

**BOARD OF SELECTMEN  
TOWN OF MADISON  
June 5, 2018  
MINUTES**

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

**Others Present** – Chief Ted Colby; DPW Director Jon Cyr; Resident Mark Graffam; 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 Chairman King at 5:33

**APPROVAL OF MINUTES:**

**Motion** by J. Shackford, seconded by Arruda to approve the minutes of May 22, 2018 as written. The motion passed **3-0**.

**APPROVAL OF MANIFESTS:**

**Motion** by J. Shackford, seconded by Arruda to approve the Manifest of June 4 - 15, 2018 in the amount of \$308,475.10. The Manifest breakdown is as follows: \$50,479.60 for Accounts Payable; \$26,198.52 for payroll; \$7,377.06 for payroll liabilities; \$14,628.92 for New Hampshire Retirement and \$209,791.00 for Madison Elementary School. The motion passed **3 -0**.

**PUBLIC COMMENTS** – Resident Mark Graffam expressed his concern about reporting of expenditures by the Village District of Eidelweiss (VDOE). Graffam presented an email dated January 31, 2018 from Auditor Tamar Roberts to the VDOE explaining that an over expenditure would have to be reported for 2017. Graffam explained that the reason he is telling the Board is because he has been trying to determine when the town received VDOE's version of the report submitted for the 2017 Town Report. Graffam has discovered that the report was sent to and received by the town on February 1, 2018. That report does not reflect the over expenditure. The version received by the town on February 1st is not the same version received by Graffam under a 91A request made to VDOE. Graffam asked if the town uses QuickBooks for their bookkeeping. The Board responded yes and receives updated drawdowns at each bi-weekly meeting. Graffam expressed concern that VDOE has violated RSA 91A and RSA 32. Graffam asked how the process works to request funds from the Trustees of Trust Funds. He was informed there is a process using request forms that would be better explained by the trustees. Graffam will connect with the trustees and keep the Board abreast of the situation.

**DISCUSSION ITEMS/NEW BUSINESS:**

**Updated Job Descriptions** – With the recent changes to job descriptions it was suggested to have the Board's review. J. Shackford asked if they have been seen by the department heads. They were given out with the option to make changes. J. Shackford would like to have Beckie Bonner see hers and have the Land Use Administrator's reviewed by Colleen King and the land use boards. Director Cyr asked about restructuring his department because with duplicate positions it effects the chain of command. Cyr would like to present his department personnel their job description and have them sign as received. J. Shackford like the idea and then have the signature page placed in their personnel file. The board agreed. The review of job descriptions will be brought up again at a future meeting.

**Thaddeus Thorne Survey Contract: Danforth Lane BLA** – The Board reviewed the contract received from Wes Smith at Thaddeus Thorne Survey to cover the work being done at the town owned 363 Danforth

Lane property. Much of the work has already been done, this contract requirement is new the survey company in 2018. With the signed agreement a \$2,000 retainer is requested. A projected timeframe for this to be presented to the Planning Board would be in August.

**Motion** by J. Shackford, seconded by Arruda to sign the contract and pay the \$2,000 retainer fee. The motion passed **3-0**. The funds will come from General Government Buildings Town Project line.

**OLD BUSINESS** – There was none.

**Selectman Shackford's List** – J. Shackford will be attending the Freedom Forest Advisory Committee tomorrow night to discuss permission to go over the Town of Freedom's land for logging of the Everett Parker property. J. Shackford complimented Cyr on the outstanding job done with the fencing at the Foot of the Lake parking lot.

**Selectman Arruda's List** – Arruda asked Cyr if he has been up to Ledge Pond Road since it was vote to be an emergency lane passed. Cyr stated yes. Arruda asked what it would take to fix the worst spots. Cyr is confident that it can be taken care of with some gravel. The Board asked Cyr to go up with the Fire Chief and see what needs to be done to make it reasonably accessible for emergency vehicles.

Arruda was reviewing the last few items to be taken care of after Town Meeting. The library boiler bid process should be started. L. Shackford will take care of it. Arruda noted that the Zoning Ordinance has not been updated with the most recent changes made by vote at Town Elections. A memo will be sent to the Planning Board requesting that the latest changes be incorporated in the Zoning Ordinance.

**Selectman King's List** – King has had a little interest in the elderly independence committee proposed at Town Meeting as a result of transportation issues. There is a meeting planned for June 27, 2018 at 5:30pm in the lower level of Town Hall. Chief Colby stated he would send a representative. J. Shackford added that at a recent Chief's meeting there was a representative from the local visiting nurses that could be helpful as there are services out there that people just don't know about.

King also made a last attempt to put out there that we are still in need of a swim instructor for this summer.

**Assistant's List** – Mark Lucy, as representative of the Moores Pond Owners Association, has asked the Board and DPW Director for permission to clear brush and small trees from within the town right of way at the intersections of Moores Pond Road and Pheasant Road. This is intended to improve vehicular/pedestrian sight distance and make the area more attractive to residents. The Board and Cyr were fine with the request.

While on the topic Cyr noted that the town will have use of the Bartlett road side mower for a month this year.

## **SIGNATURE ITEMS**

Manifest

Payroll & Accounts Payable Checks

Yield Tax Levy: Deane 232-019 \$467.62

Atlas PyroVision Entertainment Group: Fireworks Agreement

MS-60A Auditor Option and Schedule

**6:19 PM** – King made a **motion** to go into non-public sessions under **Non-Public Session per 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

**7:10 PM** – King made a **motion** to return to public and seal the minutes of the non-public session, seconded by Shackford and so voted **3-0**.

**7:10 PM** – King made a **motion** to adjourn, seconded by J. Shackford, and so voted **3-0**.

**NEXT SELECTMEN’S MEETING** – The next Selectmen’s Meeting will be on Tuesday, June 19, 2018 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,  
Administrative Assistant