

**BOARD OF SELECTMEN
TOWN OF MADISON
September 19, 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.; DPW Josh Shackford and Dave Swift; Librarian Sloane Jarell; Rec Director Heather O’Donnell; MadTV Videographer Amanda Hayford 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 September 5, 2023 as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by Arruda, seconded by Price to approve the Manifest of September 18-25, 2023 in the amount of \$315,744.46. The manifest breakdown is as follows: \$52,177.18 for accounts payable; \$35,269.73 for payroll; \$9,555.62 for payroll liabilities; \$17,852.93 for NHRS; and \$200,000 for Madison School. The motion passed **3-0**.

PUBLIC COMMENTS: Daymond Steer confirmed that topics he would like to ask questions about will be discussed during the meeting.

DISCUSSION ITEMS/NEW BUSINESS:

Dam Repair Request for Proposal (RFP) Opening – Shawn Bergeron of Bergeron Technical Services presented to the Board the one RFP received from MSK Engineers from Bedford, NH. Bergeron listed the six other firms that were offered an opportunity to bid. Bergeron met MSK Engineers on sight at the dam. Bergeron feels they are very qualified for this project and cannot see a reason not to do business with them.

MSK Engineers submitted a price of \$15,000 and noted that NHDES would like to see a hydrologic and hydraulic (H&H) analyses be performed to determine/confirm the downstream hazard classification. Bergeron suggest that MSK Engineers be asked to quote that analysis as the total warrant article appropriation may have enough money for the RFP and H&H.

Mauro feels the proposal is well prepared and is in favor of obtaining a price on an H&H analyses. Bergeron noted that the analyses will not change the scope of the work, it will offer better information for the future.

Motion by Price, seconded by Arruda to accept the RFP from MSK Engineers for the Silver Lake Dam. The motion passed **3-0**. Bergeron will reach out to L. Shackford to acquire a Purchase Requisition for the project.

RFP for Modoc Hill Road Culvert Replacement – A summary and recommendation of construction bids for the Modoc Hill culvert was received from Engineer Bruce Knox. Mr. Knox was not present for the review.

Arruda read from the correspondence:

Bidder A: GW Brooks and Son, Inc \$639,983

Bidder B: Burnham Company \$494,553

Difference \$145,430 (29.4%)

Knox recommends Burnham Company as Bidder A is considered non-responsive, and consequently deemed “irregular” per the contract and should not be considered.

Mauro expressed his concern of funding the project. Brooks stated that the storm of July 16th has been declared a disaster but the storm of May 1st that caused this damage has not. Apprehension to move forward with this project, knowing that it will not happen until next year and not knowing how to fund the project, was discussed.

Motion by Mauro, seconded by Price to table this decision until we know if this storm will be declared a disaster and eligible for FEMA or brought to Town Meeting as a warrant article. The motion passed **3-0**.

Primary Dispatch Changes – Brooks explained that a change to how calls to Zone 5 in the northern area of Town will be toned is being requested. Currently Conway dispatches fire and EMS with Carroll County Sheriff dispatching police calls. Due to a huge increase in calls, 64 to one residence, a request by mutual aid to have Madison’s fire and EMS toned first was made by Conway Fire; Brooks appreciates the assistance that they have given. Routine calls will route through the Sheriff, urgent calls will still have Conway available. Brooks explained that the Selectmen’s signature will initiate the change that would take effect October 4, 2023.

Sharon Schilling of 537 Bickford Road asked if there has been an analysis of the change in response times with this change? Brooks stated that it would be the physical distance that could cause a slower response with Madison being 4-5 miles further away in some cases. Price reiterated that if it is an urgent call, Conway can be dispatched.

Motion by Mauro, seconded by Price to change the primary dispatch call to ESZ 384 for fire and EMS to Carroll County Sheriff’s Office. The motion passed **3-0**.

Road Plates for Modoc Hill Road – J. Shackford presented to the Board pricing regarding metal road plates for Modoc Hill Road in anticipation of future repairs. Two 8’x80’ plates:

Presby Steel: \$15,722.80

Roadplate Group LLC: \$11,750.00

Coleman Rental Agreement: \$1,000/month

It was decided that purchasing the plates, that could be in place for several months, was a better option than renting.

Motion by Arruda, seconded by Mauro to accept the bid from Roadplate Group LLC for the road plate purchase. The motion passed **3-0**.

Boat Ramp Grant Agreement and Authority for Contracts - The final paperwork for the GOFERR Boat Ramp Grant was reviewed and accepted by the Board. Mauro signed the Grant Agreement Exhibit A Special Provisions and the Board signed the Grant Agreement General Provisions form.

Price made the following motion regarding the Certificate of Authority:

Motion by Price, seconded by Arruda that Selectman Michael A. Mauro is duly authorized to enter into contracts or agreements on behalf of the Town of Madison with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote. The motion passed **3-0**.

Standard Operating Guidelines – Snow Removal and Ice Control – The Board reviewed the proposed updated guidelines with amendments made to only the drivers of each route by Foreman Chick.

Motion by Mauro, seconded by Arruda to accept the changes to the Snow Removal and Ice Control for the 2023-2024 season with the next review to be in September of 2024. The motion passed **3-0**.

September 26th Hearing – Overspend Budget per RSA 32:11 – L. Shackford has scheduled a hearing on September 26th at 6:00. Notice has been made around Town and published in the September 16th edition of the Conway Daily Sun. The anticipated amount of the over expenditure will be approximately \$400,000 and the Town is required to hold the hearing, and write a letter to the DRA Director asking permission along with the required paperwork.

OLD BUSINESS:

iWorq Fleet Management Program – This topic was tabled to a future meeting.

DPW Garage Waste Oil Heater – Swift gathered more detail on the heaters. Dirigo offered a 250,000 BTU system with Arrows at 200,000 BTU. Dirigo was \$600 less with 50,000 BTUs more. Swift will be contacting Eastern for service on the lower garage system.

Motion by Arruda, seconded by Price to go with Dirigo if they could get the system all installed before cold sets in, if not, go with Arrow. The motion passed **3-0**.

Short-Term Rentals – L. Shackford gave an update on the letters sent to STR owners. There are two that are past the 30-day response deadline and they have not submitted information or applied to ZBA. It was decided that those two would be turned over to Attorney Johnston.

Schilling asked if the Board is open to a reorganization of the spreadsheet, hoping to make it easier to read. Shackford will rework the sheet.

Selectman Price's List – No items

Selectman Arruda's List – The budget is close with 71.7% spent at the 71.8% of the year. Arruda asked about the shoulder work on Colby Hill to which J. Shackford explained that the road widener purchase requisition in the signature items will be used to take care of that.

Selectman Mauro's List – No items

Administrator's List – Shackford stated that Hazardous Waste Day is this Saturday the 23rd from 8:30-11:00 at the Conway Transfer Station, more information is on the website and at the Transfer Station. Shackford will be attending a bench trial on Thursday with Attorney Johnston via electronic means for the Tayzach lawsuit.

Department Heads' Lists

Town Clerk/Tax Collector/Fire Chief Brooks – A meeting on Thursday with FEMA is scheduled to begin the paperwork for the disaster relief from the July 16th storm. Brooks also mentioned:

- Representative McConkey is trying to arrange a DOT rep to attend the October 3rd meeting to update the Board on the status of Route 113;
- A meeting of the Board, Brooks and Moderator Epstein is a hope of Brooks to decide which of the two state approved voting machines the Town should purchase. It will be somewhere between \$6,000 - \$7,000 in the form of a warrant article at the 2024 Town meeting;
- Engine 1 is at Hilton's for inspection and service of the fuel delivery;
- Brooks is working with the engineering firm regarding the ground water at the Fire Station with a contract and engagement to come soon.

DPW Josh Shackford – Shackford listed close to 30 items that the DPW did in the last two weeks providing details. Mauro was please to hear the summary.

DPW Dave Swift – The trash truck needs brake and spring work to pass inspection which is scheduled for next week which was agreed will come from the transfer station budget. Swift also mentioned:

- Truck 11 was just inspected and repaired for \$2,500;
- The 2019 Peterbilt wiring issues and tire replacement have cost \$15,000 with the solution to the wiring problem maybe ultimately being a battery switch installation;
- The newest truck, due to their error, is coming in green instead of the requested blue.

Chief King – Advertising for the open officer position will begin in November. King mentioned he is interested in meeting with DOT when they attend a Selectmen's meeting.

Rec Director Heather O'Donnell – This Thursday is the first soccer game of the season. Field hockey has begun and the Rec Dept is doing a float for the 100-year Kennett Celebration Parade to which Brooks added two Madison Fire Trucks will be carrying Kennett Alumni.

Librarian Sloane Jarell – Jarell invited adults to the Grown-up movie night for dinner and a movie tomorrow night.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

2023 MS-1

Intent to Cut: Morrill 239-002

Mosher 228-007

Request for Payment: Rec Revolving Fund - Conway Embroidery \$335.00

Purchase Requisitions: 2023-DPW-005 Coleman Rental \$2,400

2023-DPW-006 Alta Equipment \$10,498

2024 Warden Reappointments
Forest Protection Bureau Federal Excess Property Co-operative Agreement
DUI Grant Scope of Work

Motion by Mauro, seconded by Price to adjourn at 5:58 pm. The motion passed **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting is scheduled for October 3, 2023 commencing at 4:30 pm at the Madison Town Hall meeting room.

Respectfully Submitted,

Linda Shackford,
Town Administrator