

**BOARD OF SELECTMEN
TOWN OF MADISON
NOVEMBER 26, 2013
MINUTES**

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

Others Present: Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Becky Knowles and Linda Smith from the Madison Historical Society; and Madison TV Videographer Emilie Riss.

Where and When Posted: Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on October 4, 2013.

Meeting Called to Order: By Brooks at 5:35 p.m.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of November 12, 2013 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFEST – Shackford made a **motion** to approve the Manifest of November 18 - 27, 2013 in the amount of \$590,792.42, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$19,781.06 for payroll; \$6,088.36 for payroll liabilities; \$20,701.00 for accounts payable; \$494,222.00 for the Madison School District (release date of 11/29/13); and \$50,000.00 for the Madison School District (release date of 12/5/13).

THERE WERE NO PUBLIC COMMENTS

FIRE TRUCK FINANCING – Sue Stacey said the document produced by the Fire Commissioners wasn’t what the Selectmen and Budget Committee asked for at last week’s Budget meeting. The Fire Commissioners indicated at that meeting that they had financing information and interest rates for the new fire truck purchase. Stacey said the document was left in a sealed envelope on Selectman Shackford’s desk by Commissioner Elliott. A closer look of the document showed that the document listed interest rates from the proposed truck purchase in 2013. Arruda asked whether the Fire Commissioners were going to be working on the truck financing or whether the Selectmen’s Office would be doing it. Stacey said she’d prefer to make contact with the financing outfits we have worked with in the past. Brooks said details on a purchase this large should be handled by the Selectmen’s Office and encouraged Stacey to reach out to her financing contacts.

2014 SELECTMEN’S MEETING SCHEDULE – Stacey said six of the eleven 2014 paid holidays fall on or the day prior to a scheduled payroll. Stacey said in 2013 seven of the eleven holidays fell on a payroll week. Stacey proposed changing the meeting weeks in 2014 by running a single-week payroll on December 30, 2013 for the period December 22-28 so the 2014 Selectmen’s meetings fall on non-holiday weeks. Stacey said in 2004 the Selectmen made a change to the Selectmen’s meeting interval which has negatively impacted every other year since then. All three Selectmen were in favor of the proposal.

WELFARE GUIDELINE APPENDIX A REVISION – Sue Stacey said she attended the NHMA Annual Conference in Manchester on November 6th & 7th. She spent a whole day partaking in welfare related

seminars. Stacey is proposing a revision to the Allowable Levels of Assistance Payments (Appendix A) of the Madison Welfare Guidelines in order to separate electrical and heating expenses from the monthly shelter allowance and to specify household size over bedroom count. Stacey said Madison is currently without a part-time Welfare Administrator but we have contacted the Town of Freedom's subcontractor for assistance with an ongoing case as well as input on the proposed revision.

Motion: Brooks made a **motion** to revise the public assistance application packet with a revision to Appendix A as presented, seconded by Arruda, and so voted **3-0**.

Decision: The revised Appendix A will replace the previous version in the Welfare Application packet.

HEALTH TRUST 2014 RENEWAL – The Selectmen received a letter from HealthTrust dated October 24, 2013 containing information on our 2014 renewal rates for medical and dental insurance. The increase over 2013 will be 7.9% for medical and 0% for dental but we will receive a return of surplus for the year 2012 in March 2014 amounting to \$9,307.66. Arruda has reviewed a PowerPoint presentation on the Affordable Care Act and said it is confusing at best. Arruda suggested asking volunteers from the Budget Committee who have a finance background to serve on a sub-committee that would (1) look at our existing insurance policies and seek out competitive pricing, and (2) research and get a better understanding of the ramifications to the Town and employees if all of the current guidelines within the new healthcare system remain the same. Arias explained that she and Stacey contacted two insurance companies looking for competitive prices for 2014 health insurance. Arias said there are really two options for a municipality our size which are going through HealthTrust or the NH Interlocal Trust. Arias said these organizations work with Anthem & Matthew Thornton (HealthTrust) and Harvard Pilgrim (Interlocal Trust) for plan coverage and each plan comes with a number of tiered options. Arias said comparisons between the tiered options was already provided so there won't be much work for the Budget Committee members to do in that regard. Brooks would like to schedule a time for a HealthTrust representative to present information on this to the Selectmen and employees who receive medical benefits from the Town. Shackford questioned whether this would be productive given that our HealthTrust representative is sales oriented.

Motion: Brooks made a **motion** to sign the medical and dental renewal with HealthTrust which will renew us from January – December 2014, seconded by Shackford, and so voted **3-0**.

Decision: The Chairman signed the document which will be forwarded to HealthTrust for their records.

PROPERTY-LIABILITY 2014 RENEWAL – The Selectmen received a letter from Property-Liability Trust (PLT) dated October 31, 2013 containing information on our 2014 renewal rates for workers compensation and property liability. Stacey estimates the increase over 2013 to be 23.2% for workers compensation and 26.6% for property liability. The increase is due to a change in the Town's experience modifier which has been negatively impacted by various lawsuits and claims against the Town. Arias said there are two renewal documents; one that will cover the Town from January 1, 2014 – June 30, 2014 and one that will cover the Town from July 1, 2014 to June 30, 2016. PLT is offering a "not to exceed" rate caps of 5% for the period July 1, 2015 – June 30, 2016 and is looking to transition their January 1st renewal clients to a July 1st fiscal year going forward.

HISTORICAL SOCIETY BUILDING – Historical Society members Becky Knowles and Linda Smith were in to discuss their building restoration project. Knowles said they have raised \$47,600 and there is \$75,000 in a Capital Reserve Fund which gives them \$122,600 at the present time. Knowles presented the Selectmen with copies of an estimate from Burnham Company to relocate the building on the same property and place it on a new foundation. Knowles said she realizes the job will likely have to go out to bid eventually but sees this as a starting point. The proposal of 3/5/2013 is for \$133,600 but doesn't include removing ledge they encounter during the excavation process, replacing any rotten sills, tying down interior cabinets, replacing a section of deteriorating floor, or additional granite needed to finish the foundation. Brooks asked Knowles whether grant applications have been filed and Knowles said they've looked into grants but the applications require architectural plan which will cost roughly \$60,000. Brooks said an architect shouldn't be required to relocate an existing building but Knowles said that doesn't matter. Knowles estimates it will cost the Town more money to pay an architect in order to receive grant funds than just doing the work ourselves. Brooks threw out the idea of fundraising by selling personalized bricks for a new walkway. Knowles and Smith liked that idea and said that the Historical Society recently sent out letters soliciting donations but would keep the brick concept in mind. Knowles and Smith said the Historical Society has purposely not asked for money from Town Meeting in recent years but are thinking they might be ready to propose a warrant article at Town Meeting 2014. Knowles said ideally they'd like to do the work this coming summer. The Selectmen asked Knowles and Smith to attend the next Budget Committee meeting on December 17, 2013 at 6:00 p.m. to discuss their proposal.

ANTIQUÉ FIRE TRUCK – Knowles said the Historical Society met with the Fire Commissioners about relocating the antique fire truck from the Madison Garage to the Historical Society. Knowles and Smith agree that the antique fire truck should be kept by the Town of Madison but said there isn't currently space or availability to get it inside the Historical Society building. Knowles said the Historical Society would like to get their building relocation project completed and then look to put on an addition in the rear that might accommodate the antique fire truck. Brooks suggested Knowles go back to Burnham Company and ask for an addendum to the existing estimate for the cost of a small addition on a slab at the back of the Historical Society to be completed at the time the building is moved. Knowles asked if the fire truck can stay in its current location for the time being. The Selectmen said yes but everyone needs to know that there's the everyday risk that the truck could be damaged being stored in the Madison Garage. Knowles and Smith will plan on attending the next Budget Committee meeting to discuss their building project and will hopefully have the cost of the addition at that time.

MOSAIC PARCEL MAP PROJECT – The Town has received a Memorandum of Understanding (MoU) from the NH Department of Revenue Administration (DRA). The DRA has partnered with the UNH Technology Transfer Center T2 to develop an inter-municipality data sharing pool for assessment and tax mapping data. Each Town within NH will have the ability to join or opt-out of this municipal sharing pool, which will be for use of town employees only.

Motion: Shackford made a **motion** to join in on the Mosaic Parcel Map project and data pool, seconded by Arruda, and so voted **3-0**.

Decision: The Chairman will sign the MoU under Signature Items below and it will be transmitted back to the DRA for their files.

WORKFORCE HOUSING SURVEY – The Selectmen received a request to complete a survey on Workforce Housing from someone named Donald Walker. The survey asks for the Board of Selectmen's

position on the efforts to repeal or replace the NH laws related to Workforce Housing. Brooks said creating the local job market is more important to him than providing the opportunity for housing. Arruda doesn't propose changing the law because it has had no effect on Madison. Brooks read the names of the individuals who are requesting to repeal the law, most of whom are associated with the Town of Alton, NH. The Selectmen decided to ignore the survey request and take no action at this time.

TRANSFER STATION MONITORING AGREEMENT 2014 – The Selectmen have received Stantec's 2014 Water Quality Sampling and Post-Closure Monitoring proposal. Based upon successful results during all previous monitoring years the Town is now able to reduce the frequency of the testing and will recognize a cost savings of over \$2,500 in this budget line for 2014. The agreement will be signed under Signature Items below and transmitted to Stantec for their records.

HIGHWAY UNIFORM AGREEMENT – The Highway Department's existing uniform contract with Cintas has less than 12 months remaining which has allowed the driver to rework our pricing. The new agreement will save the Highway Department \$20 per week on the invoices as a thanks for our continued business. The agreement will be signed under Signature Items below and copies provided to the Cintas driver.

CORRECTIVE & CONFIRMATORY SELECTMEN'S DEED – The Selectmen's Office has recently learned that an original 1992 deed issued by the Town of Madison to Mark Francis for a parcel of land in Eidelwiess was never recorded at the Carroll County Registry of Deeds by Francis. Currently Francis is looking to sell the property but the title search indicates a gap in the chain of title. The property in question was known as tax map 38, lot 138/139 in 1992 and now makes up the southern half of tax map 104, lot 150 because a condition of the sale from the Town was that lot 138/139 would be merged with lot 136/137. Arias and Brooks worked up a Corrective and Confirmatory Selectmen's Deed for the current Board to sign and have recorded at the Registry to close the title gap. A copy of the original deed will be attached to the new deed and marked Exhibit A in order to avoid paying transfer tax. Arias was instructed to require a check made payable to the Carroll County Registry of Deeds in the amount of \$24.46 prior to the deed being recorded so the recording cost isn't the Town's responsibility.

RSA 674:41 BUILDING PERMIT APPLICATION REVIEW – POMEROY/MARTIN (125-003-001 & 125-003-003) Arruda said he can't remember the last time he went back on a decision made as a Selectman but he's starting to rethink the decision he made regarding building permits off private Winter Road Extension. Arruda said he has looked back over the language of RSA 674:41 as well as reviewed the Memo from the Fire Chief regarding accessibility to the Pomeroy property with fire trucks. Arruda doesn't see our Fire Department refusing to try and get into someone's property in order to fight a fire but the Memo from the Fire Chief indicates the difficulty in getting to the units in the 4-wheel drive pickup which is the smallest of the Fire Department vehicles. Arruda said his concern in this is that future owners might not realize the limitations of access to the property. Arruda said the original vote to issue the Pomeroy building permit was 2-1 with Shackford and Arruda in favor and Brooks opposed. Arruda wondered whether the Board should wait to receive the agreement back from Town Counsel or whether he should call for a re-vote on the decision at this point. Arruda said the Pomeroy's would still have the ability to apply to the Zoning Board of Adjustment for an Appeal of an Administrative Decision if the Selectmen's decision is reversed. Shackford said he voted to issue the building permit under the pretense that the applicants would be willing to sign the Town's agreement without negotiating the context of the document. Brooks pointed out that the waiver of liability agreement will still need to be executed and recorded before a building

permit can be issued no matter what the Zoning Board of Adjustment decides in a Variance or Appeal of an Administrative Decision application.

SHERIFF’S DEPARTMENT GRANT SUPPORT – The Selectmen’s Office has been asked to submit a letter to the Carroll County Sheriff’s Department in support of their grant application to the NH Department of Safety – Homeland Security and Emergency Management division. The Sheriff’s Department is applying for grant funds to upgrade and improve their existing radio communications system, which will in turn benefit all the agencies that use the Sheriff’s Department for dispatch services.

Motion: Brooks made a **motion** to sign the letter to the grant review committee in support of the Carroll County Sheriff’s Department grant application initiative, seconded Shackford and so voted **3-0**.

Decision: The Selectmen will sign the letter under Signature Items below and transmit a copy to the Sheriff’s Department for submission with the grant application.

SIGNATURE ITEMS –

Manifest
Payroll & Accounts Payable Checks
HealthTrust & Property-Liability renewals for 2014

Motion: Brooks made a **motion** to sign the workers compensation and property liability renewals with Property-Liability Trust which will renew us from 2014 - 2016, seconded by Shackford, and so voted **3-0**.

Decision: The Chairman signed the documents which will be forwarded to Property-Liability Trust for their records.

MOU with DRA re: Municipal Data Sharing Pool & Mosaic Parcel Map project
Stantec Transfer Station monitoring agreement for 2014
Cintas Uniform Agreement
Corrective & Confirmatory Selectmen’s Deed for part of 104-150
After Deeding Letter to former owner of 111-003
Tax Collector’s Abatement #2013-008 – for 2013P02 taxes on 111-003 tax deeded to Town
Caterpillar Delivery Service Record for new 420F PL backhoe
Payment Arrangement for property taxes per 10/29/13 non-public with Selectmen
Appointment/Oath of Office – Library Trustee – Cheryl Littlefield
SWAC – C. Paul Littlefield

NON-PUBLIC SESSION – 6:58 PM – Brooks made a **motion** to go into non-public session under RSA 91-A:3II(a) to discuss a personnel matter with the Police Chief and then into another non-public session under RSA 91-A:3II(a) to discuss 2014 salary/wage amounts, seconded by Shackford, and so voted. Roll Call Vote: Shackford – aye, Brooks – aye, Arruda - aye. **7:55 PM** – Brooks made a **motion** to return to public session and seal the minutes of the non-public sessions, seconded by Shackford, and so voted **3-0**.

7:55 PM – Shackford 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 December 10, 2013 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary