

**BOARD OF SELECTMEN
TOWN OF MADISON
March 27, 2018
MINUTES**

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

Others Present – Chief Ted Colby; DPW Director Jon Cyr; Administrative Assistant Linda Shackford; Madison TV Videographer Carol Dandeneau

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on January 10, 2018.

Meeting Called to Order – By the Chairman at 5:33

APPROVAL OF MINUTES:

Motion by J. Shackford, seconded by Arruda to approve the minutes of March 13, 2018 and March 17, 2018 as written.

The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by J. Shackford, seconded by Arruda to approve the Manifest of March 26 – April 5, 2018 in the amount of \$346,277.77. The Manifest breakdown is as follows: \$133,914.91 for Accounts Payable; \$29,083.84 for payroll; \$8,279.02 for payroll liabilities; and \$175,000.00 for Madison Elementary School. The motion passed **3 -0**.

PUBLIC COMMENTS: There were none

DISCUSSION ITEMS/NEW BUSINESS:

Release of Kelsey Easement Documents – The Board had Attorney Gorrow draft a Release of Easement by a vote of the Madison Town Meeting on March 17, 2018, which approved Article 15 in which the Town relinquished any and all its rights and interests in the Kelsey easement acquired by the Town by a deed from Patrick M. Kelsey and Patricia K. Kelsey by an instrument dated January 5, 1979 recorded in the Carroll County Registry of Deeds at Book 734, Page 78. The Board signed the easement. L. Shackford will be sure it is recorded.

The owner of 1720 East Madison Road via email through Attorney Gorrow has asked to have the access to the property assigned a private road name. L. Shackford received guidance from E-911 that it is only recommended that property access that leads to more than two numbered structures should have its own name. In this case, the access leads to only one numbered structure and currently has a sufficient E-911 address. L. Shackford will ask that Attorney Gorrow respond to the owner.

Log Home Living Film Request – A request from Log Cabin Living to gather motion picture images in and around the Town of Madison was received via email. Chief Colby, also included in the email request, explained that this request is above the permission that the Town has the ability to provide. RSA 644:9 regarding privacy could provide guidance to Log Cabin Living. Any public areas in Madison do not necessitate the permission of the Board, as they are public. L. Shackford will respond.

Memo from Librarian Sloane Regarding Entrance at Library – Librarian Jarell has informed the Board through a memo that the stairs at the entrance to the library seem to be rotting out at a faster pace than originally thought. The entrance has been cordoned off. The Board decided that the project will begin sooner than expected with an invitation by sealed bid being published in next week’s paper with the closing at 4:00pm for opening on April 24th.

Terra-Map Mapping Service Agreement – L. Shackford had the mapping contract re-visited by Avitar Associates to supply a new contract that did not include the unnecessary replacement of the entire map booklet. The old contract was \$4,320/ year. The new contract is \$1,944/year.

Motion by J. Shackford, seconded by King to agree to the new 2018-2020 contract with Avitar Associates Terra Mapping Service Agreement. The motion passed **3-0**.

Adjustment to Map 247 Lot 022 – The owner of Map 247 Lot 022 asked that the tax maps be adjusted to reflect the access to the property. The map currently shows the access as a right-of-way to the property. The change to be made will be the removal of the words “10’ Easement and Timber Rights”.

Selectmen Representatives to Boards/Committees – The Board reviewed appointments to the Town committees and boards. It was agreed that each member would remain on the same board or committee as follows:

- Planning Board – Arruda
- SWAC – King
- Conservation Commission – Shackford
- Energy Advisory Committee – King
- Joint Loss Committee – Arruda
- Municipal Records Committee – Shackford
- Police Liaison – King
- Highway Agent Liaison – Arruda

Re-appointment of Fire Chief for 3-Year Term – The term for Fire Chief Richard Clark is up for re-appointment.

Motion J. Shackford, seconded by Arruda to re-appoint Fire Chief Richard Clark until 2021. The motion passed **3-0**. The oath of office was signed.

TAN Bank Documents – The Board reviewed the letter from Treasurer Catherine Deyoe and the Tax Anticipation Note (TAN) documents necessitating signatures. The interest rate will be 2.1% on \$200,000 with a maturity date of 12/31/2018. The expectation is to pay the TAN back well before that date.

Motion by King, seconded by J. Shackford to sign the documents to secure the TAN. The motion passed **3-0**.

OLD BUSINESS

Selectman Shackford’s List – J. Shackford made note of Chairman King’s nice haircut.

Selectman Arruda’s List – Arruda asked that Northledge Technology be contacted to see if there is another solution to getting internet at the highway garage that is less expensive than \$100/month Spectrum will charge; possibly wi-fi through service currently at Town Hall. And, Stacey approached Arruda and would like direction about changing policies to reflect the changes in titles with the recent retirement of the Road Agent. The Board agreed that Highway Department will be changed to Department of Public Works.

Selectman King's List – No items

Assistant's List – L. Shackford asked if the Board would consider voting to sign the 2018 P01 Tax Warrant out of session. The idea is to get the assessor's pick-ups entered very soon and try to prepare the warrant earlier than usual with the intentions of collecting tax dollars sooner to avoid the TAN.

Motion by J. Shackford, seconded by Arruda to sign the 2018 P01 Tax Warrant out of session if it is completed before the next Selectmen's meeting on April 10, 2018. The motion passed **3-0**.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Purchase Requisition: 2018-BLDG-001 - International Code Council, Inc. \$600.00
2018-HIGH-003 – Noregon: Revision from \$1,000.00 to \$2,047.00
2018-GGEQ-001 – Northledge/Sonic Wall \$650.00
2018-GGE-002 – Northledge Technology \$1,312.50
2018-HIGH-004 – Granite State Minerals \$3,244.40
2018-MADI-0014 – Dell \$1,199.99
2018-WARR-001 – Northern Fabrication \$5,375.00
2018-WARR-002 Patrol PC \$10,000.00
2018-WARR-003 IMC Tritech Software \$5,610.00
2018-POLI-001 – Patrol PC \$2898.00

Chief Colby explained that the above Purchase Orders to Patrol PC and IMC will not be due until mid-June to July. These are being submitted so things can begin for a May installation. Arruda asked that to be noted on the Purchase Requisitions.

Arruda stated that the old dock for the Foot of the Lake will not be installed. We will wait until the new Foot of the Lake dock is delivered which is coming with Purchase Requisition to Northern Fabrication.

Abatements: Habitat for Humanity 113-027 \$379.00 and 102-030 \$350.00
Habitat for Humanity 105-038 \$110.00 and 107-073 \$455.00
Milliken 112-022 \$64.31
Ellis 248-017 \$110.03
Edwards 120-010-001 \$619.79

Oath of Offices: ZBA: Mark Totman, Stu Lord, Bebe Bartlett
Conservation Commission: Ralph Lutjen
Trustee of the Library: Sandra Carr, Peter Stevens
Municipal Records Committee: Michael Brooks, Catherine Deyoe, Linda Shackford

Oath of Offices – Motion by King, seconded by J. Shackford to appoint the following resident to Town Boards and Committees:

ZBA: Mark Totman, Stu Lord, Bebe Bartlett
Conservation Commission: Ralph Lutjen
Trustee of the Library: Sandra Carr, Peter Stevens
Municipal Records Committee: Michael Brooks, Catherine Deyoe, Linda Shackford

The motion passed **3-0**.

Intent to Cut: Dowd 233-087 and Shields/Head 233-088

Intent to Excavate: Drew 232-037 and 232-038

2017 Annual Active Solid Waste Facilities Report

Veteran's Credit: Barkalow 205-045

Application for Current Use: Benson 237-007

Release of Easement: Kelsey Easement

Yield Tax: 17-283-05-T \$387.25

Excavation Tax: 17-283-01-E \$218.22

17-283-01-E \$8.00

2018 MS-232 Report of Appropriations Actually Voted

Roberts & Greene, PLLC Management Letter

6:15 PM – King made a **motion** to go into non-public sessions under **RSA 91-A:3II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Roll call vote: Shackford – aye; Arruda – aye; King – Aye;

6:45 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**.

6:45 PM – J. 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 Tuesday, April 10, 2018 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,
Administrative Assistant