

**BOARD OF SELECTMEN
TOWN OF MADISON
JULY 9, 2013
MINUTES**

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

Others Present: Town Administrator Melissa Arias; Carroll County Transit Representative Jack Rose; Police Chief Jamie Mullen; Rockhouse Mountain Property Owners Association Chairman David Weyandt and Water System Manager Andrew Conti; Madison TV Videographer Amy Boyd and future Videographer Garrett Boyd.

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 June 25, 2013 and the non-public meeting minutes of June 25, 2013 that are being made public, as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFEST – Shackford made a **motion** to approve the Manifest of June 28 – July 8, 2013 in the amount of \$280,808.70, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$21,642.68 for payroll; \$7,722.06 for payroll liabilities; \$101,443.96 for accounts payable; \$150,000.00 for the Madison School District (7/18/13 release date).

THERE WERE NO PUBLIC COMMENTS

CARROLL COUNTY TRANSIT – Jack Rose from Tri-County Community Action Program (CAP) and Carroll County Transit was in to talk with the Selectmen about the Blue Loon buses. Rose said they have recently expanded their dial-a-ride/door-to-door service hours to 8 am to 5 pm Monday through Friday. Rose said they are running the scheduled bus from North Conway to West Ossipee and West Ossipee to Wolfeboro one day a week (Thursdays) on a trial basis. Rose said there will be an informational meeting at Silver Lake Senior Housing next Wednesday which will include a free bus ride on a 16-passenger bus to try and peak ridership interest. Rose left a bunch of flyers and a copy of an e-mail from Todd Fahey, Court Appointed Special Trustee, regarding his objective to stabilize and strengthen the organization and the thousands it serves before moving on.

PUBLIC COMMENTS – David Weyandt, President of the Rockhouse Mountain Property Owners Association, and Andrew Conti, Water System Manager, were in to discuss a water expansion project that will affect the Town of Madison. Weyandt said he spoke with Road Agent Bill Chick earlier today but was directed to the Board of Selectmen. Weyandt said the association needs to find a location for a new well and has exhausted the possibilities within their development. They are in the process of testing for water on a nearby Madison property owned by Debra Iampietro (tax map 214, lot 006) which is located off Class VI Modoc Hill Road. The association is looking to purchase an easement from Iampietro if they can find ample water and sink a well on her property. The easement will include the location of the well-head and water line which will run out onto Class VI Modoc Hill Road somewhere between 130’ - 200’

from its intersection with Town Line Road and be five or more feet underground. Weyandt is looking for permission from the Town to dig holes and bore along/underneath Class VI Modoc Hill Road and across Class V Town Line Road. Arruda said the upper portion of Town Line Road is owned by the Town of Conway and knows this because of our interaction with Conway when we rebuilt Town Line Road several years ago. Weyandt said he's already been to Conway to discuss the project and has had to fill out a two-page document regarding the project including how traffic control will be handled. Conway is also requiring a bond which comes with a checklist from their engineer. Conti said the association is working with the State of NH and there was a site inspection earlier today. Before they move any further the association needs to seek permission from the Town of Madison to drill/bore and place the water line underneath the Class VI Modoc Hill Road. Conti said the total project length is about 550' from where they leave private property to the end point with half being Madison and half being Conway. Shackford asked whether Lampietro will be able to access her property for the duration of the construction work and Arruda asked if the area around the Class VI Road will be surveyed. The answer to both questions was yes. Brooks said the Town will need to grant the association an easement over the road once the survey is complete and their proposal can be better understood. Brooks suggested the survey plan contain enough metes and bounds along the Class VI Road so they can be used in drafting the easement document from the Town of Madison to the association. Conti asked the Selectmen to issue the association a letter of intent stating that the Town is aware of the proposal and is willing to work with the association going forward. The Selectmen were in agreement with drafting a letter as long as it can be subject to the association finding an ample water supply and be conditional upon an official survey map or engineered plans so we can grant an easement and ensure the association complies with all DES requirements and mandates. The Selectmen asked Arias to draft a letter for the Board to sign out of session.

PEDDLING POLICY – Police Chief Jamie Mullen was in to talk with the Selectmen about considering a policy to address selling products and services door-to-door. Mullen said Madison and other local Police Departments have received calls about unsavory businesses trying to peddle products or services and take advantage of residents. Mullen said some towns require Hawkers and Peddlers Permits and this policy sort of piggy backs on that requirement. Mullen said this issue came about within the last year after some gypsy pavers came through trying to coerce people into doing business with them. Mullen said there have been other service providers trying to do business with residents but they don't stick around or can't be contacted once the work is done and payment rendered. Mullen said this might help assist the Police Department in following up on disputes about property owners being targeted or victimized by fly-by-night businesses. Mullen made a statement that not all door-to-door businesses are deceitful. Mullen asked the Selectmen to look over a Policy adopted by Tuftonboro and see whether they feel Madison could benefit from something similar.

VETERANS MONUMENT PAYMENTS – Arthur's Memorial has sent the Veterans Monument Committee an invoice for the remaining due on the singular granite stone wing for the Veterans Monument (\$2,249.50) and a rendering of the engraving on the wing for which they are requesting a 50% deposit (\$1,022.50). The Selectmen had no concern about paying the balance due on the granite wing but Arruda had a concern about the engraving proof because at quick glance it appears as though all people could be World War II veterans. Arruda said the World War II heading is so predominant that its not clear that only the top 18 names are from WWII and the remaining 60 names are veterans who have served since then. Arruda proposed adding a second header line above the 60 names that says, 'Since World War II These Have Served'. Arias offered to pass Arruda's comments onto Henry Forrest to see why the committee had the names placed as shown. Shackford asked Arias to find out whether the void at bottom right of the wing will be engraved on-site at a future time or will left blank and said he know of a

few more names that could be added at this time. The Selectmen will address the down-payment on the engraving at the next meeting once the Board understands more about the engraving services.

Motion: Brooks made a **motion** to authorize the Trustees of the Trust Funds to release \$2,249.50 to Arthur's Memorials for the remainder due on the granite wing (Inv. #1525), seconded by Shackford, and so voted **3-0**.

Decision: The Trustees of the Trust Fund will receive a copy of these minutes once approved along with a payment voucher form and invoice copy so the above payments can be made.

TRANSFER STATION OPERATING PLAN – The Solid Waste Advisory Committee (SWAC) has been working on a Transfer Station Operating Plan for the Selectmen to review and approve before it is filed with the Department of Environmental Services in Concord.

Motion: Brooks made a **motion** to approve the Operating Plan for the Madison Transfer Station and sign it out of session once prepared, seconded by Shackford, and so voted **3-0**.

Decision: The Operating Plan will be updated with today's date and prepared for the Selectmen's signatures out of session before filing with DES.

2012 AUDIT REPRESENTATION LETTER – The Selectmen reviewed the 2012 Auditor's Representation letter which was drafted and sent to us by the auditing firm to be printed on Town letterhead. Arruda said he doesn't recall signing a letter like this before and asked if this is new. Brooks said there are 42 enumerated items, some of which are repetitive in nature, which are intended to cover the auditing company's rear end. Brooks said some of the items may not even apply to us, like GASB. Brooks asked that the letter be put off until the next meeting so the Board can find out who signed last year's letter, whether the Board of Selectmen must sign this year in order to receive our 2012 audit report, and if a differently worded letter can be written and signed by the Selectmen to accomplish the auditors objective. Arruda said he doesn't even understand the meaning of all the terms used in the letter.

MS-5 FINANCIAL REPORT of TOWN BUDGET – The Selectmen reviewed the MS-5 Financial Report of the Town Budget prior to it appearing under Signature Items later in the meeting. Brooks said this report was prepared by Catherine Tilton and once signed will be forwarded to the Department of Revenue Administration.

Motion: Brooks made a **motion** to sign the MS-5 Form to be submitted to the DRA, seconded by Arruda, and so voted **3-0**.

Decision: The MS-5 will be signed by the Board under Signature Items.

BACKHOE PURCHASE WITH SURPLUS – Brooks said the approved 2013 Warrant Article #14 that established a Capital Reserve Fund under RSA 35:1 to purchase a backhoe with money from unreserved fund balance (not to exceed \$111,000) will come to fruition sooner than the Board initially thought. According to our Department of Revenue Administration representative, Michelle Clark, the Town has sufficient funds per the approved MS-5 Form, page 6, Fund Equity, item e. Originally the Selectmen thought we would have to wait until the end of 2013 to determine the unreserved fund balance. Brooks asked to have a check prepared for \$111,000 payable to the Trustees of the Trust Fund on the next

Manifest so the Capital Reserve Fund can be established. Brooks also asked that the Road Agent begin the process of seeking sealed bids for a backhoe purchase.

GILMAN CEMETERY – Arruda said he’s been approached by two residents recently concerning a leaning slab of granite along the Gilman Cemetery retaining wall that divides the upper and lower cemetery sections. Arruda said the piece is about 4 or 5 feet long and has been leaning into a tree for so long that the tree is starting to grow around the granite. Arruda said his concern after seeing the leaning wall is that it holds up very old graves in the upper cemetery. If the tree gives out and the granite piece falls on the lower cemetery plots it could bring parts of the upper cemetery with it. Arruda said the language of the Gilman Cemetery Agreement needs to be researched to determine whether the repair is the property owner’s responsibility or the Town’s responsibility. Arruda said the Selectmen as Cemetery Trustees should probably send a letter to Gilman if it’s determined to be his responsibility.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Madison Transfer Station Operating Plan – to be signed out of session once prepared

MS-5 Financial Report of the Town Budget (2012)

6:48 PM – Shackford made a **motion** to adjourn, seconded by Arruda, and so voted **3-0**.

NEXT SELECTMEN’S MEETING – The next regular Selectmen’s meeting will be July 23, 2013 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary