

**BOARD OF SELECTMEN
TOWN OF MADISON
JANUARY 8, 2013
MINUTES**

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

Others Present: Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Madison TV Videographer Emilie Riss.

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

Meeting Called to Order: By the Chairman at 5:30 p.m.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of December 26, 2012 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFEST – Shackford made a **motion** to approve the Manifest of December 31, 2012 – January 9, 2013 in the amount of \$146,187.27, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$22,816.89 for payroll; \$259.77 to correct the payroll liabilities from the last meeting (liabilities from this pay period will appear on the next Manifest); \$123,110.61 for accounts payable; \$0.00 for the Madison School District.

THERE WERE NO PUBLIC COMMENTS AT THIS TIME.

2013 BUDGET REVIEW – Deputy Town Administrator Sue Stacey was in at the Selectmen’s request to review the proposed 2013 operating budget and warrant articles. The Selectmen felt adjustments needed to be made prior to the next Advisory Budget Committee Meeting on January 29, 2013 because the proposed combined budget as presented by Department Heads was up 14.9%. The Selectmen reviewed the 2013 budget pages line by line and made the following comments or adjustments:

OPERATING BUDGET

Conservation – Shackford said the Conservation Committee voted at their last meeting to withdraw the \$5,000 warrant article for land acquisition in 2013.

Fire Department – Arruda said the reimbursement line needs to be reduced to \$55,000 until the Selectmen can obtain and understand the breakdown and basis for the proposed increase. Stacey said the Deputy (acting) Fire Chief has indicated that the 2012 Fire Department operating budget will likely be over expended because of a journal entry in the amount of \$1,895.57 for a portion of their 2011 year-end encumbrance appeared on the 2012 drawdown making the Fire Officials believe there were more funds available than actual. Arruda said the proposed heating line seems off based upon the amount expended in 2012. Arruda said the conversion from oil to gas apparently added a new and secondary heater in the front left corner of the building near the ceiling. Arruda said he originally thought the electrical costs would go down based upon the heating upgrade but the drawdown proves otherwise. The Selectmen asked Stacey to increase the heating line of the budget to equal the amount expended in 2012.

Highway – Brooks said there are a bunch of culverts sitting out beside the Highway Garage and questioned why the culvert line is increasing by \$2,000. Stacey will look into this. The Selectmen noted that the road maintenance line has the largest increase in 2013 so the Road Agent needs to be prepared at

Town Meeting to explain which roads will be worked on this year. The Selectmen would like a list of roads in advance of Town Meeting in case the Road Agent is dealing with inclement weather that day.

Tax Anticipation Notes – The Selectmen instructed Stacey to reduce the amount from \$1,000 to \$1 because the cost to prepare a future note would come out of legal budget line.

Legal – The Selectmen will adjust this line on the floor at Town Meeting if needed.

Library – Arruda recently reviewed the State Statute that governs the preparation and acceptance of the Library operating budget. Arruda said the language is gray. Arruda suggested asking the Library Trustees to attempt to level fund the 2013 budget but the other two Selectmen didn't want to pursue this unless the voters at Town Meeting propose to do so.

Parks and Rec – The Selectmen will leave this budget alone until after the School's Deliberative Session where the School Board will look to incorporate funds into the 2013-2014 School Budget to cover the youth sports part of the Parks and Rec. Department. The Town's share of the Parks and Rec. budget could be adjusted at either the Town's Public Budget Hearing or on the floor at Town Meeting once it's determined that the transitioning of the youth sports programs to the School will take place within the School's next budget period (July 1, 2013 - June 30, 2014).

WARRANT ARTICLES

East Madison Road – The Selectmen will reduce the amount of this article to \$100,000.

Highway Heavy Truck – Arias said sealed bids will be opened at the Jan. 22nd Selectmen's Meeting.

Fire Department Exhaust System – The Selectmen will strike this article but noted that the deadline for submitting a petitioned Warrant Article is February 5th if the Department wants to pursue it that way.

Highway One-ton Truck – The Selectmen will remove this article from the warrant in order to support the Highway Heavy Truck article.

Highway Expendable Trust – Arruda said the Highway Department is shopping around for a newer used backhoe so the existing backhoe can be placed permanently at the Transfer Station. This article will be left alone until the Highway Department reports back on the proposed purchase price of a used backhoe.

Fire Radio – The Selectmen will remove this article and agreed that radios would be replaced as needed when one is actually out of service. A petitioned warrant article is another option.

Madison TV Equipment – Arruda would like to see the Madison TV station be self-supporting. Arruda asked Stacey to find out what the estimated 2013 Time Warner franchise fees will be. Arruda hopes the \$5,000 they are proposing in this warrant article can come out of the franchise fees and operating budget instead. The Selectmen will readdress this article as Town Meeting gets closer.

Conway Channel 3 – The Selectmen will address this article closer to Town Meeting and after the 2013 franchise fee amount is known.

Franchise Fees – This article will be contingent upon the above two that pertain to Madison TV.

POLICE CRUISER BID – Arias said Police Chief Jamie Mullen is requesting the Selectmen's approval to use the State of New Hampshire's bid list to spec out the replacement police cruiser proposed through a 2013 Warrant Article. Mullen said the State bid list indicates one point of contact for all the various dealerships that participate. Mullen would ultimately like to use the dealer in closest proximity to Madison for recall and warranty purposes. Shackford said he researched cruiser prices for the Town of Freedom and found that no dealership could come within \$6,000 of the State bid amount. Brooks asked Arias to have Mullen at least make a phone call to the Conway dealership once the State bid price is determined to get in writing that they cannot meet or exceed the State bid. Repair and warrant work should still be able to be done in Conway, even if the purchase comes from another dealership.

SOLID WASTE OPERATOR TRAINING – Arias informed the Board that she's trying to coordinate the required annual training for Madison's four NH Department of Environmental Services (DES)

Certified Solid Waste Operators but it's becoming increasingly difficult to accomplish. The DES used to put on several training seminars throughout the course of every year at their Concord headquarters. Due to funding issues they have ceased all training classes except for the initial solid waste operator certification course. However, in order to renew our certifications the DES still requires operators to have a minimum of 2.5 hours of continuing education units each year. Arias was recently informed by DES that they wouldn't be honoring on-line webinars for CEU's much longer and suggested we attend the January and February 2013 NRRA Members/Operations Marketing Committee meetings. Arias has reached out to the Local Government Center Risk Management Department to see if they will provide a related training opportunity and attendance certificates for the four operators.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Intent to Cut Timber - #12-283-16 – Lucy (254-010)

Timber Tax Warrant & Worksheet – 12-283-05T – Ettinger (245-006)

12-283-06T – Ettinger (121-004)

12-283-08T – Kennett (246-011)

Municipal Diesel Exemption Certificate for 2013 from Jesse Lyman

Municipal Gas Exemption Certificate for 2013 from Jesse Lyman

NON-PUBLIC SESSION – 6:37 PM – Brooks made a **motion** to go into non-public session under RSA 91-A:3II(a) to discuss a personnel policy matter and then into another non-public session per RSA 91-A:3II(e) to discuss pending litigation, seconded by Shackford, and so voted. Roll Call Vote: Shackford – aye, Arruda – aye, Brooks – aye. **7:30 PM** – Brooks made a **motion** to return to public session and seal the minutes of the two non-public meetings, seconded by Shackford, and so voted **3-0**.

7:30 PM – Brooks made a **motion** to adjourn, seconded by Shackford, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's meeting will be January 22, 2013 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary