

**BOARD OF SELECTMEN
TOWN OF MADISON
MAY 28, 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.; Eidelweiss Commissioner Mark Graffam; Silver Lake Association of Madison (SLAM) President Hersh Sosnoff and wife Mary Anne; and 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: At 5:30 p.m. by the Chairman.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of May 14, 2013 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFEST – Shackford made a **motion** to approve the Manifest of May 20 - 29, 2013 in the amount of \$191,834.92, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$20,967.05 for payroll; \$6,747.64 for payroll liabilities; \$14,120.23 for accounts payable; \$150,000.00 for the Madison School District (6/6/13 release date). Shackford made a **motion** to approve the Manifest of May 27, 2013 in the amount of \$9,679.01, seconded by Arruda. Brooks said he reviewed the invoices and has asked the Town Mechanic for input on the work done to ensure he hadn’t already addressed items that we were charged for. Shackford said the work has already been done so out of fairness to the vendor the invoices should be paid. The Selectmen’s Memo from March 20, 2013 stated that no work should be done to Engine 1 without communication between the Fire Commissioners and Board of Selectmen. The Selectmen issued a follow up Memo to the Commissioners on May 16, 2013, which was after the work was done by Lakes Region, stating that work on Engine 1 would need to be approved by the Selectmen in advance. End of discussion. Shackford’s motion was so voted **3-0**. The Manifest breakdown is as follows: \$9,679.01 to Lakes Region Fire Apparatus for repairs to Engine 1 covered by 2013 Warrant Article #3.

PUBLIC COMMENTS – Hersh Sosnoff thanked the Highway Department for the work done recently at the Boat Ramp on the driveway and ramp area. Sosnoff said the annual maintenance will only help extend the life of the ramp and access.

Mark Graffam said he talked with Jim Molloy of Madison TV about the relationship, or lack thereof, between Madison and Conway with respect to PEG TV. Graffam asked the Selectmen if they had received anything from Conway regarding PEG TV since Town Meeting and told the Selectmen that Conway has been discussing Madison TV at their Board meetings. Graffam believes that Madison and Conway still have different ideas about the relationship the two towns are to have so he talked with Molloy about possibly branching Madison TV out to encompass Freedom and Tamworth. Graffam said this would be similar to what Conway does with the towns to their north. Graffam thinks this concept might be worth pursuing if nothing happens with Conway or we no longer share a Time Warner PEG channel. The Selectmen were okay with looking into this option. Graffam will encourage Jim Molloy to

send a Memo to the Selectmen via Melissa showing his support of this endeavor and offered to talk with Madison TV Board member Denise Noel as well.

Mark Graffam brought in a sign the Village District of Eidelweiss ordered online so the Selectmen could see the quality and style for beach signs. **END OF PUBLIC COMMENTS**

HIGHWAY DEPARTMENT EXTERIOR – The Selectmen wanted to talk with the Road Agent about the exterior of the Highway Garage building and whether the necessary work could be done by Highway employees. Chick Sr. said he had an estimate to re-stain the entire building and trim, and replace one section of T1-11 that has a hole in it. Arruda said if two Highway Department employees are interested in working together on the exterior after hours or on weekends they would earn overtime. Chick Sr. said he will ask the crew tomorrow and get back to the Board via Arias.

BEACH SIGNS – The Selectmen explained to Chick Sr. that new consolidated signs are being priced out for each of the Town beaches and the Boat Ramp. The Selectmen are looking to have the presentation of the signs uniform throughout, even if the information on the signs needs to be different. The Board asked the Road Agent if anyone on his crew would be capable of building a simple structure for each of the signs to be installed in/on. The Selectmen gave Chick Sr. a computerized drawing as an example and said it would be very similar to the existing sign kiosk at the Foot of the Lake beach. Shackford said the upright posts should be pressure treated and buried in the ground. Chick Sr. asked whether this work would be done after hours and paid with overtime like the Highway Garage exterior and the Selectmen said yes. Graffam showed the group Eidelweiss' new 2' x 4' sign purchased online from a company in Austin, TX that cost under \$200 delivered. The Selectmen said the sign pricing received from local companies is way too high so they'd like the signs priced out through the online company Eidelweiss used.

EAST MADISON ROAD BRIDGE PROJECT – Arruda said the NH DOT Bridge Division is advising the Town that the Qualifications Based Selection (QBS) process will need to be followed if the Town intends to participate in the Bridge Aid Program for the Frost Brook bridge over East Madison Road. Shackford said he called Nancy Mayville at the DOT Bridge Division last week to talk with her about the project and the funds raised at Town Meeting toward the repair or replacement of the double-culvert bridge. Mayville said the current funding year for bridge projects is 2022. Brooks said the Selectmen have a fairly easy decision to make given this timeline; hold off for years for involvement in the Bridge Aid Program or branch out and do it on our own sooner. Chick Jr. said the contractor who provided the initial estimate during the 2013 budget process works with a company that makes the concrete bridge structures. Chick Jr. said that company has engineers they work with to ensure compliance with all State of NH requirements for things like environmental studies, flow estimates, permitting, etc. Arruda said the Town still needs to put the work out to bid and recommended finding three or four companies that build and sell pre-engineered rigid concrete bridge structures but also provide the required environmental studies and permitting. Arruda said the next step after the culvert is purchased is to put out another Request for Proposal for the installation portion. The Selectmen thought the permitting would take at least 90-120 days which might not allow time for installation in 2013.

EAST MADISON ROAD PAVING – Chick Sr. asked the Selectmen if they want any shimming or overlaying done to the East Madison Road this summer. Chick Sr. said he got a price of \$72/ton for a 3/4" shim over 2½ miles of East Madison Road in three different segments that will cover the worst sections of road. Brooks said the shim would cost over \$80,000 based upon those figures. Arruda asked

Chick Sr. to get a list of paving contractors to Arias so she can put out a simple Request for Proposal to be opened at the June 25th Selectmen's meeting.

TRANSFER STATION ENTRY SIGN – The Solid Waste Advisory Committee (SWAC) coordinated the ordering of a new sign for the Transfer Station to comply with the requirements of the Department of Environmental Services Solid Waste Division. The sign was ordered at no charge through NH the Beautiful and picked up fairly recently at NRRRA by a SWAC member. Unfortunately, the name of the establishment on the sign is printed as Madison Recycling Facility instead of Madison Transfer Station. The sign also indicates that we compost, which we currently do not. SWAC has brought these two issues to the Selectmen's attention through an e-mail and is looking for guidance on what needs to be done before the sign is hung. The Selectmen didn't have an issue with the recycling facility reference in the title and said the compost lettering can easily be concealed with tape. Therefore, the Selectmen would like the sign posted as is and if too many issues result from the new sign we would be entitled to get another one next year through NH the Beautiful.

FIRE DEPARTMENT ACCESS CODES – Arias asked the Selectmen how they want the reprogramming of the Fire Department entry lock to go. Shackford said he picked his Town Hall alarm code when he became a Selectman and thought the fire members should do the same. Arruda, Brooks, and Arias said their Town Hall alarm codes were randomly assigned, which is how Chief Mullen recommended we handle the matter. Arias said she's concerned about making contact with all the members in a timely fashion, especially after hearing that many of them don't want to change their codes at all. Brooks said Arias should divert any push-back she gets during the process to the Board of Selectmen. Arias said she would prefer to randomly assign new codes and deliver them to the members prior to the reprogramming date which is yet to be determined. The Selectmen said they will support Arias whichever way she chooses to handle the access to the Fire Department.

TAN MEMO & SPREADSHEET FROM TREASURER – The Selectmen reviewed the Treasurer's Memo and Tax Anticipation Note (TAN) spreadsheet with anticipated revenues and expenditures as requested at a recent Selectmen's Meeting. The Selectmen decided not to initiate a TAN at this time and asked that the payables be closely scrutinized and paid as close to the due date as possible to ensure we have enough money to cover payroll and other expenses while the first issue taxes for 2013 start to roll in.

REVERSE 911 PROGRAM – Arias asked the Board to again consider enrolling in the Reverse 911 Program with the NH Bureau of Emergency Communications. The Selectmen had previously asked for a presentation on the program before signing up but the State is only providing training opportunities for those towns that enroll. The Selectmen were in favor of moving forward with enrolling and will put some thought into the two people they want to designate before the next meeting.

SELECTMEN'S PAY 2013 – Arias asked the Board whether they want to receive their 2013 Selectmen's stipend in one check at the end of the year or two separate checks in June and December. Arruda and Shackford want two checks and Brooks wants one. Arias will have the two June checks included in the next Manifest.

DEPT. of REVENUE TRAINING SESSION – Arias said she was asked by our Dept. of Revenue Administration Property Appraisal Division representative if the Selectmen or any other municipal official/employee would be interested in attending a local evening training session on how the DRA

equalizes total town property values within Carroll County to arrive at the County portion of every town's tax rate. Two of the Selectmen said they would attend an evening training session.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Purchase Requisition #2013-HIGH-001 – All States Materials Group (\$4,240) liquid calcium

Intent to Cut – 12-283-04T – Marks w/Logging on Class VI Road Regulation (114-074)

Timber Tax Warrant & Worksheet - #12-283-14T – Twigg-Smith (223-007)

#12-283-13T – NFTI Ltd Partnership (3 lots)

#12-283-10T – Hocking Realty (226-005)

#12-283-11T – North Pole Trust (240-001)

#12-283-09T – Rancourt (235-001) none cut

Property Abatement Decisions – DENIED – Souza (103-083 & 109-035)

Foley (113-060)

Northern NE Telephone Op (228-031)

PSNH (000-00B)

Property Abatement Decisions – GRANTED – Randall (108-139) @ \$72.38

Morneau (109-023) @ \$368.80

Kelly (105-082) @ \$156.56

Brown (104-094) @ \$172.43

2013 Ford Expedition Police Cruiser – Payment Request & Partial Acceptance Certificate w/Irwin

NON-PUBLIC SESSION – 7:05 PM – Brooks made a **motion** to go into non-public session under RSA 91-A:3II(c) to discuss a personnel matter with the Town Clerk/Tax Collector, seconded by Shackford, and so voted. Roll Call Vote: Shackford – aye, Arruda – aye, Brooks – aye. **7:15 PM** – Brooks made a **motion** to return to public session and seal the minutes of the non-public session, seconded by Shackford, and so voted **3-0**.

7:15 PM – Shackford made a **motion** to adjourn the regular Selectmen's Meeting, seconded by Arruda, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next regular Selectmen's meeting will be June 11, 2013 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary