

**BOARD OF SELECTMEN
TOWN OF MADISON
August 14, 2018
MINUTES**

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

Others Present – EAC Members Noreen Downs and Russ Dowd; Chief Ted Colby; DPW Director Jon Cyr; Fire Chief Richard Clark; Finance Director Su Stacey; HealthTrust Benefit Administrator Peter Chapel; Danforth Lane Property Owners R. Bruce Gove and Ted Osgood; General Contractor Shawn Bergeron; 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 5:30

APPROVAL OF MINUTES:

Motion by J. Shackford, seconded by Arruda to approve the minutes of July 31, 2018 as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by J. Shackford, seconded by Arruda to approve the Manifest of August 12 - 20, 2018 in the amount of \$420,873.49. The Manifest breakdown is as follows: \$152,224.57 for Accounts Payable; \$26,468.93 for payroll; \$7,394.44 for payroll liabilities; \$14,785.55 for New Hampshire Retirement System; and \$220,000.00 for Madison Elementary School. The motion passed **3 -0**.

PUBLIC COMMENTS – There were none.

DISCUSSION ITEMS/NEW BUSINESS:

Peter Chapel; HealthTrust Discuss Insurance Options & Benefits – Chapel offered to the Board a new program called “Benefit Advantage” for the Town in 2019 that has to do with Flexible Spending Accounts (FSA) and Health Reimbursement Arrangements (HRA). The current health insurance policy the Town offers is eligible for the FSA and if a change of plan is made, would be eligible for the HRA. FSA is employee contributed pre-tax dollars up to \$2,650 that can be used to cover qualified medical expenses and/or dependent care expenses. The HRA is an employer-funded arrangement that reimburses employees for qualified medical expenses, such as deductibles, incurred under the employer’s medical plan. HealthTrust will oversee the educating of employees, the administration and enrollment of the plans. Chapel explained the details and some examples of how these plans work. Chapel also offered to come do a presentation to all employees and the Board. J. Shackford asked Stacey to coordinate a date for Chapel to come back for a more detailed explanation. Stacey agreed.

Review of RFP for Solar Project with EAC – EAC members Downs and Dowd presented to the Board a RFP to be sent to the two companies that responded to the RFQ for the proposed solar project. The RFP has been reviewed by town counsel and the EAC. If the Board approves this RFP it will be sent out with a due date of September 10th to be opened at the September 11th Selectmen’s meeting. Once received and reviewed the EAC will invite each proposer to make a presentation that would include the Board, EAC, School Board, Budget Committee and public. Ultimately, this will be presented at March 2019 Town

Meeting. The Board thanked Downs, Dowd and the EAC for their work. Downs and L. Shackford will work together to send this out tomorrow.

Nicholas & Joyce Zavas; 102 Westview Dr – Driveway Issue – Joyce Zavas approached the Board with a request that work be done to the property's driveway because she claims the water is coming on to her land and lifting up the driveway due to the pitch of the road. King asked if the water is flowing through the pipe? Zavas responded yes, but it is lifting up the driveway. J. Shackford explained that this issue is covered by RSA 236:13 and read the RSA. J. Shackford summed up the verbiage by explaining that it is not on town property and we cannot spend funds on private property. Director Cyr agreed that this has nothing to do with the town. Arruda suggested that Zavas look into contractors to fix the issue and offered Cyr's assistance. Cyr stated he will stop by her house with a list of contractors.

DPW Director Incident Report Policy – Director Cyr asked the Board if they would consider an addition to the personnel policy that would include reporting incidents and the disciplinary action that would come for not reporting in a timely manner. The Board asked if Cyr had a specific sample in mind? Cyr stated no, but will work with L. Shackford and bring a proposal back to the Board.

School Fluorescent Bulb Disposal – Shawn Bergeron was in attendance and updated the Board on the light bulb disposal. The date that the disposal company planned to be in town was not until mid-September. Bergeron has arranged it so the bulbs can be stored at the school, out of harms way, until that time. L. Shackford was able to arrange a tentative pick up the week of August 27th. Bergeron and L. Shackford will coordinate this pick up.

Bergeron also asked to address the cooler panels brought to the Transfer Station for disposal. King stated that the Transfer Station Attendant would have charged \$240 for the disposal of the panels. Bergeron stated there are funds in the budget to cover this and would accept a bill for the disposal. King noted that there were also two, possibly three, trailer loads of sheetrock debris that was sent to the station at \$80/load. This could potentially be \$240 that will be billed to G.B. Carrier. J. Shackford asked if there is still more debris expected? Bergeron stated that this should be the last of it.

Fire Station Drain – A memo was received from Finance Director Stacey expressing concern for the hazardous condition of the drain in the Fire Station. Chief Clark did agree that the inside drain is deteriorating and he has been in contact with DPW Director Cyr about the repairs. Chief Clark is confident it is under control.

Danforth Lane Preliminary Boundary Line Adjustment Review – Danforth Lane property owners Osgood and Gove were in attendance for the discussion of the recently received boundary line adjustment proposed for property owned by the Town. Wes Smith of Thaddeus Thorne Survey was not in attendance. Gove asked if the change to Danforth Lane by his property was being planned to be improved. Arruda stated no, but would give an option in the future. Gove noted that the reconfiguration of this lot essentially is a swap of acreage. Osgood's land would increase from 7 acres to 11.5. Osgood asked what the Board's plan is for the Mason house. The Board stated they would have to discuss that. JP Goodwin was not in attendance but sent a letter hoping that the Board would consider not approving the plan until several questions can be answered by the surveyor. The Board will invite Wes Smith to the August 28th meeting to present the plan with expectations that it will generate questions he can answer.

OLD BUSINESS:

Decide Time for August 21st Tax Deeding Meeting – The 2015 deeding deadline is August 21st at noon. The Board will have to make decisions on pieces not paid. The Board agreed to meet at 4:30 on August 21st. L. Shackford will let the Tax Collector know and post accordingly.

Selectman Shackford’s List – Shackford attended the ambulance meeting hosted by the Town of Freedom on Monday, August 20th along with Chief Clark. All issues that were brought up for discussion are being addressed by the ambulance company. Arruda asked how many incidents Madison has experience over the last two years. Chief Clark responded six. Chief Clark noted that the ambulance company is putting into place policies for who makes decisions in the absence of supervisors and filling in for employee call ins.

Selectman Arruda’s List – The budget drawdown is at 58% with us being through 62% of the year.

Selectman King’s List – No items

Assistant’s List – L. Shackford offered suggested dates to the Board to schedule the auction of properties with St. Jean’s Auctioneers. The dates available are during the day on Saturday, October 27 or the Friday evenings of October 19th or 26th. The Board would like to schedule for a Friday evening. L. Shackford will get back in touch with St. Jean’s to schedule.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Private Road Waiver: Neal – Hedgehog Hill Road

State of NH Dept of Safety request for Driving Records

Purchase Requisition: 2018-HIGH-011 GMI Asphalt \$109,557.29

2018-HIGH-012 Pike Industries \$15,823.39

6:55 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

7:40 PM – King made a **motion** to return to public and seal the minutes of the non-public session, seconded by J. Shackford and so voted **3-0**.

7:40 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, August 21, 2018 at 4:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,
Administrative Assistant