

**BOARD OF SELECTMEN
TOWN OF MADISON
OCTOBER 1, 2013
MINUTES**

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

Others Present: Town Administrator Melissa Arias; Veterans Advisory Sub-Committee members Henry Forrest, Franklin Jones, and Ed Foley; Fire Commissioner Alan Gilman; EMS Coordinator Dave Aibel; 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: By the Chairman at 5:30 p.m.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of September 17, 2013 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFEST – Shackford made a **motion** to approve the Manifest of September 23 – October 2, 2013 in the amount of \$366,434.98, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$20,928.81 for payroll; \$7,774.96 for payroll liabilities; \$87,731.21 for accounts payable; \$100,000.00 for the Madison School District (release date 10/01/13) and \$150,000 for the Madison School District (release date 10/10/13).

THERE WERE NO PUBLIC COMMENTS

VETERANS ADVISORY SUB-COMMITTEE – The Board invited the members of the Veterans Advisory sub-committee in to talk with them about the group’s purpose and new town-affiliation. Previously the group was operating as a stand-alone ad hoc committee that met on the first Monday of the month at 6:30 p.m. in the Library Chick Room. Brooks said he’ll be the Selectmen’s Representative attending the sub-committee meetings but that the venue will be changed to the Town Hall Meeting Room. Arias will post the monthly meeting dates, time and location for the remainder of 2013. Brooks said one granite wing has been purchased and the next step is to have it engraved with veteran names. Brooks said the Selectmen’s Office has received negative comments from people about the mock-up of the new granite wing due to misspelling or missing suffixes on names, the appearance that all names being added were World War II veterans, and the retention by the sub-committee of DD214 forms which contain confidential information. Forrest said a decorative shape has been added to the wing design to differentiate between the World War II veteran names at the top and all those who have served since underneath. Forrest said there is room for 2 additional World War II veteran names which should be sufficient. Forrest said the group would like to have the engraved wing ready and installed for Veterans Day on November 11, 2013. Brooks said administratively the Town of Madison is unable to retain copies of DD-214 documents. Brooks said the newly town-affiliated sub-committee will either need to destroyed or return the DD-214’s to the veterans. Forrest asked the Selectmen whether the sub-committee could use funds from the Veterans Monument Capital Reserve Fund to pay for a recording secretary. Brooks said he’ll take the minutes because the funds should be spent only toward what the donations were intended. The group asked the Selectmen permission to cut some low branches, shrubbery, and dead trees in the area of the monument.

The Selectmen were fine with the request. Forrest asked other questions about the procedural running of the sub-committee, which were all answered by the Selectmen.

Motion: Brooks made a **motion** to authorize payment in the amount of \$2,045 to Arthur's Memorials for the engraving of the tablet pending receipt of an invoice, seconded by Arruda, and so voted **3-0**. Arias informed the Selectmen that the Trustees of the Trust Fund will not release payment from the Capital Reserve Account until they receive a copy of the approved minutes from this meeting. Brooks offered to be the go-between with Jeff at Arthur's Memorials.

Decision: Brooks said he will notify Arthur's Memorials that the payment was authorized at this meeting and a check will be coming later this month. He hopes this will be enough for the engraving work to begin. Brooks will also request an invoice.

FIRE DEPARTMENT FLU CLINIC & WELLNESS FAIR PROPOSAL – EMS Coordinator Dave Aibel and Fire Commissioner Alan Gilman were in to talk with the Selectmen about the flu clinic and wellness fair being proposed by the Fire Department on November 9th. Aibel said he learned this summer that the coming flu season could hit with epidemic proportions. Aibel talked with the officers of the Fire Department and the Fire Department's 501©3 non-profit organization about holding a flu clinic in an attempt to get as many residents vaccinated as possible. Aibel said there would also be blood pressure and blood glucose screenings and blank Mediation Information cards handed out for people to complete and post at home on their refrigerators or another conspicuous spot. Aibel said he asked the Town Administrators about insurance coverage for the event but questions within his e-mail were not adequately understood by the representative from the Town's insurance provider. Arruda asked about cost and Aibel said the Carroll County representative he spoke with said drug companies might be willing to donate the vaccines. Otherwise the cost to purchase the vaccines would be about \$15 - \$20 each. Aibel said the 501©3 account should have sufficient funds to cover the cost. Aibel said he was hoping to have the shots administered by volunteers but the question of whether these individuals would be covered against medical liability by the Town's insurance policy came up. Aibel said there are other alternatives like contacting the local Medical Reserve Corp Unit for members qualified to give shots, reaching out to two doctors who reside in Madison to see if they would write an order for the shots and name nurses or individuals who can give inoculations, asking Conway Fire/Rescue if they have licensed paramedics who could come assist with the inoculations, or have the 501©3 purchase a one-time insurance binder for coverage in administering the shots. Aibel said none of the insurance documents that have been produced by the Town and the Town's insurance company address the medical malpractice part of a potential insurance claim. Arruda said the administration of flu shots, or any other type of shot, is outside of the scope of ordinary emergency services provided by Fire/Rescue which is why he assumes there would be no coverage by the Town's insurance provider for the people giving the shots. The Selectmen didn't have an issue with the proposal moving forward as long as Aibel secures a copy of the policy of insurance coverage for whatever option he coordinates and provides the Selectmen's Office with a copy of the same. Brooks suggested having a representative from HealthTrust come up and give a presentation on the insurance coverage provided to Fire/Rescue personnel under the Town's insurance policy. The Selectmen also encouraged Dave Aibel to reach out to Scott Weden at HealthTrust directly to have any further questions answered.

FIRE COMMISSIONER QUARTERLY MEETING – Since only one Commissioner appeared this evening the appointment will be moved to the October 15th Selectmen's Agenda. Before he left Commissioner Alan Gilman asked what was intended for the antique fire truck and whether it would take a vote of Town Meeting to sell or dispose of it. Arruda said the Board of Selectmen has the authority from

Town Meeting to dispose of Town property and equipment without going back to Town Meeting. Gilman said the antique fire truck should be given to the Historical Society for display but it was assumed that they don't have the ability to get the truck inside their building or keep it under cover. Brooks wondered if a local collector like Sut Marshall might be interested in housing the antique truck. Either way the truck is taking up precious storage space with the Madison Garage. The group briefly talked about lack of storage space and whether some of the equipment we have, like the jet ski & trailer, four-wheeler & trailer, and lighting trailer, are used or are intended to be used in the future. This will be part of the discussion with the Commissioners during the next Selectmen's Meeting.

DISPOSAL OF 2010 TAX DEEDED PROPERTIES – Arias asked the Selectmen to think about when and how they want to dispose of four properties deeded to the Town in 2010 for non-payment of property taxes. The Town has held onto the properties for the three year redemption period afforded to the former owner. The Selectmen asked that the topic be put on the agenda in early 2014 because the Board was inclined to hold a Public Auction next spring/summer with the same auctioneer that we used in 2009.

SAMPLE PAYMENT ARRANGEMENT DOCUMENTS – The Selectmen discussed two sample payment arrangement documents provided by the Tax Collector's Office for use if a property owner with delinquent property taxes comes to meet with the Selectmen to discuss their circumstances. Brooks said he's in favor of the two-page version and the others concurred. Brooks said the Board has learned through experience that Tax Collector liens are more proprietary than Selectmen's welfare liens so leaving the tax balance on the Tax Collector's side gives the Town the best change of recouping the delinquent taxes. The two-page form will be used in future non-public meetings with taxpayers if the Board is willing to consider a payment arrangement.

LETTER REGARDING REACH THE BEACH RELAY – The Selectmen discussed the draft letter to the coordinator of the Reach the Beach Relay Race outlining the Board's concerns over safety and insistence that an alternate route around Route 113 be sought for all future races. The letter as prepared will be signed under Signature Items.

WARD PARCEL PAVILLION – Shackford said the septic design plan for the Ward Parcel Pavillion cannot be located at White Mountain Survey with the rest of E.R. O'Brien's mylar plans. Shackford asked Arias to attempt to contact O'Brien in Arizona or reach out to Briggs Land Surveying as suggested in an e-mail from White Mountain Survey.

TRANSFER STATION GLASS – Arruda said he called Coleman's about the Transfer Station glass and they're not interested in the ground material, free or otherwise. Arruda was told of issues with the glass material not binding with asphalt or whatever aggregate it is mixed with. Wayne Wheeler from the NH Dept. of Environmental Services (DES) told Arruda that the crushed glass can be used by the Town as road bed material or on other Town projects as long as it's 1" minus in size and not used as general fill. Arruda will call Coleman's back to ask whether they have a mobile crusher that could process the glass and ensure the end product is < 1". If so Arruda will ask for a cost estimate in the hopes that it will be less than \$10,000. Arruda thinks the road/trail on the Ward Parcel would be a great place for the Highway Department to spread the glass on.

TRANSFER STATION LANDFILL TESTING – Arias received an e-mail from Don Moore of Stantec regarding the recently renewed DES Groundwater Permit that goes along with the Landfill Closure Plan at the Transfer Station. The new permit calls for reducing the well sampling frequency from two times per

year to one time per year and reducing the Summary Reports from once a year to once every two years. The e-mail asked the Selectmen to address a concern of the DES about monitoring well MW-4A being bent. The Selectmen need to decide whether to repair the well for around \$500 or decommission it for around \$1,800. Brooks asked Arias to get an official proposal for the repair of the well so they can act on it at the next meeting.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Intent to Cut Timber - #13-283-08T – NFTI (111-028; 217-009; 220-003)

#13-283-09T – Allen Rev Trust (234-018)

#13-283-10T – Hocking Trust (226-011)

Veterans Credit Application – 106-023

Letter to Reach the Beach Relay re: traffic & other safety concerns

6:52 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 October 15, 2013 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary