

**BOARD OF SELECTMEN
TOWN OF MADISON
December 26, 2017
MINUTES**

Selectmen Present – John Arruda, Robert J. King, Jr., and Josh L. Shackford

Others Present –Police Chief Ted Colby; Fire Chief Richard Clark; Finance Director Su Stacey; Code Officer Bob Boyd; Librarian Sloane Jarell; Library Trustees Peter Stevens, Cheryl Littlefield and Linda Smith; DPW Selection Committee member Jesse Shackford; Administrative Assistant Linda Shackford; Madison TV Videographer Amy Boyd

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 19, 2016.

Meeting Called to Order – By the Chairman at 5:35 p.m.

APPROVAL OF MINUTES:

Motion by King, seconded by J. Shackford to approve the minutes of December 12, 2017 as written. The motion passed **3-0**.

Motion by King, seconded by J. Shackford to approve the minutes of the December 12, 2017 non-public session as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by King, seconded by J. Shackford to approve the Manifest of December 26 - 29, 2017 in the amount of \$401,616.13. The Manifest breakdown is as follows: \$108,503.38 for Accounts Payable; \$32,568.17 for payroll; \$10,544.58 for payroll liabilities; and \$250,000.00 for Madison Elementary School. The motion passed **3 -0**.

PUBLIC COMMENTS: Jarell and the library trustees came to the board for direction about replacement of the ramp at the library. An RFP was sent four contractors and one proposal was sent back. The proposal is for \$12,000. Arruda stated that expenses over \$10,000 are usually on the CIP; the library boiler is slated for 2018 on the CIP. Jarell explained that the need for the ramp project just came about this fall. It is 22-years-old and not ADA compliant. Arruda asked if it is in danger of collapse; Jarell did not know. Jarell asked for direction on how RFPs and bids are handled, who is responsible for sending them out. Arruda's opinion is that it is a town building so it is the Selectmen's responsibility. Boyd was asked his opinion and stated that without having a structural professional look at it, knowing it is not pressure treated and its age would suggest a need for replacement. Boyd suggested that the entire ramp and stair entrance be done at the same time along with a correction in the swing direction of the entry door. The Board agreed to take this project over. Stevens is pleased that the Board will do this. The Board agreed to encumber \$13,000.00 and put ads out after town meeting.

DISCUSSION ITEMS/NEW BUSINESS:

Vote to Encumber Funds –

Motion by J. Shackford, seconded by King to encumber \$66,722.87 as per the following:

Dept	Line	Vendor	PO#	Description	\$\$	Sub-Total
Assessing	BTLA	FairPoint	N/A	Settlement	\$15,000.00	\$15,000.00
Fire	New Equipment	OME	2017-FIRE-012	6 pgrs-3 yr warranty	\$2,580.00	\$2,580.00
	New Equipment	OME	2017-FIRE-013	34 Batteries & 12 cases	\$2,319.00	\$4,899.00
	Protect Gear	Bergeron Protect Equip	2017-FIRE-014	Boots & Helmets	\$5,204.00	\$10,103.00
	Protect Gear	Bergeron Protect Equip	2017-FIRE-015	Gloves, Patches & Harnesses	\$12,548.64	\$22,651.64
	Supplies	Lakeside Security	2017-FIRE-016	Networking	\$616.23	\$23,267.87
	New Equipment	Computer Port	2017-FIRE-017	2 Computers	\$2,930.00	\$26,197.87
	Supplies	OME	2017-FIRE-018	Batteries Asstd sizes	\$549.50	\$26,747.37
GGB	Town Projects	Newell Flooring	2017-GGBL-001	Replace lower level TH flooring	\$3,500.00	\$3,500.00
	Town Projects	Norm Garside	Quote	Replace Library entry ramp & landing*	\$13,000.00	\$16,500.00
Hwy	Road Improvmt	Forever Green/Sherm DeWitt	2017-HIGH-002	tree removal E Madison Rd	\$1,760.00	\$1,760.00
Parks & Rec	Supplies	MWV Career Tech Ctr	N/A	3 Picnic Tables - 2b p/u in Spring 2018	\$495.00	\$495.00
Police	Equipment	Dell/Northledge	2017-POLI-011	replace 7yr old server	\$2,172.00	\$2,172.00
	Computer Support	Northledge	2017-POLI-012	install new server	\$840.00	\$3,012.00
	Equipment	OME	2017-POLI-013	Portable radio	\$3,208.50	\$6,220.50
						\$66,722.87

The motion passed **3-0**.

Review DPW Director Job Description – The Board reviewed the new Department of Works Director’s Job Description created by the DPW Director Selection committee. Arruda noted that the Assistant Road Agent position’s title will be changing to Foreman. Other changes were a correction under 5. to change a typo of “building permit” to “driveway permit”; and add under 1. “The ability to create accurate bid specifications for projects.” J. Shackford suggested an effective date of 03/17/2018. The Board was pleased with the description.

Motion by King, seconded by J. Shackford to accept the Job Description for the Department of Public Work Director as amended. The motion passed **3-0**.

OLD BUSINESS

Selectman Shackford’s List – Shackford has drafted up warrant articles about changing a portion of Goe Hill Road and Kiljockey Road to Class A Municipal Trails. Shackford plans to forward it on to the Town Attorney for review. Shackford will make it available for the Board to review.

Selectman King’s List – No items

Selectman Arruda’s List – Arruda asked that L. Shackford check with the Finance Director as to why the electricity line under General Government Buildings is high.

Arruda stated that taking into consideration the encumbrances done tonight, there will be an estimated \$81,137.00 left of the budget at year end.

Assistant’s List – L. Shackford informed the Board that the amount of the withdrawal made from the ETF Assessing Fund at the December 12, 2017 meeting was actually \$8,646.00, not \$86.46.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Abatement: Cunha 101-059 \$1,347.07

Purchase Requisitions: 2017-FIRE-016 Lakeside Security \$616.23

2017-FIRE-017 Computer Port \$2,930.00

2017-FIRE-018 Ossipee Mountain Electronics \$549.50

2017-POLI-011 Dell/Northledge Computer \$2,172.00

2017-POLI-012 Northledge Computer \$840.0

2017-POLI-013 Ossipee Mountain Electronics \$3,208.50

2017-GGB-001 Newall Flooring \$3,500.00

Blind Exemption – 112-006

Yield Tax – Brocaar 219-006

Request for Payment – Linton 108-108 \$12.24

6:25 PM – Arruda made a **motion** to go into non-public sessions under RSAs 91-A:3II (c). Roll call vote: King – Aye; Shackford – aye; Arruda – aye

6:35 PM – King 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**.

6:35 PM – Arruda made a **motion** to adjourn, seconded by Shackford, and so voted **3-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting will be on Tuesday, January 9, 2018 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford, Administrative Assistant
Recording Secretary