

**BOARD OF SELECTMEN  
TOWN OF MADISON  
June 27, 2023  
MINUTES**

**Selectmen Present** – Michael A. Mauro, John Arruda, Adam Price

**Others Present** –Town Administrator Linda Shackford; Town Clerk/Tax Collector/ Fire Chief Michael Brooks; Chief Robert King, Jr.; Officer Jake Martin; Foreman Justin Chick; DPW Dave Swift; Rec Director Heather O'Donnell; MadTV Videographer Amanda Hayford; members of the public

**Where and When Posted** – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 20, 2022.

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

**Pledge of Allegiance:** Mauro led all in attendance in reciting the Pledge.

**APPROVAL OF MINUTES:**

**Motion** by Arruda, seconded by Price to approve the minutes of June 13, 2023 as written. The motion passed **3-0**.

**APPROVAL OF MANIFESTS:**

Motion by Arruda, seconded by Price to approve the Manifest of June 26-30, 2023 in the amount of \$74,455.13. The manifest breakdown is as follows: \$31,581.98 for accounts payable; \$33,310.73 for payroll; and \$9,562.42for payroll liabilities. The motion passed **3-0**.

**PUBLIC COMMENTS:** There was none.

**DISCUSSION ITEMS/NEW BUSINESS:**

**NH Clean Diesel Grant Program** – There is a chance that the Town could qualify for a grant that could assist in the replacement of the grader. Chick explained that the replacement of old diesel equipment may be worth looking into and the Board agreed. It is a 25/75 grant. The old equipment must be scrapped and the deadline for the grant is September 15, 2023.

**Rec Committee Raffle Request** – The Rec Department will be holding a raffle at their summer kick-off event on Saturday, July 1<sup>st</sup>. The raffle prizes include Story Land Tickets and two bicycles.

**Motion** by Arruda, seconded by Price to approve the holding of the raffle. The motion passed **3-0**.

**Request for Reconsideration of Boat Launch Permit Denial** – A request for reconsideration of Shackford's denial of launch stickers at no fee was discussed. Family of 19 Caroline Rd created a recreational lease for one year at \$50/month. Mauro was of the opinion that the lease is not in the true spirit of the permit eligibility requirements, and they are not eligible. Mauro would like to uphold Shackford's decision with Arruda and Price in agreement.

**iWorQ Service Agreement** – The computer program system proposed to manage the Town's vehicle fleet and DPW projects was discussed. Martin sees the system as a great way to keep records of vehicles and see when they are not worth keeping. Brooks agrees with Martin noting it is a three-year commitment on the software and the price comparison with the other software programs used by the

Town is in line. iWorQ offered a reduced one-time price \$1,500 of for the set up with an additional annual cost of \$4,500 so long as the contract is signed by June 30<sup>th</sup>. Swift spoke to the feature that will allow tracking of a project's costs that include man-power, materials and vehicle use. It would also keep track of the cost of each storm and the reports it can generate would have assisted in the FEMA numbers that we had to recently submit.

**Motion** by Mauro, seconded by Price to sign the contract with iWorQ. The motion passed **3-0**.

**American Air System Air Conditioner Proposal** – The air conditioning unit at Town Hall has failed because it is obsolete with Brooks explaining that the component to keep it running is no longer available. American Air Systems has been servicing it for years and has offered to assist. The tech will come back and try to get the system to limp through the summer with an agreement signed by the Town to perform a replacement, though they cannot do anything until at least October. They did agree that they can wait to do the work until January which will allow it to be paid from the 2024 budget. The agreement was signed.

### **OLD BUSINESS:**

**FEMA Road Damage May 1<sup>st</sup> Storm** – Brooks reported no new information regarding assistance for the May 1<sup>st</sup> storm. He has been in touch with Representative McConkey and has found that no declaration has been made.

Brooks and Chick have created a Request for Proposal (RFP) for the twin culverts at Modoc Hill Road. The RFP asks for pricing on three different options in addition to miscellaneous conditions in a fill-in the blank format:

1. Replace in kind;
2. Twin cell precast concrete;
3. Clean span bridge.

Chick asked to enlist the assistance of an engineer hoping that they would allow a retainer of \$3,500.00 to be spent from the contract services line. This would allow to have the RFP reviewed before sending out.

**Motion** by Mauro, seconded by Price to accept the format of the RFP. The motion passed **3-0**.

Permission was received to send it out after review by the engineer with an anticipated due date of July 25<sup>th</sup>. Arruda asked if there is a list of potential contractors with Chick stating there could be five.

**Monument Beach Drainage** – Mauro read from an email received from NH State DOT regarding the proposed drainage improvement at Monument Beach:

“Unfortunately, this project has hit a snag during the environmental review process. The area we would need to excavate for the drainage is a hotspot for cultural and historic resources, and will require a lengthy and costly study to be completed. From conversations with environmental reviewers this area is pretty important from an archeological standpoint. The Division of Historic Resources had conducted archeological surveys just to the west of the project area and found many resources sub-surface. Since it is unlikely these studies will be completed this summer before the paving work, and lack of funding available for these studies, NHDOT will not be able to continue this effort at this time.”

Ted Kramer, via email, hopes that the Board will push to make this project happen. The Board will not be taking any action as the mobilization of the paving that was expected to happen on Route 113 in October is expected to begin next week. Arruda feels the reasoning behind the State not doing the

drainage project is not very solid as there are several other factors in the area that do not seem to make a difference. The Board resigned themselves to the fact that unfortunately, this project will not happen.

**STR Enforcement Update** – The Board reviewed modified letters from Attorney Johnston regarding informing STR owners that began after March of 2022 that they are not allowed. Adding a timeframe and doing away with the second letter was a suggestion by Price with the thought that it would move things along quicker. The Board was in agreement with the changes and it was decided to send half of the remaining letters to be sent, then send the second half at a later date as to not overwhelm the office. Jay Buckley asked if the Board will be taking action of STRs that were in place as of March 2022 to which Mauro responded that the Board is taking on only post March 2022 vote STRs.

**Foot of the Lake Dock Estimates** – Swift reported that he has only received one response regarding pricing on a new dock for the Foot of the Lake Beach. The dock the Town owns is dangerous and will not be put back in this year. The Board asked that numbers be obtained in anticipation of purchasing a dock in time for next year.

**Emergency Expenditure Procedure RSA 32:11** – Shackford explained the procedure for an emergency expenditure to pay for the proposed repair of the Modoc Hill culverts. The Town’s DRA advisor offered information that included the need for a public hearing to use unassigned fund balance.

Arruda suggested adding a date that the Modoc Hill Road project would need to be completed to the RFP. It was decided that December 1, 2023 would be the listed completion date.

**Petition to the State for Speed Reduction on Route 41** – Chief King crafted a letter to State DOT petitioning them for a reduction in the speed limit on Route 41, between the area of Saxon Drive, north to the intersection of Route 113 is currently posted at 35mph as per the discussion at the June 13<sup>th</sup> meeting. Price asked about a reduced speed ahead sign to which King responded that the DOT will install signage per their protocol if it is lowered. Arruda was in favor of sending the letter to Commissioner Quinn; it was signed by the Board with Shackford sending it out. .

**Selectman Price’s List** – Price is looking for a solution for the Rec Director to make copies after hours at Town Hall or on Fridays. It was decided that the Town will pay for ink and paper supplies for O’Donnell to use on her personal printer.

**Selectman Arruda’s List** – Arruda stated the signage for the new compactor is done with the anticipated delivery date of the compactor confirmed by Swift to be tomorrow. The budget drawdown is tight withy having used 47% of the budget at 48.8% of the year.

**Selectman Mauro’s List** – Mauro asked what needs to be done to get the Oshkosh out to bid. It was decided that a reserve of \$11,000 will made with it being published in some trade formats and a longer than usual time to submit. It was also decided that the aluminum truck bed should be put out to bid with a reserve of \$12,500. Arruda will first touch base with someone that has expressed interest several times before putting out to bid.

**Administrator’s List** - No items

**Department Heads’ Lists:**

*Tax Collector/Town Clerk. Fire Chief Brooks* – There are two weeks until the tax payments are due with 68% having been collected. Brooks also mentioned:

- He is actively working on an RFP with DES for the water quality expecting the process to take up to two years;
- Old Home Week is rapidly approaching and programs are available. On the first Saturday there have been arrangements made for a Black Hawk helicopter to be available for people to see.

*DPW Swift* – Swift suggested making a different entrance into the MadTV office that would allow them access that is not through the garage. It could cut down on the dust and make access safer.

*Foreman Chick* – The stump grinding around the DPW garage is going well and the chips are of good quality. Chick also mentioned:

- Despite the rain working against us the crew had been working on erosion issues adding that it may be necessary to rent a grader again as the Town’s grader is still be repaired.

*Chief King* – King relayed a request to have the speed limit reduced on East Shore Drive in the area of the Boat Launch and Foot of the Lake. King noted the call volume this summer is easily one of the busiest summers. Trespassing at the Transfer Station is an issue mentioned by Arruda. King suggested changing the signage to “No Trespassing After Hours” which would make a violation something that the police can deal with versus it being civil.

*Rec Director O’Donnell* – Summer camp stated yesterday in the school gym due to the weather. The Summer Carnival is scheduled for July 1<sup>st</sup>.

**SIGNATURE ITEMS:**

Manifest

Payroll & Accounts Payable Checks

Abatements: 256-020 Tetu

133-003 Force

Warrant for Unlicensed Dogs

Request for Payment: Rec Revolving Fund \$618.98

Intent to Cut: Petersen 239-008 Rock Farm Lane

**5:53 PM Motion** by Mauro to enter **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; and **Non-Public Session per RSA 91-A:3II (b)** The hiring of any person as a public employee; and **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: Price – aye; Arruda – aye; Mauro – aye

**Motion** by Mauro, seconded by Arruda to make public the minutes of the **Non-Public Session per RSA 91-A:3II (b)** The hiring of any person as a public employee. The motion passed **3-0**.

Roll Call Vote: Mauro – aye; Arruda – aye

**Motion** by Mauro, seconded by Arruda to seal the minutes of the **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; and

**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: Arruda – aye; Price – aye; Mauro – aye

**Motion** by Price, seconded by Arruda to return to public session and adjourn. The motion passed **3-0**. The meeting adjourned at 6:21 pm.

**NEXT SELECTMEN'S MEETING** – The next Selectmen's Meeting is scheduled for July 11<sup>th</sup>, 2023 commencing at 4:30 pm at the Madison Town Hall meeting room.

Respectfully Submitted,

Linda Shackford,  
Town Administrator