

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

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

**Others Present:** Town Administrator Melissa Arias; Fire Commissioners Richard Wells, Alan Gilman & Joyce Elliott; resident & firefighter David Cribbie; Madison TV Videographer Tim Hughes.

**Where and When Posted:** Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 5, 2013.

**Meeting Called to Order:** By Brooks at 6:15 p.m.

**APPROVAL OF MINUTES** – Arruda made a **motion** to approve the Selectmen’s Meeting minutes of December 24, 2013 as prepared, seconded by Brooks, and so voted **2-0**.

**APPROVAL OF MANIFEST** – Arruda made a **motion** to approve the Manifest of December 27 - 31, 2013 in the amount of \$63,098.64, seconded by Shackford, and so voted **2-0**. The Manifest breakdown is as follows: \$14,264.68 for a one-week payroll; \$11,330.04 for payroll liabilities on two separate payroll runs (12/24/13 & 12/31/13); \$37,503.92 for accounts payable; \$0.00 for the Madison School District.

**THERE WERE NO PUBLIC COMMENTS**

**FIRE COMMISSIONER QUARTERLY MEETING** – The group set the dates for the 2014 quarterly meetings with the Fire Commissioners, which will be during Selectmen’s Meetings on 2/11, 5/20, 8/26, & 11/18/14.

**4CAR1 FUEL USAGE & MILEAGE** – Brooks said the Board of Selectmen received a Memo from the Road Agent about the use of the Highway Department fuel pumps by other departments. Brooks said the Road Agent had several reasons for bringing this matter up, including the Selectmen’s expectation that the Highway Department operating budget remain level funded over the last several years. Brooks said currently the fuel for the Highway Department, Fire Department & Code Enforcement are paid for out of the Highway Department budget. Brooks said increasing fuel costs have made level funding the Highway budget a challenge for the Road Agent and now may be the time to look into alternatives. Brooks suggested taking the fuel line out of the Highway Department budget and establishing a stand-alone Fuel line, similar to that of the Ambulance line. Brooks said the Road Agent’s Memo offered three options for the Board to consider; send the fire trucks to the DOT fuel pumps in Tamworth or Conway, install a computerized tracking system on the Highway fuel pumps and have Fire & Code pay for their fuel from their operating budgets, or continue using the manual tracking sheets and have Fire & Code pay for their fuel from their operating budgets. Brooks said he doesn’t support the fire trucks going outside of town to fill up due to the additional mileage and time it will take. Brooks said he can’t support the option of a computerized tracking pump system because of the \$30,000 cost. Brooks said this leaves the option to continue tracking fuel usage on the clipboard sheets and entering the data into a computer spreadsheet. Brooks said removing the fuel line from the Highway Department budget would be an equitable solution for everyone. Arruda has concerns over taking the fuel cost out of the Highway Department budget

because there wouldn't be the added level of oversight by Chick as the department head. Arias explained how the hand-written fuel logs are now being data entered into an Excel spreadsheet for tracking purposes. The group discussed and generally agreed upon generating a stand-alone Fuel line within the overall operating budget for 2014. Brooks asked if the department usages based upon the Excel spreadsheet could still be tracked under the new Fuel line and Arias assumed it could be but said she would have to check with Sue Stacey. Brooks said including fuel usage by vehicle in the Town Report would also be beneficial. Wells pointed out that 4Car1 and the other fire trucks sit idling at calls which might skew fuel usage when comparing it to mileage numbers. Brooks brought up the issue of 4Car1 being driven by the new Fire Chief who lives outside of Madison. Elliott said the Chief lives just over 1 mile from the Madison town line and in theory there are locations within Madison that are a lot farther than one mile from the Fire Department building. Wells said the Fire Commissioners have allowed 4Car1 to be taken out of town by the Chief for personal use like doctor's appointments, etc. with the thought that he could respond quickly to an emergency call from his out-of-town location. Arruda said he's received comments over the years about Madison Police cruisers being outside the jurisdiction of Madison but he's been able to easily explain the reasons why, including court, vehicle & radio repairs, fueling cruisers, and the fact that all the officers live outside of Madison and need a cruiser at their house when they are taking call. Arruda said he doesn't have a problem with 4Car1 being with the Fire Chief as long as he's responding directly to calls instead of just driving to the Fire Department to pick up another piece of apparatus. Brooks said the point in all this is that people are watching and the Fire Chief needs to be mindful of how much and where he's going when driving 4Car1.

**FIRE DEPARTMENT BUDGET SHEETS VS. DRAWDOWNS** – The Commissioners asked to talk about the Fire Warden and Forest Fire lines that sometime appear and sometime don't on their budget drawdowns. Commissioner Elliott handed out a 9-page packet containing an explanatory cover sheet, drawdown copies from 4/3/13, 4/15/13, 6/25/13, 7/10/13, 8/20/13, 10/2/13, and 12/23/13, and a copy of the 2014 proposed Fire Department operating budget. The April budget drawdown include the Fire Warden and Forest Fire lines but starting in June 2013 the two lines are no longer reflected in the drawdown and the Commissioners asked why. Arias explained that the Forest Fire Warden asked that the two lines not appear in the Fire Department drawdowns because the Fire Chief and Fire Commissioners don't have the authority to expend monies from those lines. His concern in leaving the lines in the drawdown was that it would give the Fire Department a false sense that they had \$5,300 more in their budget than what they actually have spending authority over. Additionally, the three most recent drawdowns include the Year End Encumbrance – Fire Department line. Elliott contested the way in which the previous year's encumbrances are shown of the current year's drawdown. Arias attempted to articulate why the encumbrances have been set up in this manner before suggesting Elliott speak to Deputy Town Administrator Sue Stacey who handles the finance side of the Selectmen's Office or Treasurer Catherine Tilton who closes out the year-end books and works with the Auditors. The Fire Department asked to either have the Fire Warden and Forest Fire lines put elsewhere in the overall operating budget or be included in their drawdowns from this point forward. Brooks asked whether the Fire Commissioners would press to have the State of NH Forestry truck moved out of the Fire Department building if those two lines were put elsewhere in the budget. The Commissioners said no; that the Fire Department was under the control of the Selectmen as a government building and there is no alternative location for that piece of apparatus. The Selectmen reiterated that the Fire Chief and Commissioners have no spending authority over the two lines before asking Arias to see that future drawdowns show all lines listed under the Fire Department budget page. Wells said the Fire Department hasn't and won't expend funds out of those lines but he's pretty sure funds from the Fire Department operating budget have been used to acquire items for the Fire Warden in years past. Wells pointed out that any maintenance expenses for the Forestry truck should be paid out of the

Forest Fire line, not the Fire Department vehicle repair line. The Selectmen agreed. The group briefly discussed the pros and cons to having a State owned Forestry truck assigned to Madison.

**LIBRARY TRUSTEES CONCERN OVER ROTTEN SILLS** – The Selectmen recently received a letter from the Library Trustees asking for an investigation into rotten sills around the building as a result of the work done to the sunroom space by a local contractor this summer/fall. Arruda suggested having the Code Enforcement Officer take a look under the drop ceiling to see whether the sills around the main building need to be looked at by a carpenter. Arruda said he’s shocked that the sills could be compromised because the oldest part of the building is only 20 years old. Brooks said nothing can be done to remedy the situation with snow on the ground but if the Code Officer sees sign of trouble the Selectmen could get estimates to replace the sills prior to Town Meeting 2014.

**LIBRARY TRUSTEE ALTERNATE APPOINTMENT** – The Library Trustees have sent a letter of recommendation for Bruce Kennedy to be appointed as an alternate member of the Board until March 2014.

**Motion:** Brooks made a **motion** to appoint Bruce Kennedy as an alternate member of the Library Board of Trustees through Town Meeting 2014 and have the Appointment and Oath of Office signed out of session by the Board once it’s prepared, seconded by Arruda, and so voted **2-0**.

**Decision:** The Town Clerk’s Office will be asked to draw up the paperwork for the Selectmen to sign.

**2013 YEAR END ENCUMBRANCES** – The Selectmen reviewed the detailed list of funds to be encumbered from the 2013 operating budget for payment sometime in 2014. The list is as follows:

Assessing -	\$ 6,000.00	for continued representation against PSNH by George Sansoucy at the BTLA
Financial -	\$ 308.67	for a new shredder from Staples
Financial -	\$ 2,360.00	for work by Kofile on Town Record Book #8
Fire -	\$ 2,784.14	for 2 dry hydrant kits from EJ Prescott
Fire –	\$ 3,550.00	for 2 sets of protective clothing from Bergeron Protective Clothing
Fire –	\$ 550.00	for a new compressor from Silver Lake Home Center
Library –	\$ 46.94	for DVD’s from Amazon
Parks & Rec -	\$ 900.00	for Briggs Land Surveying to update the Ward Parcel septic design
TOTAL	\$10,499.75	

**Motion:** Brooks made a **motion** to encumber \$10,499.75 as presented, seconded by Arruda, and so voted **2-0**.

**Decision:** A copy of the encumbered funds list will be provided to the Treasurer and retained with Accounts Payable.

**TOWN HALL PIANO** – This topic will be postponed until a full board is present.

**ALUMINUM CAN RECYCLING AT THE TRANSFER STATION** – Arruda said he talked with the attendant(s) at the Transfer Station last weekend about the overflowing aluminum beverage can trailer. Arruda said there appears to be confusion around whose job it is to transport the trailer to AR Metal (Ricker’s) in Tamworth. Arruda suggested Arias ask Chick Sr. to have the trailer transported to Ricker’s

by the Highway Department this week. Arruda would then like Chick Sr. to see about making a one-ton available so a Transfer Station attendant can transport the trailer to Tamworth in the future. Hopefully this can be done late in the workday on Monday when the trailer will be dropped off and unloaded by Ricker midweek at his convenience before being picked up again by the attendant early Friday morning. This arrangement should be more than manageable and will prevent the Town from paying mileage reimbursements to an employee or volunteer committee member using their personal vehicle to transport the trailer.

**SIGNATURE ITEMS –**

Manifest

Payroll & Accounts Payable Checks

**NON-PUBLIC SESSION – 7:28 PM** – Brooks made a **motion** to adjourn the public session and go into non-public session under RSA 91-A:3II(c) to discuss a Fire Department matter then into a second non-public session under RSA 91-A:3II(e) to discuss ongoing litigation, seconded by Arruda, and so voted. Roll Call Vote: Brooks – aye, Arruda - aye. **8:50 PM** – Brooks made a **motion** to return to public session and seal the minutes of the non-public sessions, seconded by Arruda, and so voted **3-0**.

**8:50 PM** – Brooks 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 14, 2014 at 5:30 p.m. in the Town Hall Meeting Room when two Public Hearings will be held to discuss the need to formally organize the Madison Fire/Rescue Department under RSA 154:1 through a 2014 warrant article at Town Meeting and to discuss the transferring of funds from the Town’s Boulder Loop account to the Geological Society of NH’s non-profit account for the continued upkeep of the Madison Boulder State Park.

Respectfully submitted,

Melissa S. Arias, Town Administrator  
Recording Secretary