

**BOARD OF SELECTMEN
TOWN OF MADISON
December 31, 2018
MINUTES**

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

Others Present – Chief Ted Colby; DPW Director Jon Cyr; Chief Richard Clark; Finance Director Su Stacey; 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 November 29, 2018.

Meeting Called to Order – By Chairman King at 4:00 pm

APPROVAL OF MINUTES:

Motion by J. Shackford, seconded by Arruda, to approve the minutes of a non-public session on October 23, 2018 as written. The motion passed **3-0**.

Motion by J. Shackford, seconded by Arruda, to approve the minutes of December 18, 2018 as written. The motion passed **3-0**.

Motion by J. Shackford, seconded by Arruda, to approve the minutes of a non-public session on December 18, 2018 as written. The motion passed **3-0**.

Motion by J. Shackford, seconded by Arruda, to approve the minutes of December 20, 2018 as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by J. Shackford, seconded by Arruda to approve the Manifest of December 31, 2018 – January 11, 2019 in the amount of \$282,058.16. The Manifest breakdown is as follows: \$82,090.63 for Accounts Payable; \$27,967.71 for payroll; \$7,923.58 for payroll liabilities; \$14,076.24 for New Hampshire Retirement; and \$150,000.00 for MES. The motion passed **3 -0**.

DISCUSSION ITEMS/NEW BUSINESS – There was none.

OLD BUSINESS – There was none.

Selectman Arruda's List – Arruda stated that about \$150,000 will be turned back to the general fund from the 2018 budget.

Arruda asked Director Cyr for clarification on his payroll numbers for Parks & Rec (P&R). with this last pay run. There were 31 hours charged out of P&R. Cyr explained that he budgeted his part-time labor as half in highway and half in P&R feeling the numbers will balance throughout the year. Cyr was basing it the 1664 number of hours that the NHRS allows retired part-time employees to work. Cyr added that the plowing done at the school and library comes from the P&R line. Arruda is concerned that this method will not reflect a true picture. J. Shackford sees it as a budgeting preference.

Cyr did not know where the numbers for that line came from. Stacey spoke up and explained that she came up with those numbers using averages over the last three years. It was discussed that some highway hours have traditionally been used to do P&R when extra time is needed in those places.

King suggested taking the P&R wages line and put it into DPW salaries. Arruda went further suggesting creating a new line under DPW for P&R. Stacey explained that the state reporting is done in such a way that a change like this would convolute the numbers. King remarked that the Transfer Station is also under DPW.

Arruda suggested leaving it as it is and if the lines run over, they run over. Stacey will check with other towns to see how they handle this same situation.

Selectman Shackford's List – See you next year.

Selectman King's List – King suggested instituting an “Employee of the Year” form of recognition for town employees. Recognition could be made in the Town Report. Arruda and J. Shackford agreed with the idea noting we have a good staff of people. It was suggested that department heads submit an employee to the Town Administrator and they could be recognized at Town Meeting.

Assistant's List – No items.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Intent to Cut: Crocket 221-002

HealthTrust 2019 FSA, HRA and 125 Flexible Benefit Plan Agreements

4:17 PM – J. Shackford made a **motion** to have King finish signing the HealthTrust documents after the session adjourns and to adjourn this meeting, seconded by Arruda, and so voted **3-0**. Happy New Year!

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting will be on Tuesday, January 15, 2019 at 5:30 p.m. at the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,
Town Administrator