

**BOARD OF SELECTMEN  
TOWN OF MADISON  
October 20, 2020  
MINUTES**

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

**Others Present** –DPW Director Jon Cyr; Jr.; Police Chief Robert King; Officers Jake Martin and Mike Mosher; Town Administrator Linda Shackford; MadTV Videographer Carol Dandeneau

**Where and When Posted** – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on January 6, 2020.

**Meeting Called to Order** – By Arruda at 4:30pm.

**APPROVAL OF MINUTES:**

**Motion** by Lord, seconded by J. Shackford, to approve the minutes of October 6, 2020 and non-public minutes made public of October 6, 2020 as written. The motion passed **3-0**.

**APPROVAL OF MANIFEST:**

**Motion** by J. Shackford, seconded by Lord to approve the Manifest of October 18 - 29, 2020 in the amount of \$381,183.42. The manifest breakdown is as follows: \$31,979.24 for Accounts Payable; \$26,526.23 for payroll; \$7,419.14 for payroll liabilities; \$15,186.81 for NHRS; and \$300,000.00 for Madison Elementary School. The motion passed **3-0**.

**PUBLIC COMMENTS:** There were none.

**DISCUSSION ITEMS/NEW BUSINESS:**

**Snow Removal Policy Review** – Director Cyr adjusted the drivers and trucks listed in the policy to reflect the current staff and vehicles. No other changes were made.

**Motion** by Arruda, seconded by Lord to adopt the Snow Removal Policy for the coming year. The motion passed **3-0**.

**2021 Health Insurance Rate Agreement and Return of Surplus** – HealthTrust has forwarded the 2021 rates which came with a 6.8% increase to medical and no increase to dental rates. The Agreement and Authorization form was signed and will be sent to HealthTrust. HealthTrust declared a return of surplus to member groups for 2020. The Town of Madison has an amount of \$12,204.14 due back with the option of a check or a credit placed on the December bill. The Board decided and agreed to accept the surplus in a credit on the December bill.

**2021 Property Liability/Workman’s Comp Insurance Rates and Return of Surplus** – Primex has forwarded the 2021 rates with an overall savings of 2.9% over 2020’s rates. There are surplus funds available. These have been traditionally handled as a credit and the Board agreed to continue with that option.

**2021 Proposed Budget Review** - The Board reviewed the preliminary budget pages with departments commented upon listed:

**Assessing:** Fund are still to be withdrawn from the ETF which will offset the expenses incurred.

**Conservation:** The commission annually requests a \$5,000 warrant article that will need to be discussed. Lord will approach the commission at their next meeting to see if they would contribute to the expenses expected with necessary maintenance of the dam.

**Fire:** John and Linda will sit down tomorrow and review the capital expenditures for the fire department.

**Highway:** Cyr sees salt and sand as his biggest expenses still to come for 2020. Cyr saved considerable funds when he took advantage of Coleman's sale on gravel earlier in the year. The salt line should balance out by the end of the year. Cyr also mentioned that he encumbered funds for drainage by buying supplies at least year's prices.

**Legal Line:** Arruda suggested lowering the legal line by \$2,500 with agreement of Lord and J. Shackford.

**Notes Due:** Two payments are coming off. The Police will be requesting a cruiser of a SUV or pickup truck based upon the state bids.

**Parks & Rec:** Warrant article for a tractor/lawn mower and possibly the boat ramp for somewhere under \$10,000. The dam could be repaired with the possible help of conservation commission.

**Patriotic Purposes:** New flags have been purchased to replace those at the veteran's monument. Lord noted that the new armed service of the Space Force has been added and has a flag that may be need to be incorporated in the future. Mike Brooks will be informed of the possible flag change.

**Personnel Administration:** L. Shackford was able to adjust the amount based on the current health insurance plan needs and HRA contribution. This brought the expected increase to 2.3%.

**Planning Board:** No increase noted but we should check with their chairman if they could reduce their legal line.

**Zoning:** L. Shackford will check if they have a legal case pending.

L. Shackford reminded the Board that their meeting of November 3<sup>rd</sup> has been cancelled due to elections so they will not see this budget again before the next Advisory Budget Committee meeting. The Board asked that any necessary changes be made and presented at the ABC meeting.

**Town Hall Opening Guidelines:** L. Shackford informed the Board that she and Town Clerk Mike Brooks are concerned that if anyone of the office staff contract COVID-19 it could jeopardize the amount of people to work the election on the 3<sup>rd</sup>. Arruda suggested opening on November 9<sup>th</sup> instead with Cyr offering an option of making that tentative based upon recent spikes in the virus. Cyr also expressed his concern for his department's health as it could impact plowing the roads. The Board was in agreement with the tentative opening.

**OLD BUSINESS** – No items

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

**Selectman Lord's List** – Based upon the ABC meeting with the school board, Lord asked Arruda if they spoke about returning the excess \$270,000 to the town? Arruda answered that it is being looked into and added that the school, during his time as a Selectman, has never returned funds to the town. And it appears it did not lower the coming school year budget.

Lord asked for an update on the GOFERR Grant. L. Shackford informed the Board that we received the first round of reimbursement in the amount of \$35,000 and expects that we will be able to submit enough expenses to receive the \$27,000 balance. L. Shackford asked the Board to agree to sign the last grant submission out of session as it is due on October 30<sup>th</sup>. The board agreed.

**Selectman Arruda's List** – John and Linda will be working on the CIP. The drawdown looks good with us being at 81% of the year with 71% spent.

**Administrator's List** – L. Shackford asked the Board to consider allowing a mail slot into the building for receiving tax payments. Mike Brooks and L. Shackford feel it would be a more secure way to accept tax bill payments versus leaving them in the drop box. The Board was in agreement with the idea.

**Department Heads' List** – No items

### **SIGNATURE ITEMS**

Manifest

Payroll & Accounts Payable Checks

Yield Tax: Ward 233-010 \$1,562.33

Notice of Intent: Sherwood 233-039 & 117-061

**5:15 PM** - Arruda made a **motion** to go into **Non-Public Session per RSA 91-A:3II (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Roll call vote: Lord – aye; Shackford – aye; Arruda – aye

**6:10 PM** – Arruda made a **motion** to return to public session and to seal the minutes under RSA 91-A:3II (c) seconded by Lord and so voted **3-0**.

**6:10 PM** – Arruda made a **motion** to adjourn, seconded by Lord, and so voted **3-0**.

**NEXT SELECTMEN'S MEETING** – The next Selectmen's Meeting is scheduled for November 17, 2020 commencing at 4:30pm in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,  
Town Administrator