

**BOARD OF SELECTMEN  
TOWN OF MADISON  
September 5, 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; Police Chief Robert J. King, Jr.; Officer Michael Mosher; Foreman Justin Chick; DPW Dave Swift; Librarian Sloane Jarell; Rec Director Heather O’Donnell; MadTV Videographer Carol Dandeneau and 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 August 8<sup>th</sup>, 2023 as written. The motion passed **3-0**.

**APPROVAL OF MANIFESTS:**

Motion by Arruda, seconded by Price to approve the Manifest of September 5-11, 2023 in the amount of \$317,736.67. The manifest breakdown is as follows: \$76,047.25 for accounts payable; \$32,465.72 for payroll; \$9,223.70 for payroll liabilities; and \$200,000 for Madison School. The motion passed **3-0**.

**PUBLIC COMMENTS:** There were none.

**DISCUSSION ITEMS/NEW BUSINESS:**

**Oshkosh Truck Bid Opening** – No bids were received. Shackford will look into companies that specialize in sale and auction of municipal equipment.

**RFP Opening for Modoc Hill Road Culvert Replacement** – There were two packets received. G.W. Brooks and Son Inc. and Burnham Company General Contracting Inc. made submissions. Arruda opened the Brooks packet that contained a proposal letter that explained why no bid was submitted and that they had a different solution. Burnham’s packet contained the proposal, releases and addenda as per the RFP requirements with a proposal amount of \$494,553.00. Bruce Knox of Knox Associates Engineering Consultants advised that the Brooks proposal cannot be recognized as per the contract.

Arruda asked about payment schedules and proof of insurance. Knox explained that those are part of the review along with the permitting which is a stage that will be coming.

It was surmised that this project will not be able to be done before this winter based upon the timeframe listed, bringing the project start into 2024.

Knox will review within the 15-business day review period and return at the September 19<sup>th</sup> meeting with a recommendation for the Board.

**iWorq Fleet Management Program** – This is tabled to the September 19<sup>th</sup> meeting.

**OLD BUSINESS:**

**Short-Term Rentals** – Kathy Koziell of 7 Lakeview Drive asked for an update of the letters being sent. Shackford reported that three Notices of Violation were sent out on the 30<sup>th</sup> along with a new first letter. Koziell presented two properties that she said the owners are using as short-term rentals. Shackford noted that those are two properties that received Notices of Violation last week.

Shackford explained the process for how notifications are made to the property owners via letter.

Bill Dempster of 157 Doe Drive reported that about 15% of the STRs in Town have either stopped, sold or are for sale. The numbers are dwindling albeit at a slow rate.

**Spending Freeze** – Arruda noted that at the 67.9% of the year the overall budget has had 68.1% spent, however, Article #2 has spent 71%. The Board agreed with Arruda to ask the Department Heads to limit their spending to only what is necessary and to not begin any new projects this year. Shackford will formally inform department heads in writing.

**Short-Term Rentals** – Paul McKenna did not know discussion was over. McKenna asked if letters have been sent to all 40 STRs that began after March of 2022. The Board said that question will be answered at their next meeting.

**DPW Garage Waste Oil Heater** – This is tabled to the September 19<sup>th</sup> meeting.

**Pole Broom** – Swift reported that the motor is seized on the broom. Chick feels the broom on the loader is more efficient and does not see the need for the department to have the pole broom repaired. This broom will be added to the list of things to see if it can go out to a municipal auction or sale.

**Selectman Arruda's List** – The Transfer Station had two of its busiest weeks with revenues being at 13% above last year at this same time.

**Selectman Price's List** – Price asked DPW if they happened to have seen poles for the soccer nets that are missing. Swift will check the garage again. Price also mentioned:

- Price asked Brooks if he has received any information from Representative Mark McConkey regarding Route 113 to which Brooks responded that he has had no luck, and has not given up;
- There has been no interest from anyone regarding the old soccer nets that were discussed at the last meeting. It was decided that the DPW will dispose of them.

**Administrator's List** – Shackford reminded the Board that the first meeting of the Advisory Budget Committee is scheduled for September 12<sup>th</sup>. And, the MadTV department heard about the idea for the entrance to their studio to be moved from inside the garage to an entrance from outside; MadTV is in favor of such a change.

## **Department Heads' List:**

*Tax Collector/Town Clerk/Fire Chief Brooks* – Brooks had nothing to report.

*Chief King* – King deferred his time to Officer Michael Mosher. Mosher expressed his thanks to the Board for the opportunity they gave him for growth, learning and service to the community of Madison over the last five years. Mosher will be going to another local department but will continue to be available on a part-time basis. The Board thanked Mosher for his service wishing him well.

*Foreman Justin Chick* – R&D Paving have moved equipment onto East Madison Road in anticipation of the paving of that road and Pound Road. Chick reported the schedule as of this afternoon was paving on East Madison Rd and Pound Road on Thursday then move over to Colby Hill Road for Friday.

*DPW David Swift* – State inspections are being performed on the trucks, filtering them over to Hilton's. Sullivan Tire may have better prices on re-capping than our present vendor; Swift will obtain some numbers for the Board.

*Librarian Sloane Jarell* – Jarell thanked DPW, Fire and Police for their help with the OHW Touch-A-Truck Event. It was a success and Jarell hopes to do it again next year.

*Rec Director Heather O'Donnell* – O'Donnell thanked Mike Brooks and Wayne Jones for helping her line the field for soccer. Soccer, football and field hockey are starting up.

**Selectman Mauro's List** – Mauro clarified comments made at the last meeting regarding the necessity of a permit to paint a house. After finding the letter that was sent to the homeowner it was found that the homeowner had begun sill work and siding replaced without a permit, not painting. Mauro stated that the Town does not require a permit for painting.

## **SIGNATURE ITEMS:**

Manifest

Payroll & Accounts Payable Checks

Roberts & Greene, PLLC Representation Letter

K-9 Agreement with Michael Mosher

**5:18 PM Motion** by Mauro to enter **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

**5:51 PM Motion** by Mauro, seconded by Price to seal the minutes of the **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 and return to public session. The motion passed **3-0** September 5, 2023 by roll call.

Roll Call Vote: Mauro – aye; Price – aye; Arruda – aye

**Motion** by Mauro, seconded by Price to adjourn at 5:51 pm. The motion passed **3-0**.

**NEXT SELECTMEN'S MEETING** – The next Selectmen's Meeting is scheduled for September 19, 2023 commencing at 4:30 pm at the Madison Town Hall meeting room.

Respectfully Submitted,

Linda Shackford,  
Town Administrator