

**BOARD OF SELECTMEN
TOWN OF MADISON
November 17, 2020
MINUTES**

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

Others Present –DPW Director Jon Cyr; Jr.; Police Chief Robert King; Officer Mike Mosher; Town Clerk/Assistant Fire Chief Michael Brooks; Fire Chief Richard Clark; Fireman Russ Hawkes; 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 4:30 pm.

APPROVAL OF MINUTES:

Motion by J. Shackford, seconded by Lord, to approve the minutes of October 20, 2020 as written. The motion passed **3-0**.

APPROVAL OF MANIFEST:

Motion by J. Shackford, seconded by Lord to approve the Manifest of November 16 - 30, 2020 in the amount of \$694,065.19. The manifest breakdown is as follows: \$38,538.75 for Accounts Payable; \$29,658.61 for payroll; \$8,665.18 for payroll liabilities; \$14,202.65 for NHRS; and \$600,000.00 for Madison Elementary School. The motion passed **3-0**.

PUBLIC COMMENTS: There were none.

DISCUSSION ITEMS/NEW BUSINESS:

Avitar Assessing Contract 01/01/2021 through 12/31/2025 – L. Shackford presented the proposed assessing contract for the 2021-2025 cycle. The billing format has been adjusted to one monthly payment of \$1,744 for all services versus a monthly contract rate with data verification, pickups and office time at an hourly rate. L. Shackford sees this as a positive option recommending its acceptance based upon figures from 2019 used as comparison costs.

Motion by Arruda, seconded by Lord to sign the 2021-2025 Assessing Contract with Avitar Associates. The motion passed **3-0**.

2020 Equalization Municipal Assessment Data Certificate – Assessor Chad Roberge has offered the Town's preliminary equalization rate for 2020 at 98.8%. L. Shackford is pleased with the number considering the 2019 rate was 82.5% and the increase of housing prices in such a short span; it is close to 100% which is the goal after a revaluation. The Board signed the certificate that will be uploaded to the Department of Revenue's portal for approval.

Facility Sticker Rental Agreement Eligibility Length – L. Shackford asked the Board to consider a change to the policy for eligibility for a facility permit sticker. The current 6-month lease requirement is coming in as seasonal leases as opposed to people who rent and live here. L. Shackford asked for the requirement to be increased to a year as a lease of that length would be more apt to be a resident versus a

guest/visitor. The guest/visitor would have the option to pay for disposal of household trash at the transfer station.

Motion by Arruda, seconded by J. Shackford to adopt the change to the policy increasing the time from 6 months to 1 year for renters to be eligible for a facility permit sticker. The motion passed **3-0**.

Review Draft CIP – Arruda presented to the Board a CIP that was drafted by himself and L. Shackford for use by the Board. The CIP is a Planning Board responsibility that has fallen aside. Arruda feels it is a valuable tool for the Selectmen and Budget Committee, and has drafted a plan that includes only Town items that we control.

Arruda began a review noting that in his opinion he would like to see the bottom line stay relatively as level as possible. Lines discussed are as follows:

Fire: Building Exhaust System – The \$100,000 estimate has increased from the \$53,000 previously considered. Chief Clark is looking into a different system and in the process of getting better numbers. This project was discussed with the idea of creating a CRF in 2022 with \$30,000, adding \$30,000 in 2023 and the purchase in 2024 with remainder needed.

Fire: 1989 Fire Truck Upgrade – Chief Clark had an estimate of \$150,000. He was asked how hard of number that was. He stated he has one estimate. Lord noted that the integration of old and new will not be trivial. Arruda expressed his concern of the ability to lease the labor cost. Brooks suggested a lease purchase on the chassis and a warrant article for the labor allowing the funds to be encumbered from the 2020 budget and voted on at Town Meeting. Arruda asked for three numbers on the project to be gathered as soon as possible.

Arruda pointed out that the CIP is a document that needs to be reviewed in May, not trying to back it into warrant articles now.

Fire: Portable Radios – Chief Clark does not have numbers on the replacement of radios but intends to spread it out over four years and does not intend for this to begin in 2021.

Police: Cruisers – Chief King is following the established rotation running the cruiser until it is no longer financially responsible to keep it going. He will be looking into a SUV or pick-up truck but is still waiting for state bid numbers.

DPW: Road Improvements – The numbers plugged in are done at a slight escalation ultimately up to \$250,000, this helps control the bottom line.

DPW: Highway Heavy Equipment ETF – Cyr would like to add \$20,000 to keep in in balance.

DPW: Tractor Mower – Cyr has not obtained a number yet.

DPW: Expendable Trust Fund – Cyr still has many improvements to be made that include roofing over the containers, power gate, guard shed, surveillance and refurbish the firepit. The revenues that go into the general fund one year could be calculated and raised and appropriated for the next.

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

Direct Assistance – The welfare line will be reduced from \$5,000 to \$4,000.

Legal – The town counsel line will be reduced from \$12,500 to \$9,700.

Planning Board – The legal line will be reduced from \$10,000 to \$5,000. L. Shackford will confirm with the chairman.

2021 Draft Warrant Articles Review- The Board reviewed the draft warrant articles with comments listed:

Article 3. To see if the Town will vote to raise and appropriate the sum of two hundred thousand dollars (\$200,000.00) for paving and road improvements of Town roads including but not limited to ROAD NAMES. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the funds have been exhausted with the completion of the project or by December 31, 2025, whichever is sooner.

Article 4. To see if the Town will vote to authorize the Selectmen to enter into a four-year lease/purchase agreement for X (\$XX,XXX) for the purpose of leasing a new Highway Truck with dump body, plow and frame and to raise and appropriate the sum of X dollars (\$XX) of which X dollars (\$XXX) will apply to the first year's payment for that purpose and X dollars (\$XXXX) for sander and to install a radio in the truck. This lease/purchase agreement contains an escape clause and the Town will own at the end of the four years.

Cyr will be getting numbers together for the above article.

Article 5. To see if the Town will vote to authorize the Selectmen to enter into a three_year lease/purchase agreement for X dollars (\$XX) for the purpose of leasing a Police Cruiser and to raise and appropriate X dollars (\$XXXX) of which X dollars (\$XXXX) will apply to the first year's payment for that purpose and X dollars (\$XXXX) to outfit the police cruiser. This lease agreement contains an escape clause and the Town will own at the end of the three years.

Cyr will be getting numbers together for the above article.

Article 6. To see if the Town will vote to raise and appropriate xx dollars (\$xx,000.00) to be placed in the previously established Highway Heavy Equipment Expendable Trust Fund.

No number was decided.

Article 7. To see if the Town will vote to raise and appropriate twenty thousand dollars (\$20,000.00) to be placed in the previously established Assessing Expendable Trust Fund.

This article will be placed on warrant as written.

Article 8. To see if the Town will vote to raise and appropriate X dollars (\$xx,000.00) to be placed in the previously established Transfer Station Capital Projects Expendable Trust Fund.

No number was decided.

Article 9. To see if the Town will vote to raise and appropriate X dollars (\$xxxx) to be placed in the previously established Code Enforcement Vehicle Expendable Trust Fund.

Discussion with the idea of putting the funds into new cruisers and pass down a less used cruiser to the code car. The idea involved replacing two cruisers on a lease that is as long as the vehicle warranty and spreading payments out over years. Chief King will have a better handle once the state bids come out for vehicles.

Article 10. To see if the Town will vote to raise and appropriate the sum of ten thousand dollars (\$10,000.00) for the replacement of the HVAC unit in the upper level of the Town Hall.

The original concern that the freon for the system was not being produced has been solved as there is a substitute available at a reasonable price. The discussion changed to considering an ETF for Town Hall improvements noting that the heating and a/c units are 20+ years old.

Article 11. To see if the Town will vote to raise and appropriate the sum of four thousand dollars (\$4,000) for the fireworks show during Old Home Week.

This article will be placed on warrant as written.

Article 12. To see if the Town will vote to raise and appropriate up to the sum of X dollars (\$xxxx) to be placed in PEG TV Expendable Trust Fund this sum to come from the unassigned fund balance which represents unused franchise fees.

This article will be up to Madison PegTV.

Tax Rate Setting Update - Numbers have been received from the Department of Revenue that the Board can use to set the 2020 tax rate. The Unreserved Fund Balance is \$801,000.00. The Balance is currently at 7.87% which is within the 5 – 17% range recommended by DRA. The 2020 town portion, without using any fund balance to offset, would be \$4.27/\$1,000.

The Board considered increasing the overlay from \$50,000 to \$75,000 taking into consideration abatements due to the revaluation and using \$450,000 of fund balance to offset the town portion leaving 3.67%. This would have the town portion be at **\$3.54**. This would calculate to a total tax rate of \$15.30 for 2020. Lord noted it was 8 years ago when the town portion was at a similar amount.

Motion by Arruda, seconded by Lord to use \$450,000 of Unreserved Fund Balance. The motion passed **3-0**.

The Board agreed to ask DRA to approve a 2020 rate of **\$15.30** with the following comparison breakdown:

	<u>2019</u>	<u>2020</u>
Town	4.10	3.54
School	10.61	8.67
County	1.36	1.16
State School	<u>2.19</u>	<u>1.93</u>
	\$18.93	\$15.30

Eidelweiss \$6.64 \$4.98

OLD BUSINESS – There was none.

Selectman Shackford's List – No items.

Selectman Lord's List – Lord expressed his thanks to all the employees and volunteers that assisted on election day. Lord asked that a letter of thanks be sent to Paul Jean and Chris Martin for their donated work at the Historical Society; and to have a letter of thanks for his service be sent to Ken Hughes for

his years of volunteer service on the Zoning Board of Adjustments. Arruda and J. Shackford were in agreement.

Lord asked if there was any update regarding the GOFERR Grant funds. L. Shackford stated that the remaining \$27,000 was received in a check today. Brooks informed that Board that the sub grant that is available for election expenses incurred because of the volume of absentee ballots has already reimbursed the Town for \$1,606.00 with another \$2,960.31 still expected to be received.

Lord has received the support of the Conservation Commission to use their funds for the repair of the Silver Lake dam and boat ramp as discussed at their recent meeting. The project falls under the warrant article wording stating conservation purposes.

Selectman Arruda's List – The drawdown is at 76.4% at 88.2% of the year. Arruda noted that the fire department still has quite a bit still to expend. It was explained that the recycling line has funds that will be returned to the ETF as they were covered by the GOFERR Grant.

Administrator's List - L. Shackford asked the Board to consider an additional \$500 be given to each of the Supervisors of the Checklist this year. They received an annual stipend and it is the same if there are four election or one. This year they processed over 300 new voter registrations, worked four elections and handled it all with COVID-19 protocol. L. Shackford noted there are funds in the budget and we will be reimbursed through the grant that Brooks mentioned earlier. The Board was in agreement with the additional stipend.

L. Shackford asked the Board to consider her thoughts on being stricter about less interaction with the public. The office staff meets taxpayers outside Town Hall to help with transactions but the majority of those can be done via phone, mail, email or the Avitar Kiosk. L. Shackford would like to have appointments set up to help for only transactions that cannot be handled through those means. Brooks was in agreement agreeing with L. Shackford that we are a small group of people and if anyone of us is quarantined or sick it would adversely impact the others in the office and the operations of the Town. King suggested that fever checks and COVID-19 questions be asked of those taxpayers entering the building. Arruda was in agreement from a practical standpoint with Lord and J. Shackford agreeing. It was also decided that a drop slot in the closed door of the vestibule, versus the already present mailbox, will be set up to allow for a more secure system for receiving documents and payments directly into the building.

L. Shackford asked the Board to sign the 2020P02 Tax Warrant out of session. **Motion** by J. Shackford, seconded by Lord to sign the tax warrant out of session once it approved by DRA. The motion passed **3-0**.

Department Heads' Lists:

Chief Clark asked the Board if permission to accept grant fund for a replacement of the Fire Station generator needs to be placed on the 2021 Warrant. The Board did not feel it was necessary as holding a public hearing at a regular meeting would solve any issues.

DPW Director Cyr mentioned to the Board that he would like to possibly encumber fund for crushing asphalt which would result in 2,000 yards of road base material. The funds would come from his contracted services or road improvement lines.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Oath of Office – Conservation Commission Alternate Noreen Downs

Conservation Commission Regular Member Robert Stone

Zoning Board of Adjustment Regular Member Drew Gentile

Intent to Cut: 214-005 Bell

227-046 Lord

120-012 and 120-013 Robbins

Purchase Requisition: 2020-MADI-002 B&H Photo \$1,610.15

2020-DPW-012 Chandler Landscaping \$2,500.00

Private Road Agreement: Trocki Map 132 Lot 001

6:21 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 is scheduled for December 1, 2020 commencing at 4:30pm in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,
Town Administrator