

**BOARD OF SELECTMEN  
TOWN OF MADISON  
January 15, 2019  
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; Town Clerk/Tax Collector Michael Brooks; Finance Director Su Stacey; David Cribbie; DPW Rob Rand; EAC Members Noreen Downs, Russ Dowd and Sloane Jarell; Town Administrator Linda Shackford; Madison TV Videographer Carol Dandeneau

**Where and When Posted** – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 31, 2018.

**Meeting Called to Order** – By Chairman King at 5:34 pm

**APPROVAL OF MINUTES:**

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

**APPROVAL OF MANIFESTS:**

**Motion** by J. Shackford, seconded by Arruda to approve the Manifest of January 14 – 18, 2019 in the amount of \$344,183.13. The Manifest breakdown is as follows: \$157,449.70 for Accounts Payable; \$28,634.49 for payroll; \$8,098.94 for payroll liabilities; and \$150,000.00 for MES. The motion passed **3 -0**.

**PUBLIC COMMENT** – Energy Advisory Committee (EAC) members Noreen Downs and Russ Dowd presented to the Board the EAC’s recommendation regarding the installation of a Photovoltaic Solar array to deliver electricity to town municipal buildings. Downs announced that the EAC has chosen ReVision Energy to possibly provide for the Town Hall, Library, Fire Department and garages. This project will not involve the school or SAU. This endeavor would be cash positive, granted not large, with the possibility of the Town purchasing the system from the third-party investor at a future date with the expectation of larger savings.

This project would require warrant articles for the 2019 Town Meeting. These articles would address the leasing of town land for the array and authorizing the town to purchase the power. A Letter of Intent with ReVision Energy will be submitted to the Board for their signatures.

Arruda confirmed that there are no restrictions on the deed that would prohibit this project. Downs assured Arruda that this was already looked into and there are no restrictions. Arruda asked if the company would be responsible for any and all maintenance. Dowd responded yes. Dowd explained that the investors get a full return on their money is 5 to 7 years with the arrays being productive for 25 to 40 years.

King asked when warrant articles are due. Stacey responded February 6<sup>th</sup>. Arruda suggested that this be reviewed by the Town attorney. The Board agreed. Arruda asked about a fence. Downs responded that a 4-5’ fence would be required at the expense of the town. Downs explained that the taxes that could be charged for the array will ultimately come back to be paid by the town and suggested a possible PILOT program. J. Shackford asked who will write the warrant articles. Jarell stated that ReVision Energy would assist; Downs stated that there are other towns that have gone through this process already.

J. Shackford stated he is definitely in favor of the project and would like to see sample warrant articles at the next meeting; Arruda added he'd like to have the attorney review before the next meeting.

### **DISCUSSION ITEMS/NEW BUSINESS**

**Finance Director – Clarification on needs of accounting vs drawdown** – Stacey asked to clarify the discussion at the meeting on December 31<sup>st</sup>. Stacey realized that her reference to reporting may not have been understood. Stacey explained that the town's chart of accounts mimics the state of New Hampshire adding that a change to this chart would make reporting on state forms impossible. As a solution, Stacey showed an example of a report she can generate that will include the lines the DPW Director would be concerned with. King asked if this would complicate reporting. Stacey responded no. Arruda confirmed that the DPW Director will receive two reports every other week. Stacey stated yes.

Stacey asked to address payroll hours regarding Parks & Rec. Stacey is trying to account for expenses where they accurately belong. Arruda asked how this is usually processed. Cyr explained that the timesheet shows the detail of where the department personnel work and Stacey receives a spreadsheet with the hours. Arruda recognized a letter from Cyr suggesting that the DPW handle General Government Buildings acting as the key person and being in charge of fixing the problem or handling the bid process to get it fixed.

King asked if there are any departments that the DPW does not spend some of their time assisting. Cyr will assist all departments citing times when employees work for P&R and/or traffic flagging details one day constantly hopping from department to department. King asked why the funds for the different department aren't put all under DPW. Arruda was emphatically against the idea stating there has to be separation. Brooks suggested that this is being overthought, report an overrun in P&R if it has to be done, bottom line is still good.

Stacey fears that reporting hours out of P&R this early in the season will skew the numbers. Cyr explained that the year end will be an overrun. Arruda stated that is fine as it will show that funds need to be shifted into that line next year.

Cyr explained that several projects or improvement that happen around town ultimately come from the highway budget. Materials, using gravel as an example, are not charge to each department, they come from highway; the mechanic's time is not charged out to the vehicle's department.

**Confirm Warrant Articles on vehicle purchases & note Public Hearing for Excavator** – Stacey stated that a public hearing is necessary for moving forward with the purchase of the excavator as it is an amount binding for future years that is over \$100,000. Stacey suggested having the hearing on the evening of the Public Budget Hearing on February 5<sup>th</sup>. The Board agreed and it will be duly noticed.

Arruda asked the Fire Chief why the forestry pick up truck is parked in the Town Hall parking lot. Chief Clark responded that there is no room in the fire station adding it is used for hauling the forestry and snowmobile trailers.

**Health Trust Cobra HRA document** – Stacey presented to the Board HealthTrust documents regarding the HRA for COBRA eligible employees. The option of opt out of this arrangement was not available as it must be done the first year of enrollment.

**Motion** by J. Shackford, seconded by Arruda to have Chairman King sign the document regarding HRA and COBRA. The motion passed **3-0**.

**Standard Operating Guidelines Snow Removal and Ice Control Review** – This document was revised by Director Cyr. Arruda added that this document is mandated by RSA. L. Shackford explained that the majority of the changes involved changing Road Agent to DPW Director, and updating the drivers of each route.

**Motion** by J. Shackford, seconded by Arruda to approve the updated copy of the Standard Operating Guidelines Snow Removal and Ice Control. The motion passed **3-0**. This document will be presented at the next meeting for signatures and reviewed again in September of 2019.

**Review of Change of Use Form for Planning Board** – Arruda explained that this form was designed by the Planning Board for the Code/Building Department to hand out should a property owner be considering a change of use. The applicant will fill out the checklist and then submit it to the Planning Board via their Land Use Administrator.

**Motion** by Arruda, seconded by J. Shackford to accept the Change of Use form. The motion passed **3-0**.

**Use of Taxpayer Sand Pile** – Arruda noticed that there were some commercial operators loading sand into their sanders on a Sunday from the taxpayer sand pile. This pile is for taxpayers to gather their own sand for use at their homes. Cyr has set up a sign stating “Not for Commercial Use” and Chief Colby will keep an eye on the pile and speak to any violators.

**Fire Department SOG regarding Points** – Finance Director Stacey submitted information bringing to the Board’s attention the “20% rule” when it comes to paying out points for the Fire Department. This rule essentially states that the point compensation cannot exceed 20% of what the volunteer would receive if this was a regular paid position. Arruda asked what the correlation is between points and hours. Chief Clark explained one point is earned for the first 1-4 hours at a call with 1 point earned for each addition hour over four. This item will be placed back on the agenda for discussion after Town Meeting.

**Selectmen’s Fee Schedule** – The Selectmen’s Office Fee Schedule was presented with updates discussed at the December 18, 2018 meeting.

**Motion** by J. Shackford, seconded by Arruda to accept the updated fee schedule effective today. The motion passed **3-0**.

**DPW Director proposal for Government Buildings** – King passed over this item as it was covered in above discussion.

**OLD BUSINESS** – There was none.

**Selectman Shackford’s List** – No items

**Selectman Arruda’s List** – No items

**Selectman King’s List** – King complimented J. Shackford on how dashing he looks in his new glasses. The compliment was graciously accepted by J. Shackford.

**Administrator’s List** – No items

## **SIGNATURE ITEMS**

Manifest

Payroll & Accounts Payable Checks

Yield Tax Levy: 18-283-03-T Benson \$1,022.98

18-283-04-T Benson \$204.76

18-283-05-T Benson \$3,965.27

18-283-14-T Deane \$417.05

18-283-15-T Collard \$330.88

Veteran's Credit Application – McInnis 112-014

LUCT – 202-008 Baron Trust LLC \$3,800.00

Oath of Office – Advisory Budget Committee – Stephen Bartlett

**Motion** by J. Shackford, seconded by King to appoint Stephen Bartlett to the Advisory Budget Committee. The motion passed **3-0**.

Purchase Requisition – 2019-EMD-001 – Power Products \$900.00

2019-FIRE-001 – Kane Schools \$495.00

2019-FIRE-002 – Kane Schools \$895.00

**7:00 PM** – J. Shackford made a **motion**, seconded by Arruda to recess the meeting to allow the Advisory Budget Committee meeting to commence, then reconvening after and go into **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

**8:35 PM** – The Board entered the Non-Public session as voted upon above.

**8:40 PM** – Arruda 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**.

**8:40 PM** – Arruda 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, January 29, 2019 at 5:30 p.m. at the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,  
Town Administrator