

**BOARD OF SELECTMEN
TOWN OF MADISON
November 20, 2018
MINUTES**

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

Others Present – Chief Ted Colby; Lieutenant Jim Hayford; Officers Jacob Martin and Michael Mosher; Finance Director Su Stacey; Town Clerk Michael Brooks; Health Trust Representative Peter Chapel; DPW Director Jon Cyr; Administrative Assistant Linda Shackford; Madison TV Videographer Carol Dandeneau and several friends and family of Officers Martin and Mosher

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 pm

APPROVAL OF MINUTES:

Motion by J. Shackford, seconded by Arruda, to approve the minutes and non-public minutes of November 6th, 2018 as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by J. Shackford, seconded by Arruda to approve the Manifest of November 19-29, 2018 in the amount of \$675,269.46. The Manifest breakdown is as follows: \$31,875.35 for Accounts Payable; \$34,258.85 for payroll; \$9,136.26 for payroll liabilities and \$600,000.00 for MES. The motion passed **3 -0**.

Motion by J. Shackford, seconded by Arruda to approve the Manifest of November 8-9, 2018 in the amount of \$422.89. The Manifest breakdown is as follows: \$333.61 for payroll; and \$89.28 for payroll liabilities. The motion passed **3 -0**.

PUBLIC COMMENTS - There were none.

DISCUSSION ITEMS/NEW BUSINESS:

Oath of Office – Full-time Police Officer Jacob Martin – Town Clerk Michael Brooks administered the Oath of Office as Full-Time Police Officer to Jacob Martin. The Oath was signed by Martin, Brooks and the Board of Selectmen. Congratulations were extended to Officer Martin.

Oath of Office – Full-time Police Officer Michael Mosher – Town Clerk Michael Brooks administered the Oath of Office as Full-Time Police Officer to Michael Mosher. The Oath was signed by Mosher, Brooks and the Board of Selectmen. Congratulations were extended to Officer Mosher.

Peter Chapel - Health Trust Plan Options and HRA & FSA Discussion – Peter Chapel explained that the town has an option to change their health insurance plan for 2019 to a plan with a lower premium and higher deductible. The lower premium would benefit the town and town employees as both would pay a lower amount. The HRA could be instituted and this would allow the town to fund 50% of the new higher deductible. This funding would keep the amount the employee is responsible for at the same amount as the current plan. Ultimately, these options could save the town an estimated \$38,000.

Chapel explained that another option to offer employees is an FSA. This would allow employees to make pre-tax payroll installments into an account to help cover qualified medical expenses that arise through the year. The FSA would be no cost to the town and is 100% voluntary. The Board would decide on the

amount, up to \$2,700.00, that employees can put into the account and they would decide if unused funds, up to \$500 can roll over, or allow a 2 ½ month grace period.

Motion by Arruda, seconded by J. Shackford to change to the new health insurance policy for 2019. The motion passed **3-0**.

Motion by J. Shackford, seconded by King to institute the FSA and HSA options. The motion passed **3-0**.

2019 Budget Pages Review – The Board reviewed the 11/20/2018 version of the 2019 proposed budget with pertinent comments listed:

- Conservation Commission – 5.4% increase due to increase in administration line.
- Elections – 25.3% decrease due to only one election in 2019.
- Fire – The 11.6% increase is an error due to dry hydrants being listed as 14,000 not 1,400. This adjustment will drop the percentage dramatically.
- General Gov't Buildings – The Board questioned the need to insulate the upstairs of Town Hall or if the fallen ceiling and insulation could be repaired. The amount will be left in the line pending further thought. Arruda asked if smart thermostats have been considered for Town Hall. Thermostats will be looked into. The lighting upgrade of the lower level of Town Hall and the Library will also be looked into.
- Highway – 10.5% increase. The part-time salary line increased. The rental line increased for roadside mowing. Funds from the full-time salaries line will be moved to the part-time line as it will be the same amount on either line as benefits are not included.
- Personnel Administration – Adjustments will be made to take into consideration the new health insurance premiums and two less full-time highway employee benefits.
- Solid Waste – Arruda asked King if SWAC has considered single stream recycling. King responded that Dave Downs has done some research and there is really no savings at this point. Cyr added that having our own containers would save money spent on hauling fees because we could stop weekend hauls.

2019 Warrant Article Review – The Board reviewed the 11/20/2018 list of the 2019 proposed warrant articles with pertinent comments listed:

- Street Paving/Rd Improvement - \$100,000 for Fox Rd, Knight Rd, Forest Pines, West Shore and possible Town Line Rd.
- Rubber Tired Excavator, 5500 Dump Truck with Plow and 1-Ton - Arruda asked which vehicles would be replaced. Cyr responded Truck #11 and Truck #1. Arruda asked if the department can do without a new 1-ton and go with the 5500? Cyr responded yes. The 1-Ton was removed, the 5500 Dump truck and excavator will remain as warrant articles.
- Police Cruiser – Chief Colby will use the oldest cruiser as a spare.
- Fire Command Vehicle – Chief Clark stated it will be a Tahoe with the State of NH Bid
- Fire Station Parking Lot – No final price, still using \$50,000
- Transfer Station – King stated that at the last SWAC meeting it was discussed that the project for the Transfer Station may be held off for another year. King will confirm. SWAC may ask for \$30,000 in an ETF to be set aside for the project.
- Library Roof – This will be removed as the roof is not leaking and the reason for it being on the warrant is that it came up on the CIP.

Tax Collector Comment: Brooks informed the Board that due to changes made in the legislature there will be a reduced interest rates charged to unpaid taxes starting April 2, 2019. The rates will be reduced from 12% - 9% and 18% - 14%. These new rates are lower than most other debtors charge and could result in tax payers paying other debts before taxes resulting in an increase number of unpaid tax bills.

Discuss last meeting date of year 12/18 or 12/31 and Encumbrances – Stacey requested that the Board schedule their last meeting of the year as payroll and account payable will be falling at the very end of the month. The Board decided to hold their last meeting at 4:00pm on Monday, December 31, 2018. The agenda will be kept light. 2019 encumbrances will be done on December 18, 2018.

Clarify Transfer Station Holiday Pay – Stacey asked for clarification about Holiday Pay for part-time Transfer Station employees. Stacey asked if the intention is for the pay to be received on the actual holiday or the day the town office is closed. The Board was in agreement that the part-time employee receives time and one half when working on the actual holiday.

Bickford Road E-911 Confusion – An E-911 call for trees on a wire on Bickford Road brought to light an issue that there is stretch of the Class VI portion of the road that is basically impassible by vehicles. This caused services to need being called twice. Owners on the road saw this as a wake-up call that the portion of Bickford Road should be better named before a serious problem happens. E-911 is in favor of a new name for the portion of the road that comes in off of Modoc Hill Road and has house number 749 and 839. Suggested names for the road were collected from the owners: Winter’s Way, Alpine Drive, Fall Line Drive, Northstar Drive, Polaris Drive and Hope Hill Road; along with Arruda’s suggestion of Moose Road. Winter’s Way, Alpine Drive and Fall Line Drive were all rejected as they were too similar to current names in town. Polaris Road and Hope Hill Road will be submitted to E-911 for review.

OLD BUSINESS

Selectman Arruda’s List – No items

Selectman Shackford’s List – No items

Selectman King’s List – King expressed his continued concern for what he considers poor road conditions on Routes 113 and 41 during snowstorms. King noted as many as eight cars off the road during the last storm. Arruda asked one of the drivers if there is a reason and was told that the state changes their routes on a regular basis and Cyr added that the Chocorua Shed is having a difficult time finding help. King suggested writing a letter to the Commissioner of Transportation or our local representative or the local patrol shed that would get more attention in the area. Arruda stated he would be willing to sign a letter. Brooks stated that someone in the industry explained that the basis for their decisions, when it comes to these roads, are based on traffic counts and are these counts outdated? J. Shackford stated though he agrees with the concerns, he would not sign a letter, because the reality is that the plows cannot be everywhere at once. King only hopes that even a 25% increase would be helpful.

Chief Clark – Chief Clark attended a meeting of local Fire Chiefs to discuss the ambulance contract renewal. The Chiefs are working together to draft a Request for Proposal to be sent out in April of 2019 in anticipation of a 2020 contract renewal. Chief Clark was please with the meeting.

Assistant's List – Danforth Ln BLA Monumentation – The Planning Board tentatively approved the Boundary Line Adjustment for Danforth Lane pending monumentation being set. The stone monument installation has come in at an estimate of \$1,600 over and above the \$5,500.00 agreement for the project. The Board agreed that this would be acceptable. The cost of the monumentation will be added into the total project cost. This cost will be recovered through the sale price of the land to abutters.

L. Shackford was asked to see if the Board would consider an offer on the Danforth Lane property outside of an auction. The Board was in agreement that since there are several people interested in the property, it will be put to auction allowing everyone a chance.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Private Road Agreement: Coffey 248-023

Gildea 112-010-025

Frenz 121-018

Freeman 119-002

HealthTrust User Authorization Form

Tax Collector Abatements: 2018-004 Wilkinson \$2.00 2018-008 McNeill \$6.00

2018-005 Small \$2.00 2018-009 Oles \$130.00

2018-006 Rodrigues \$3.00 2018-010 Therrien \$497.00

2018-007 Wellman \$5.00

Intent to Cut: Harrow Map 203 Lots 013, 015, 016

Yield Tax: Riss 251-008 18-283-08-T \$1,324.30

Highview Treestand LLC 251-007 18-283-09-T \$598.57

Purchase Requisition: 2018-POLI-004 Town of Bartlett \$13,667.00

2018-POLI-005 TDME Calibration \$4,810.00

2018-FIRE-006 Firematic Supply \$2,125.00

2018-FIRE-007 Firematic Supply \$935.00

Oath of Office: Justino Fernandes - SWAC

Jacob Martin - Fulltime Police Officer

Michael Mosher - Fulltime Police Officer

7:38 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: Arruda – aye; Shackford – aye; King – Aye

J. Shackford recused himself from the non-public session and did not attend the session.

8:00 PM – King made a **motion** to return to public session seconded by Arruda and so voted **2-0**.

8:00 PM – King made a **motion** to adjourn, seconded by Arruda, and so voted **2-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting will be on Tuesday, December 4, 2018 at 5:30 p.m. at the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,
Administrative Assistant