

**BOARD OF SELECTMEN
TOWN OF MADISON
OCTOBER 7, 2014
MINUTES**

Selectmen Present - Michael Brooks, and Josh Shackford. **Absent** - Chairman John Arruda.

Others Present - Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Assistant Road Agent Bill Chick, Jr.; Fire Commissioner Denita Dudley; Fire Chief Jeff Eldridge; firefighter David Cribbie; Madison TV videographer Carol Dandeneau. Road Agent Bill Chick Sr. attended the non-public at the end of the meeting.

Where and When Posted - Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 5, 2013.

Meeting Called to Order – By Brooks at 5:30 p.m.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of September 23, 2014 as prepared, seconded by Brooks, and so voted **2-0**.

PUBLIC COMMENTS – HIGHWAY GARAGE OVERHEAD DOOR - Assistant Road Agent Bill Chick Jr. was in to discuss a problem with the Highway Garage overhead door. Chick said White Mountain Overhead Door has been called to work on the door three times in the last month. Chick said the door and hardware is 20 years old and finding parts is a difficult and lengthy process. Chick got a quote from White Mountain Overhead Door for \$3,640 to install new tracks and overhead door with opener(s). Brooks said \$2,860 will buy and install the door and tracks and the automatic opener which comes with 4 wireless remotes is an extra \$780. When asked, Chick said the insulated door is in stock and can be installed in the next week. A Purchase Requisition form has been filled out for the Selectmen to consider approving with \$2,860 coming from the General Government Buildings maintenance line and \$780 coming from the Highway operating budget.

Motion: Brooks made a **motion** to approve the Purchase Requisition #2014-GGBL-004 in the amount of \$3,640, seconded by Shackford, and so voted **2-0**.

Decision: The Selectmen will sign the Purchase Requisition later under Signature Items.

END OF PUBLIC COMMENTS

APPROVAL OF MANIFESTS – Shackford made a **motion** to approve the Manifest of October 7, 2014 in the amount of \$353,243.11, seconded by Brooks, and so voted **2-0**. The Manifest breakdown is as follows: \$19,940.12 for payroll; \$6,238.82 for payroll liabilities; \$252,064.17 for accounts payable; and \$75,000.00 for the Madison School District (release date 10/09/14).

ASSISTANT TRANSFER STATION ATTENDANT JOB DESCRIPTION – A new job description has been drafted for the position of Assistant Transfer Station Attendant. Although the Town has employed people in this position previously there wasn’t a stand-alone job description to outline their duties, responsibilities, or qualifications.

Motion: Shackford made a **motion** to accept the job description for Assistant Transfer Station Attendant, seconded by Brooks, and so voted **2-0**.

Decision: The signature page for the job description acceptance will be signed under Signature Items.

STATISTICAL ASSESSING UPDATE REQUEST FOR PROPOSAL – Arias has been working with the Town’s representative at the NH Department of Revenue Administration’s Property Appraisal Division to formulate a Request for Proposal (RFP) for a Statistical Assessing Update in 2015 to ensure Madison’s values are proportional. The Board was provided a copy of the draft RFP to review and approve before it’s circulated to the vendors on the State of NH’s approved assessor and assessment company list. The Selectmen were fine with the RFP document and authorized Arias to circulate it at the earliest opportunity so we can have an idea of the impact the update will have on the 2015 budget.

INTENT TO CUT ON CLASS VI BICKFORD ROAD – Arias received a letter from logger Tom Fadden regarding Intent to Cut #14-283-09T off Class VI Bickford Road. The letter indicates that no work needs to be done to Class VI Bickford Road at this time. Fadden plans to install an apron of 3-4” stone coming into the property and will discuss this with the road agent but won’t be doing anything within the parameters of the Class VI roadway for alterations or improvements. Brooks said this item was informational only with no action required. Arias said the required \$1,000 performance bond on this project has been received and photos taken by Code Enforcement. The letter and tax map diagram will be filed with the signed Intent to Cut.

2016-2021 CAPITAL IMPROVEMENT PROGRAM – Brooks said the Planning Board met last week and has presented the Selectmen with a copy of the updated CIP (2016-2021) to be used during this coming budget process. Brooks said the CIP isn’t totally complete because the School appears to have lumped a few appropriations together on one entry. Chris Young will get clarification on their intent and adjust the plan accordingly. Brooks said the entry for the primary pumper fire truck replacement also needs to be checked and possibly refined since the cost isn’t known yet. Once these items are verified the CIP can be voted on and accepted by the Board of Selectmen.

CONTRIBUTION HOLIDAY FROM HEALTH INSURANCE – Stacey said the Town has received another \$13,000 refund from HealthTrust for overpayment of medical and dental premiums. As done previously, Stacey has calculated the amounts overpaid by the current employees who contributed funds toward the premiums through payroll deductions. During the next pay run those funds will be returned by turning off withholdings. The total amount of the employees share is \$909.18.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Purchase Requisition #2014-GGBL-004 – White Mtn. Overhead Door (\$3,640) Hwy Garage

Veterans Credit Application – (134-026)

Assistant Transfer Station Attendant job description

State of NH Warrant for November 4, 2014 Election Day re: polling place & hours

5:52 PM – Brooks made a **motion** to recess the Selectmen’s Meeting and convene the Fire Commissioner’s Meeting, seconded by Shackford, and so voted **2-0**. Commissioner Denita Dudley joined the table for the ***FIRE COMMISSIONERS MEETING***.

APPROVAL OF MINUTES – The minutes from the last Fire Commissioners Meeting on August 12, 2014 were included with the Selectmen’s Meeting minutes of the same date and were approved as prepared by vote of the Selectmen (2 of whom also serve as Commissioners) on August 26, 2014.

STANDARD OPERATING GUIDELINES – Shackford said last he knew Dudley & Stacey were working on marrying the Fire Department Standard Operating Guidelines (SOGs) and By-Laws into one work product. Dudley said she and Stacey are still working on consolidating the two documents. Stacey said she talked with Arruda about a few discrepancies between the 2008 By-Laws and Standard Operating Guidelines that will need to be figured out as the work continues. Stacey was also charged with ensuring the single document falls in line with the Personnel Policy.

REPORTING FROM CHIEF – Dudley said she asked Eldridge to start preparing statistical reports for the Commissioners meetings, starting with September’s statistics tonight. Eldridge provided a report showing 24 total calls in September; 11 medical aid, 8 fire alarms, 2 investigations, 1 brush fire, 1 structure fire, 1 mutual aid. Eldridge said there were 24 hours in trainings, 22.5 hours of administrative work, 19.5 hours of work details around the Fire Station, and 6 hours of inspections. Eldridge said Madison Fire Rescue has answered 229 calls so far in 2014 which is down slightly from this time last year. The Commissioners asked Eldridge to continue with monthly statistical reporting.

INVOICES – Shackford asked if any Fire Department invoices need to be reviewed or signed by the Commissioners. Arias said no and pointed out their invoices have been delivered to Town Hall consistently late by one day for the last few months. Brooks suggested having all invoices brought to Town Hall on Monday of each week regardless of whether it’s a check cutting week or not. Dudley suggested Eldridge put a reminder in his phone of the dates checks are cut. Stacey said Accounts Payable needs to be received by 10 am on the Monday of a check run to be included in that week’s Manifest.

AMBULANCE MEETING – Brooks said the six-town ambulance service Request for Proposal (RFP) was circulated via e-mail to 8 ambulance service companies last Wednesday night. Brooks has been contacted by two companies that decline. Brooks said one company sent a very detailed list of questions and request for statistics which was forward to each of the six towns. Brooks has gathered answers from all but one town and will forward the responses back to the company that sent the inquiry.

FIRE TRUCK COMMITTEE – Shackford said the Fire Truck Committee continues to meet and will be putting a proposal together for the Board of Selectmen to consider.

FOREST FIRE EQUIPMENT REPAIR FUNDS – Stacey asked for guidance on the best way to differentiate the Forest Fire Warden lines within the Fire Department budget. The Selectmen and Commissioners have discussed this before but the way in which Stacey is to show the divide still isn’t clear to her. Shackford said this issue is more who has the authority to spend from those lines while ensuring the bottom line doesn’t go over. Shackford said it will be up to the Fire Warden to bring his monetary needs to the Fire Commissioners for approval. Stacey provided a copy of the Fire Chief’s proposed 2015 operating budget to the Commissioners along with a second version which puts the Fire Warden lines at the bottom of the budget sheet. Stacey cautioned that the Drawdown printed out of the accounting software orders

each line alphabetically. Arias suggested renaming the Fire Warden lines as just Warden so they will default to the bottom of the Fire Department budget page and group together. Stacey asked whether she is to work with the same bottom line figure for 2014 Fire Department or add funds to the Fire Warden lines. The Commissioners said to work with the same bottom line figure.

NH RETIREMENT SYSTEM FIRE DEPARTMENT REPORT – Stacey asked Eldridge where the annual request for payment from the Fire Department to the NH Retirement System is for 2014. Stacey said she typically receives it no later than July. Eldridge said he hasn't received any paperwork from NH Retirement System yet. Stacey was asked to pull last year's report so Eldridge will have something to work from since it appears to be a work product we generate rather than an invoice we receive. The amount is calculated based upon the number of members on the current roster and paid to the NH Retirement System as a death benefit in the event that a firefighter is killed in the line of duty.

FIRE DEPARTMENT TIME WARNER INVOICE – Stacey recently noticed that the Fire Department's monthly Time Warner invoice is \$70.85 opposed to the Town Hall and Madison TV's \$49.99 per month. In addition, the Fire Department's internet speed slower at 7M than Town Hall and Madison TV's 15M. Stacey called Time Warner and was told the additional cost includes webhosting services for a website that doesn't appear to be updated very often. The Commissioners suggested doing away with the Time Warner webhosting expense and have a page added to the Town's website for general Fire Department information. Arias said the page will need to be updated by Town Hall staff on the request of the Fire Chief. Eldridge was fine with this suggestion so Stacey will call Time Warner back to have the webhosting cancelled and the invoicing revised.

JOB DESCRIPTION – Eldridge provided the Commissioners with copies of draft job descriptions for the Fire Chief, Deputy Fire Chief, 2nd Deputy Fire Chief, Captain, Rescue Captain, Lieutenant, and Lieutenant/Training Officer. The Commissioners said this information should be included as part of the new Fire Department SOG/By-Law document. Stacey asked Eldridge if she could get the documents electronically and Eldridge said yes.

PUBLIC COMMENTS – Dave Cribbie asked whether the multi-town ambulance RFP included a higher level of service for Madison (ALS vs. BLS). Shackford said nothing changed with respect to the level of care and mentioned that ALS services are included. Shackford said Madison has been making out with the current contract because some of the other towns specified a higher level of care for their town which has resulted in Madison receiving a higher level of service than what was required under our section of the contract. Brooks said Madison is currently under contract until December 31, 2015 and nothing has changed or should change until that time. Brooks said the RFP being circulated brings in two additional towns, Ossipee and Effingham, to the existing four-town group of Eaton, Freedom, Madison, and Tamworth. Brooks said the six-town group is waiting for figures to come in to help determine whether any of the towns want to propose a change for budget year 2015. Brooks explained how Effingham and Ossipee are more or less out on their own right now where ambulance services are concerned. Brooks reiterated that the RFP includes ALS.

Cribbie asked if the job descriptions provided tonight specify the stipend amount allocated for each of the chief officer positions prior to the annual point system value being calculated. Eldridge said no and indicated that the Fire Commissioners need to discuss how the 2014 member reimbursement/point system is to be distributed in the near future. Eldridge asked Arias when the member reimbursement request needs to be submitted in order to have the checks in early December and was told by early November. Brooks

suggested that the Chief and the Chief Officers get together on a Thursday night to iron things out and prepare a proposal for the Commissioners to approve. The Commissioners decided to post a meeting for 6 pm on Thursday, November 13, 2014 in the Town Hall Meeting Room to do just that.

FIRE DEPARTMENT LOCK – Eldridge talked with Chief Huddleston about the key card system used at one of the Ossipee Fire Departments. Huddleston estimated the cost to be about \$2,300. Arias said Lakeside Security met with her at the Fire Department on Monday morning and will be providing some lock options and estimates via e-mail shortly. Eldridge indicated that the key he provided Arias recently for placement at Town Hall is a master key that will operate all the locks at the Fire Department.

6:32 PM – Shackford made a **motion** to adjourn the Fire Commissioners meeting and return to the Selectmen’s Meeting, seconded by Dudley, and so voted **2-0**.

6:32 PM – Brooks made a **motion** to go into non-public session under RSA 91-A:3II(a) to discuss Highway Department staffing with the Road Agent and then into a second non-public session under RSA 91-A:3II(c) regarding a property complaint, seconded by Shackford. Roll Call Vote: Brooks – aye; Shackford – aye. **7:15 PM** – Shackford made a motion to return to public session and seal the minutes of the non-public sessions, seconded by Brooks, and so voted **2-0**.

7:15 PM – Shackford made a **motion** to adjourn, seconded by Brooks, and so voted **2-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s meeting will be on Tuesday, October 21, 2014 at 5:30 p.m. in the Town Hall meeting room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary