

**BOARD OF SELECTMEN
TOWN OF MADISON
May 5, 2020
MINUTES**

Selectmen Present – John Arruda, William T. Lord and Josh L. Shackford

Others Present –DPW Director Jon Cyr; Fire Chief Richard Clark; Administrative Assistant Kim Cyr; Town Administrator Linda Shackford

Via freeconferencecall.com – Jay Buckley; Paul Littlefield; anonymous caller

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on January 6, 2020. Notice of log in instructions posted on Thursday, April 30, 2020.

Meeting Called to Order – By Chairman Arruda at 4:35pm.

APPROVAL OF MINUTES:

Motion by J. Shackford, seconded by Lord, to approve the minutes of April 27, 2020 as written. The motion passed **3-0**.

APPROVAL OF MANIFEST:

Motion by J. Shackford, seconded by Lord to approve the Manifest of May 4-6, 2020 in the amount of \$72,843.70. The Manifest breakdown is as follows: \$34,571.44 for Accounts Payable; \$31,315.88 for payroll; and \$6,956.38 for payroll liabilities. The motion passed **3-0**.

PUBLIC COMMENTS: There were none

DISCUSSION ITEMS/NEW BUSINESS:

Request Compactor ETF funds for Discontinuance as per 2020 Warrant Article #8 - Motion by Arruda, seconded by Lord, to request the withdrawal by the Trustees of Trust Funds for the balance of the Compactor Expendable Trust Fund, \$50,827.58 as of 04/30/2020, to discontinue the fund as per vote of Town Meeting on March 14, 2020 Warrant Article #8. The motion passed **3-0**.

Vote to Request Funds from the Highway Heavy Equipment ETF \$5,289.47 – Motion by Arruda, seconded by J. Shackford to request the withdrawal by the Trustees of Trust Funds for \$5,289.47 from the Highway Heavy Equipment Expendable Trust Fund to reimburse the general fund for the expenses incurred for repairs to the grader. The motion passed **3-0**.

Vote to Request Funds from the Assessing ETF for Q1 2020 \$24,825.00 – Motion by Arruda, seconded by J. Shackford to request the withdrawal of the Trustees for Trust Fund for \$24,825.00 from the Assessing Expendable Trust Fund to reimburse the general fund for the expenses incurred from January through March for the assessing contract for the 2020 revaluation of the Town. The motion passed **3-0**.

2020 P01 Tax Warrant – The 2020 P01 tax warrant was present to the Board. The bills will be mailed by May 13th with a due date of July 16, 2020. Arruda read aloud the commitment amount of \$4,723,402.50.

Motion by J. Shackford, seconded by Lord, to accept and sign the 2020 P01 Tax Warrant. The motion passed **3-0**.

Tax Anticipation Note Discussion – The Board discussed the cashflow report from Treasurer Deyoe. Deyoe set up two scenarios; one with normal revenues and the other anticipating COVID-19 related loss of revenues at 50%. The Town has not used a TAN since going to billing twice a year and will not use this unless necessary. L. Shackford spoke about getting information from the school regarding the timelines for their payments during the month of June. Deyoe can arrange a million-dollar TAN at 1.6% interest. The Board, taking Deyoe's report into consideration, along with the bank charging no fee for set up, Town Counsel reviewing TAN documents under our retainer fee and any bank interest incurred can be recouped through GOFFER Coronavirus Relief Fund, decided to move forward with applying for a TAN.

Motion by J. Shackford, seconded by Lord, to instruct Treasurer Deyoe to apply for a million-dollar TAN. The motion passed **3-0**.

Beaches and Porta-Potties Discussion – Questions from L. Shackford were addressed regarding installation of porta-potties and use of Town beaches. L. Shackford cited trouble acquiring porta-potties and Governor Sununu's stay at home order extension until the end of May. Director Cyr added that he'd like his department to maintain but not make the beaches inviting, i.e., remove your own trash, not install swim lines and only install a dock at the boat ramp to enable boat washing. Cyr also commented that in the future he can envision the pavilion construction solving some of the bathroom issues. Paul Littlefield reminded the Board that the Governor authorized the continuation of the Lake Hose Program and hoped the Board would consider a porta-potty at the boat launch noting it is manned for 5-6 hour shifts. Lord would like to see the continued boat cleaning and have that dock installed. It was noted that the beaches won't be policed but, at the same time, encouraging gathering is not being responsible. J. Shackford agreed that people should be following the Governor's orders and we shouldn't encourage people to gather.

Motion by Arruda, seconded by J. Shackford to close all town beaches and properties, citing the Governor's Executive Orders, and not install porta-potties until further notice with the only dock to be installed will be at the boat ramp for safety reasons. The motion passed **3-0**.

Power Products School Generator Repair Estimate Funding – Chief Clark submitted an estimate from PowerProducts, our contracted generator repair company, for repairs necessary to the school generator which has been taken off line due to the danger in running it. The estimated repair amount is \$5,151.00. Chief Clark did not anticipate such an expense and asked if there is a spot in the budget that could cover it adding that he feels, in the future, the school should take partial responsibility as in addition to the Town's use for an emergency shelter, the school uses it for their freezers. Arruda agreed that during the next budget season we should address sharing the maintenance expenses. The Board agreed to pay the repairs from the Town Projects line.

Paving Bids – Arruda stated that paving bids were opened on April 27th with the expectation that it would be discussed at this meeting once the cashflow report was received. Director Cyr contacted the lowest bidder, Bryant Paving. Bryant understands that we do not pay by the completion of a road and it is paid by tonnage. Director Cyr would like to offer Bryant the contract. Director Cyr explained that he plans to have the paving done by June 19th in anticipation of chip sealing after waiting the required 60-

90 days. Arruda asked that Cyr obtain a net 30 payment to hopefully get payment due after July 1st. Arruda asked if the Fire Department parking lot will be done with Cyr responding yes and adding he will be in contact with the State regarding the driveway entrance.

Motion by J. Shackford, seconded by Lord, the award the paving bid to Bryant Paving. The motion passed **3-0**.

OLD BUSINESS – There was none.

Selectman Shackford's List – No items

Selectman Lord's List – Lord asked if a decision has been made to hold this year's Old Home Week. J. Shackford added that Freedom has cancelled theirs for 2020. L. Shackford will contact an OHW representative and get their feel on the situation.

Lord noted that tonight the Board will be signing close to \$20,000 in Land Use Change Tax with the Conservation Commission receiving half. Lord commented that the Conservation Commission, with their \$5,000 warrant article fund will already be receiving \$15,000 this year.

Lord mentioned the Town Facilities Ordinance that has started some buzz from residents curious about the proposed new rules. A Public Hearing is still set to be scheduled once we are able to have such a public gathering.

Selectman Arruda's List – No items

Director's List – Cyr reported that things at the Transfer Station are running smoothly with collection of fee items back to normal. With the delivery of the two containers we will be able to do weekend swap outs without the need for hauls and the haul expense.

Cardboard is being broken down and packed for transfer to Nashua which brought Cyr to submit a purchase requisition for the purchase of a used roll-off trailer from Atlantic Recycling Equipment LLC. The trailer is being sold for \$20,000 with a cost of \$80,000 new. The funds for this would come the newly established Transfer Station Capital Project Expendable Trust Fund. This purchase would allow the Town to a sub-contractor to haul with our equipment. The Board agreed to the purchase.

Cyr also submitted a purchase requisition for a refurbished baler with no need for payment at this point, just commitment. The Board agreed to the commitment.

Cyr asked for the Board's opinion on how to handle the installation of lines being put underground for the solar panel project. The lines will be placed under the parking lot. Cyr would like the company to apply for a driveway permit with the expectation that should things not be repaired correctly he would have some recourse. Both Arruda and Lord agreed with Cyr's course of action.

Cyr also has received notice that Eversource will be performing tower maintenance and accessing such from newly paved and chip sealed Forest Pines Road. Eversource intends to haul 90 tri-axel loads of gravel. Cyr would like to request a bond in the amount of \$15,000 should repairs be necessary after the project. Arruda was in favor with J. Shackford commenting that asking one company for a bond and not every company could be construed as unfair; how do we distinguish who must put up a bond. Cyr hopes to see our driveway permit include a town property disturbance portion that would allow us to take things on case by case. The Board was in favor of Cyr acquiring a bond and asked that Town Counsel be consulted on the best course of action for these cases.

Cyr asked the Board for permission to receive a quote to mill lumber from the trees cut down on Winter Road knowing Town project in town that it could be used for. Cyr fears if left too long it will not be able to be milled. The Board was in favor of getting an estimate.

Administrator's List – During our recent compliance with new drug testing requirements for drivers of Town vehicles, questions came up about who should be included in the random drug testing. Currently the Personnel Policy requires DOT driver compliance. Cyr stated he feels it should be anyone that drives a Town vehicle be in the pool; J. Shackford agreed. There is an option for us to have our drug testing company test DOT versus Non-DOT drivers. K. Cyr, having been tasked with bring us in compliance with recent changes, explained some of the details that include option of 5-panel or 10-panel screenings. It was decided by the Board that the policy should be changed to include anyone that drives a town vehicle, including the fire department members. L. Shackford will contact Primex to see if they have a template for this policy and this will be discussed at the next meeting.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Land Use Change Tax: Meek 219-016 \$1,000

Noyes 219-017 \$4,800

Haynes 246-012-001 \$20

Norja, Inc 112-010-030 \$5,500

Bennett-Zielski 112-010-036 \$5,500

Bennett-Zielski 112-010-037 \$3,000

Intent to Cut: Price 228-063

Harmon 234-066

Crowe Family Investments LLC 111-028, 213-009 and 220-003

Ward 233-010

Oaths of Office: Mary Holmes, Alternate Library Trustee

Christina McAllister, Alternate Library Trustee

Peter Stevens, Alternate Library Trustee

Report of Excavation: Purity Spring Resort 249-013

Department of Labor: Safety Program

Federal Excess Property Co-Operative Agreement – 1977 AM General

Deputy Forest Fire Warden Appointment – Russell Hawkes

Deputy Forest Fire Warden Re-Appointment

Hazard Mitigation Plan Update Agreement

5:54 PM – J. Shackford made a **motion** to adjourn, seconded by Arruda, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting will be on Tuesday, May 19, 2020 at 4:30 p.m. in the Lower Level of Town Hall.

Respectfully Submitted,

Linda Shackford,
Town Administrator