at work.

Others Present: Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Town Clerk/Tax Collector Marcia Shackford; Madison TV Videographer Tim Hughes.

Where and When Posted: Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 1, 2011.

Work Session Called to Order: By the Chairman at 6:15 p.m.

APPROVAL OF MINUTES – There were no minutes to approve at this work session.

APPROVAL OF MANIFEST – There was no Manifest to approve at this work session.

2012 OPERATING BUDGET & TENTATIVE WARRANT ARTICLE REVIEW – The Chairman called this work session to review the 2012 proposed operating budget sheets and tentative warrant articles in preparation for Town Meeting on March 17, 2012.

PROPOSED WARRANT ARTICLES –

Operating Budget – The Selectmen will review the pages of the 2012 proposed operating budget after going through the tentative warrant articles.

East Madison Road – The Capital Improvement Plan (CIP) shows \$195,000 into a Capital Reserve Fund for future road improvements on East Madison Road. Stacey plugged \$228,000 into the warrant article list to match the amount appropriated in 2011. Arruda said the Town could seek engineering service proposals for the entire length of East Madison Road, which he guesses will be between \$70,000 and \$100,000. Brooks suggested the Selectmen meet with Road Agent Bill Chick and Planning Board member Andrew Smith, who is also Conway’s Highway Foreman, regarding the best way to approach a project that big. Options would include breaking the project into phases and fund them through annual warrant article appropriations or reconstruct the entire road at one time through a bond. Brooks said financial impact needs to be studied and the six-year highway plan needs to be reviewed. Brooks will not support any warrant article for 2012 that isn’t absolutely necessary. Brooks suggested the Town Hall driveway and Fire Department apron and driveway be included in the next proposal for paving services so they can be overlaid to seal existing cracks and prevent future damage.

Fire Truck – The CIP shows \$37,500 into a Capital Reserve Fund toward the purchase of a future fire truck. Arruda said the Fire Department will have to come up with three different scenarios prior to proposing the purchase of a fire truck based upon the 2011 warrant article that stated the department will look into repairing, refurbishing, or replacing an existing fire truck. Brooks said this item has been on the CIP for years now and needs to stay on the CIP. Brooks said the Selectmen and Commissioners will need

to talk seriously before Town Meeting to determine when they plan to propose a purchase and if the amount going into Capital Reserve in 2012 could be slightly less than proposed.

Assessing – The warrant article proposes \$30,000 into the expendable trust for assessing. Stacey took the estimated cost of the 2015 and 2020 revaluations and level funded the total over 10 years to arrive at \$30,000 per year. The Selectmen proposed reducing the 2012 appropriation from \$30,000 to \$15,000 in the hopes of making up the difference during a future year.

Backhoe – The warrant article proposes \$24,000 in 2012 for a 5-year lease/purchase on a new backhoe. Arruda said the Solid Waste Advisory Committee (SWAC) plans to produce a cost-saving presentation at Town Meeting about the financial benefit of using a backhoe at the Transfer Station to compact containers and capitalize on hauling packed and full containers. Arruda is concerned that SWAC's proposal will be overshadowed by those who don't want the Highway Department to have a new backhoe. Arruda said it's unfortunate that the Transfer Station will be on the losing end of this issue. Brooks said the existing Highway backhoe will need more and more work with the wear and tear it gets being used on the roads and will eventually have to be replaced.

Town Hall Roof – The warrant article proposes \$19,975 to replace the existing metal roof on Town Hall. Arruda said there's no imminent danger with leaking or damage but it is starting to rust after the last paint job 10+ years ago. Arruda has been approached by a Maine painting contractor who is interested in painting the roof but it couldn't be done this year anyway. The Selectmen agreed to remove this warrant article to keep the proposed total warrant down. The project will need to be reviewed early next year and possibly added to the CIP.

Fire Dept. Bathroom Upgrade – The Selectmen want to leave this warrant article pending the results of the Air Quality Management Services mold testing. The air quality report will determine the type, extent and danger level of the mold contamination and determine the work needed to repair it. If the warrant article stays Stacey will make it a non-lapsing article.

Fire Dept. Overhead Doors – Brooks said the current doors are functional and both Selectmen thought the article would be defeated if it remains on the warrant. Brooks said there may in fact be some heat loss while the doors are closed and there will definitely be heat loss when the doors are open but this isn't the time to replace all three working doors at once. The Selectmen will likely suggest the Fire Commissioners and Chief look to replace one door each year through their operating budget.

Fire Department Vehicle Radios – Brooks would like a Fire Department representative to explain more about this proposal. If it's the same proposal as the one that failed in 2011, the Selectmen don't support it. If it is a new proposal the Selectmen would like more information before making that decision.

Expendable Computer Equipment Trust – The Selectmen will attempt to find funds remaining in some combination of 2011 General Government Equipment, Executive, and Financial operating budgets. The 2012 proposed server replacement will be encumbered prior to December 31, 2011.

Town Forest Designation – This is a non-money article so it wasn't discussed.

Library Equipment Expendable Trust – Arruda asked Stacey to send the Library an e-mail asking if they could live with \$1,000 instead of the \$2,000 proposal.

Tri-County CAP Transit – Stacey said this article will likely come in through petition. Arruda asked Stacey to remove the article from the preliminary list and insert it upon receipt of the petition.

Drilled Well – The group discussed the current situation with the Library, Fire Department, Highway Garage and Town Hall being serviced by the same drilled well. Earlier this year the Road Agent suggested getting proposals for a second drilled well. A second water supply would allow two buildings to be on one well and two buildings to be on another well. It would also provide a contingency plan for all the buildings to use the same well temporarily should one of the wells be compromised. The sealed proposals ranged in price from just under \$10,000 to over \$17,000. Arruda said there isn't any reason why the buildings can be serviced by one water supply. Not having a contingency plan would force the Town to address a water supply issue should it ever present itself. Arruda said it may be more cost effective to have a plumber look at the existing set-up and make modifications that will allow one of the buildings to be shut-off without adversely affecting the other buildings. The Selectmen will place the proposals on file and reach out to the vendor when the project resurfaces in the future.

2012 OPERATING BUDGET – The group discussed the need to level fund the 2012 operating budget with what was approved in 2011. Cutting the janitorial costs for cleaners at Town Hall, Highway Garage and Fire Department will get the proposed budget under the 2011 approved amount.

Emergency Management - The Selectmen would like to ask the Police Chief about how his department handles cell phone reimbursement so they can model the Emergency Management phone request similarly. The Emergency Management fuel line will be discussed with Director Richard Clark when he comes to talk about Fire Department radios. Brooks suggested keeping the fuel line but reducing it to \$1 because we will have to fill the generator fuel tanks should an emergency situation arise.

Fire – The Selectmen asked Stacey to send the 2012 budget sheet back to the Commissioners and Chief and ask them to propose no more than a 3.5% increase over 2011. Currently they are proposing an 8.7% increase over 2011.

General Government Buildings – The Selectmen will not be looking to hire a professional cleaning service for janitorial work at Town Hall, Highway Garage, Fire Department or Library. The Selectmen sought sealed proposals this fall when they were considering a change to the cleaning currently being done by an employee. Stacey said Library may still pursue a professional cleaning service within their operating budget even if the Selectmen don't do it for the Town Hall and Highway Department. The Fire Chief and Commissioners have said they will follow the majority regarding this issue. Brooks said the current arrangement was made several years ago as a cost-saving measure. Brooks said the Selectmen should be addressing any concerns that exist over current cleaning performance. Brooks would like the Library to try working with the Selectmen who will work with the cleaning employee to ensure a proper job is done. Stacey will changed the janitor line of the 2012 General Government Building budget back to the 2011 amount since we will continue to use an employee in 2012. The Selectmen will visit the \$600 proposal from Bartlett Tree Experts for 4 foliage treatments at Kennett Park in early spring 2012.

Highway Department – Arruda would like to see Highway level funded by removing \$13,854 and asked Stacey to convey this message to the Road Agent. Stacey pointed out the difficulty in level funding a budget when 3.5% pay increases are proposed.

Interest – The Selectmen reduced the Interest line from \$5,000 to \$1000.

Legal – The Selectmen reduced the Town Counsel line from \$26,000 to \$15,000.

Library – The Selectmen asked Stacey to send the 2012 budget sheet back to the Librarian and Library Trustees and ask them to propose no more than a 3.5% increase over 2011. Currently they are proposing an 11.2% increase over 2011.

Madison TV – The Selectmen suggested Madison TV look to purchase equipment proposed for 2012 out of the 2011 operating budget if funds allow in the hopes of reducing the proposed 2012 budget sheet.

Solid Waste – Arruda will not support expanding the Transfer Station hours in 2012. Brooks concurred. SWAC will discuss reducing lines within the 2012 proposed budget on Thursday morning, primarily the contract line. Stacey will remove the additional 5 hours per week that were built into the Solid Waste wage line for 2012 because the Transfer Station hours are not going to be expanded next year.

2011 OPERATING BUDGET – The Selectmen briefly discussed the proposal from Air Quality Management Services in Lewiston, ME to test mold levels in the Fire Department bathrooms for \$817.50. This contact was made after the last Advisory Budget Committee Meeting when the Fire Chief spoke with the Committee about plans to consolidate two existing bathrooms into one.

Motion: Brooks made a **motion** to sign the AQM testing proposal for \$817.50 to be done as soon as possible, seconded by Arruda, and so voted **2-0**.

Decision: Arias will send the signed proposal back to AQM via e-mail.

PUBLIC COMMENTS WERE NOT PERMISSIBLE AT THIS WORK SESSION.

SIGNATURE ITEMS –

Homeland Security & Emergency Mgmt. letter re: Hazard Mitigation Plan update by MAPS
NH LGC Medical & Dental Coverage & Rates for 2012
Air Quality Management Services proposal for mold testing at Fire Dept.

ADJOURN: 7:50 PM – Arruda made a **motion** to adjourn, seconded by Brooks, and so voted **2-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting will be on Tuesday, December 13, 2011 at 5:30 p.m. The Selectmen will also attend the next Advisory Budget Committee meeting on Wednesday, December 14, 2011 at 6:15 p.m.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary