

**BOARD OF SELECTMEN
TOWN OF MADISON
JULY 23, 2013
MINUTES**

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

Others Present: Town Administrator Melissa Arias; Road Agent Bill Chick, Sr. & Assistant Road Agent Bill Chick, Jr.; Tax Collector Marcia Shackford; Fire Commissioner and owner of Gilman Cemetery Alan Gilman; Conway Daily Sun Reporter Daymond Steer; resident & firefighter David Cribbie; Madison TV Videographer Amy 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 July 9, 2013 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFEST – Shackford made a **motion** to approve the Manifest of July 15 – 24, 2013 in the amount of \$203,120.90, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$21,540.10 for payroll; \$7,058.70 for payroll liabilities; \$23,522.10 for accounts payable; \$151,000.00 for Trustees of the Trust Fund; and \$0.00 for the Madison School District.

PUBLIC COMMENTS – Daymond Steer asked whether the Selectmen saw the e-mail he sent the Town Administrator earlier today pertaining to a lawsuit filed by Richard Clark against the Town and Fire Chief. Brooks told Steer the Town and Selectmen were served with the lawsuit moments ago by a Sheriff’s Deputy and that there will be no comment because of the pending litigation. **END OF PUBLIC COMMENTS**

EAST MADISON ROAD BRIDGE REPLACEMENT SEALED BIDS – The Selectmen opened the sealed bids on the proposed East Madison Road bridge replacement project. The results were as follows:

<u>Bidder</u>	<u>Amount</u>	
GW Brooks & Son	\$143,500	Notes with add-ons
AJ Coleman & Son	\$183,390	Start immediately & finish by November 11 th
Burnham Company	\$159,900	Notes with add-ons

Shackford asked the Road Agent and Assistant Road Agent to review and compare the three bid packets before the Selectmen make a decision. Arias was asked to post a meeting Thursday morning at 7 am to review the findings and discuss any comments by the Road Agent. Shackford said he knows all three companies are qualified and would prefer to go with the lowest bidder as long as the review is favorable.

POLICE CRUISER SEALED BIDS – The Selectmen opened the sealed bids for the purchase of the 2006 Ford Crown Victoria police cruiser. The results were as follows:

<u>Bidder</u>	<u>Amount</u>
Julie Thomas	\$1,001
Edward Daley	\$1,011
Robert Gray	\$1,005
Peter Kondrat	\$1,550
Mark Emme	\$1000.10
Jeremy Beauchesne	\$801

Motion: Brooks made a **motion** to sell the car to Peter Kondrat for \$1,550, seconded by Arruda, and so voted **3-0**.

Decision: Arias will contact Kondrat and prepare the paperwork for the sale.

2010 DELINQUENT PROPERTY TAX LIST – Tax Collector Marcia Shackford was back in to present the Board with an updated list of property owners with delinquent 2010 property taxes who are in jeopardy of losing their property to a Tax Collector’s Deed in August. The list currently contains 22 properties with 18 different owners involved. Marcia said the Selectmen will need to determine if any of the properties present a liability or other hazard that will prevent the Selectmen from accepting the deed. Marcia said she will be back before the Board on August 20th and will have deed waivers ready for any parcel that might pose a hazard or risk. For those properties the Selectmen decide to tax deed, Marcia will prepare the deeds after the August 20th meeting for the Board to sign out of session once prepared. The group reviewed each of the properties on the list and the Selectmen preliminarily determined to take deeds to the following properties if the 2010 property taxes are not paid by the deadline: 117-001, 111-003, 105-068, 113-121, 111-042, 109-009, and 120-005. The Selectmen will confirm their decision and consider the other properties on the list during the August 20th Board meeting.

OLD HOME WEEK 2013 WAIVER REQUEST – The Selectmen are in receipt of the Old Home Week Committee’s annual request for waivers of the parking and alcoholic beverage regulations. This year the dates are between Wednesday, July 31 – Sunday, August 11, 2013.

Motion: Shackford made a **motion** to grant the waivers requested by the Old Home Week Committee, seconded by Arruda, and so voted **3-0**.

Decision: Arias will notify the Old Home Week Committee and Police Department of the Selectmen’s decision.

RECYCLING EQUIPMENT GRANT APPLICATION – The Solid Waste Advisory Committee (SWAC) is suggesting the Selectmen apply for a grant from NH the Beautiful in order to recoup the cost of the recently retrofitted Transfer Station aluminum beverage can recycling trailer that had been previously owned by the Madison School District and used to transport skis to King Pine during the ESSC program.

Motion: Arruda made a **motion** to sign the grant application, seconded by Shackford, and so voted **3-0**.

Decision: The Selectmen will sign the grant application under Signature Items before it is sent to NH the Beautiful.

BUILDING PERMIT APPLICATION PROPOSED CHANGES – Arias and the Code Enforcement Officer have been working on a revision to the building permit application in order to address and clarify permit renewals. Arias said the current application states that building permits are good for one year and can be renewed prior to the expiration date for \$50 or after the expiration date for \$5 per thousand dollars of remaining construction cost. Arias said a couple property owners have been requesting permit renewals annually for 3-4 years without any activity on the property. History has shown that building plans tend to change when the project isn't started within the first two years. Therefore, new language is being proposed throughout the building permit application to make it clear that a building permit renewal is a one-time request and any work that isn't finished after the single renewal expires has to be covered under a whole new permit.

Motion: Arruda made a **motion** to accept the changes to the building permit application with regard to the one-time renewal of the original permit, seconded by Shackford, and so voted **3-0**.

Decision: Arias will make the proposed changes final on the application packet and get them into circulation in place of the previous version.

2012 AUDIT REPRESENTATION LETTER – After briefly discussing the representation letter to the auditing firm during the last Selectmen's Meeting it was determined that Selectmen Brooks and Shackford signed last year's letter. The Selectmen will sign the letter under Signature Items later in the meeting.

VETERANS MONUMENT COMMITTEE PROPOSAL – The Selectmen reviewed a proposal from Henry Forrest of the ad-hoc Veterans Monument Committee dated July 12, 2013 outlining the suggested formation of the town affiliated Veterans Committee. Brooks read the proposal prior to discussion by the Board. Brooks thought assigning terms and differentiating between regular and alternate members wasn't necessary because the Veterans Committee is being established as an advisory sub-committee of the Board of Selectmen. Brooks said the advisory sub-committee wouldn't have any decision making authority but would instead make recommendations to the Board of Selectmen who would vote to take action. Arruda pointed out that one of the recommended alternates doesn't reside in Madison and therefore can't serve. Brooks proposed appointing the remaining eight people on the list plus himself as Selectmen's Representative to make an odd numbered group.

Motion: Brook made a **motion** to appoint Ed Foley, Henry Forrest, John Sherwood, Franklin Jones, Jesse Shackford, Paulette Lowry, Richard Wells, and Bruce Brooks to the Veterans Committee with Mike Brooks sitting as Selectmen's Representative effective immediately, seconded by Arruda, and so voted **3-0**.

Decision: Arias will notify the Town Clerk so appointments and oaths of office can be drawn up for the Selectmen to sign at their next meeting.

PEDDLERS POLICY – The Selectmen discussed the Police Chief's request during the last Board meeting to consider a Hawkers, Peddlers, and Itinerant Vendors Regulation similar to that of the Town of Tuftonboro. Arruda asked Shackford if this is really a problem in small towns. Shackford said the regulation would be a tool for the Police Department to use when a problem presents itself, which is usually once a year based on his experience. The Police Chief will be asked to consolidate the extensive Tuftonboro Regulation with the ordinance recommended by the State Police recently in a letter to the

Town. Once the consolidated document is put together by the Chief it will be put back on the agenda for the Selectmen to review.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Veterans Credit Application – 108-096

Petition & Pole License – FairPoint – 1 pole on North Division Road

Scenic Road Notification Letter – Petition & Pole License on North Division Road

Inspection Station Appointment – Annual Renewal of Station #3441 @ Madison Garage

Department of Revenue PA-28 Inventory of Taxable Property 2014 – not required

Letter re: Gilman Cemetery Agreement & retaining wall issues

NH the Beautiful – Grant Application for Recycling Equipment – can trailer

Auditor's Representation Letter for 2012 Audit

PUBLIC COMMENTS - Alan Gilman asked what the issue is with the retaining wall at the Gilman Cemetery and was told by Arruda that the concern is the granite slab leaning into a tree should the tree that is holding it up fail. Gilman said he has reached out to Durkee Crane and will follow up with him to get the piece reset. Arias made a copy of the letter to Gilman for our files so he could take the original with him this evening. **END OF PUBLIC COMMENTS**

6:40 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 August 6, 2013 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary