

**BOARD OF SELECTMEN
TOWN OF MADISON
NOVEMBER 18, 2014
MINUTES**

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

Others Present - Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Fire Truck Advisory Committee members Bill Lord and Nicole Nordlund; Forest Fire Warden & Emergency Management Director Richard Clark; Fire Chief Jeff Eldridge (arrived late); and Madison TV videographer Carol Dandeneau.

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 the Chairman at 5:30 p.m.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of November 4, 2014 and November 10, 2014 as prepared, seconded by Brooks, and so voted **3-0**.

PUBLIC COMMENTS – Bill Lord, Chairman of the Advisory Fire Truck Committee, and member Nicole Nordlund were in with an update from the committee. Lord prepared notes to read from which he offered to send Arias electronically for inclusion in the minutes. See excerpt below.

Selectman Shackford asked Bill Lord, Chairman of the Fire Truck Replacement Committee, to provide an update on the Committee’s work. Lord reported that over the past 10 months the Committee’s work came to unanimous agreement last week on a recommendation for next Town meeting. He explained their methodology first. They built a timeline for committee actions; he explained the two-pronged approach of the committee: a) evaluate the current truck and b) look at competitive bids for a replacement truck. They then evaluated several alternative solutions: 1) status quo, 2) renovate the current truck, 3) purchase a used truck, and 4) purchase a new truck. New trucks can be demonstration models, stock, or custom. Expert analysis of the current truck revealed no substantive mechanical or fire-fighting problems. Potential upgrades to the current truck’s fire-fighting equipment could be \$55,000-65,000. A specification for a replacement truck was sent to 26 potential providers. Following that a bidders conference was held and an amendment was issued as a result of the bidders questions. Four bids were received – ranging from \$523,000-574,000; none of the bids included all requirements of the specification. All of the bids were for custom trucks. The committee then analyzed the alternatives and came to agreement, with Fire Chief endorsement. The committee will make the following recommendation to the Town:

1. Authorize the purchase of a replacement truck in 2016 for an amount not to exceed \$425,000. The Fire Chief will identify the specific truck for Selectman approval and purchase.
2. Approve warrants in each of the years 2015 and 2016 for \$50,000 in each year to be added to the current fund of \$214,000. The balance of the purchase amount above the then-existing (\$314,000) balance in the fire truck capital improvement fund would be provided through financing.
3. Request Selectmen to task the Fire Chief to actively develop and execute fund-raising programs which would provide additional funding e.g., private, corporate, & grants to facilitate the purchase of a fire truck. Additionally, task the Fire Chief to begin a recruiting campaign to add volunteers to the department.
4. Authorize the Selectmen to release the existing truck fund for use in purchasing a replacement truck prior to 2016 if the Fire Chief finds an economic, competitive, and attractive opportunity

prior to 2016. The balance of the purchase amount above the then-existing balance in the fire truck capital improvement fund would be provided through financing.

The Committee's rationale was as follows:

1. This recognizes the eventual need to modernize the Madison fire-fighting equipment and improve fire-fighter safety.
2. This recognizes the lack of immediate urgency to replace the existing fire truck, given the written evaluations of professionals/experts, after their evaluation of the current truck.
3. This provides the Selectmen with Town pre-approval, so that if the Fire Chief identifies a truck that is immediately available in 2016 e.g., demonstration or stock truck, they may act quickly.
4. This recognizes that the bids received for a new truck did not meet all the firefighting needs identified in the specification, yet were all in excess of \$520,000.
5. This will allow for the purchase of an available replacement truck with potentially greater capability but at less cost to the taxpayers e.g., a demonstration model meeting/exceeding the current specification.
6. This allows time for the Town to accumulate funds slowly in order to save for the purchase amount vs. immediate financing with tax dollars.

Selectmen thanked Chairman Lord for the committee's diligent work and fact-based, logic-based conclusions resulting in their upcoming recommendation at Town meeting.

Additionally Lord discussed how four members of the Committee attended the New England Fire Chief's Convention where they were toured around by firefighter David Cribbie and had a chance to talk with vendors and manufacturers. Lord said he estimates the Town will get between \$10,000 and \$25,000 for the existing truck based upon research he's conducted about similar fire trucks for sale. Lord said Nordlund has done a lot of research into fundraising and grant opportunities, including an opportunity to get upwards of \$20,000 from the USDA's Rural Development. Arruda pointed out that an expenditure can't be made from the Capital Reserve Fund between Town Meetings unless the voters change the way the fund is set up and make the Board of Selectmen agents to expend. Brooks asked Lord how the committee arrived at the suggested price cap of \$425,000. Lord and Nordlund said there was much debate amongst the members about what the cap should be set at. Lord said his initial suggestion was \$365,000 but the firefighters on the committee convinced the group to increase the cap over concern that a stock truck wouldn't come with enough accessories if the cap was only \$365,000. Brooks asked if Rural Development has a pre-approval process and Nordlund said no because they are the last step in the purchasing process. Nordlund said Town Meeting will have to vote the appropriation and be ready to move forward before Rural Development will start their application process. Shackford wanted to commend all the members of the group and said it was a monumental task that ended on a positive note. Lord will make a similar presentation at the Advisory Budget Committee Meeting next week and at Town Meeting 2015. **END OF PUBLIC COMMENTS**

APPROVAL OF MANIFESTS – Brooks made a **motion** to approve the Manifest of November 18, 2014 in the amount of \$659,604.88, seconded by Shackford, and so voted **3-0**. The Manifest breakdown is as follows: \$26,824.77 for payroll; \$7,393.06 for payroll liabilities; \$25,387.05 for accounts payable; \$71,191.00 for the Madison School District (release 11/20/14); and \$528,809.00 for the Madison School District (release 12/01/14).

2002 HIGHWAY TRUCK SEALED BIDS – The Selectmen opened five sealed bids for the 2002 Highway truck being sold. They were as follows:

Charette for Scrub Oak Scramblers	= \$1,100
Richard Clark	= \$2,550
Roberta Allen	= \$1,420

Robert Nelson = \$2,562
Wendel Noyes = \$1,301

Motion: Shackford made a **motion** to accept the high bid from Robert Nelson for \$2,562 and if he doesn't accept go with the second highest bidder, seconded by Brooks, and so voted **3-0**.

Decision: Arias will contact the high bidder and begin the sale process. She will need the signature of one of the Selectmen on the Bill of Sale. Shackford said to let him know when it's ready and he will come sign it. The other Selectmen were fine with that plan.

SNOW REMOVAL & ICE CONTROL STANDARD OPERATING GUIDELINES – The Selectmen reviewed the most recent update to the Snow Removal & Ice Control Standard Operating Guidelines from the Road Agent. The original document was approved October 14, 2003 and is intended to be reviewed annually and updated accordingly. The last update was November 13, 2012 and the next revision is slated for September 1, 2015. Arruda said it looks like the Road Agent has assigned himself three different trucks to drive. Stacey said the assigned vehicles and routes may change if a full-time Mechanic/Highway Technician is hired. Arruda said this still seems to indicate that the Town has more vehicles than operators and wondered whether that concept is fiscally responsible. Brooks said the Oshkosh is only used during winter months. Shackford recalled Chick's request to keep the oldest topkick truck as a spare. Brooks said every plow route is manned by a specific employee. Brooks would like to think the Transfer Station attendant can handle the bulk of the plowing and winter cleanup there with the backhoe. Shackford asked Stacey to prepare a secondary signature page for all Highway Department members to sign their acknowledgment and receipt of the revised document on for our files.

Motion: Brooks made a **motion** to approve the Snow Removal and Ice Control Standard Operating Guideline document dated November 18, 2014, seconded by Shackford, and so voted **3-0**.

Decision: The Selectmen will sign the revised document under Signature Items and copies will be circulated by Stacey.

VETERANS MONUMENT ESTIMATE – Henry Forrest from the Veterans Monument Advisory Committee dropped off an estimate from Arthur's Memorials dated September 30, 2014 which includes the purchase of a granite capstone (\$745) and **either** five 5.75" bronze military service plaques (\$1,225) with flush mount installation [add \$675 to install them inset] or five 6.5" flat carved military service emblems in black lithichrome (\$700). Brooks said the Advisory Committee hasn't meet recently to discuss this estimate or other related business. Arruda would like to have Arthur's Memorials send in a sample rendering of the two options before the Advisory Committee makes a recommendation to the Selectmen. The Selectmen didn't feel as though this matter was pressing since the next event at the monument isn't until Memorial Day 2015. Arias said she isn't sure of the current balance in the account but Brooks said there would be more than enough money to cover this. Brooks said he will contact Henry Forrest to see about scheduling a meeting of the Advisory Committee.

HEALTHTRUST 2015 MEDICAL & DENTAL INSURANCE RATES – The Selectmen reviewed the October 29, 2014 letter from HealthTrust outlining the 2015 medical and dental insurance rates. The signed renewal from the Town needs to be received by HealthTrust on or before December 16, 2014. In 1015 the Anthem Blue Cross plan cost is going down 0.3%, the Matthew Thornton Blue plan cost is going up 0.6%, and the Delta Dental plan cost is remaining the same. Arruda asked about the return of funds due

back from HealthTrust because of previous overcharges. Arias said the Town is supposed to receive \$15,090.45 in February 2015. Brooks said the Town has taken all previous refunds in check form rather than an invoice reduction (referred to as Contribution Holiday) so employees who paid more than they needed to through a payroll deduction can receive their proportionate overpayment back.

Motion: Brooks made a **motion** for the Chairman to sign the Health & Dental all inclusive renewal with HealthTrust for a timely submission, seconded by Shackford, and so voted **3-0**.

Decision: Arruda will sign the rate renewal paperwork under Signature Items.

WINTER ROAD TAX DEEDED PARCEL – Arias informed the Selectmen that letters were sent to 14 bidders from the July Public Auction in an attempt to determine the runner-up bidder for tax map 117, lot 036 on Winter Road. Arias said she has been contacted by a few bidders but none able to confirm they were the runner-up bidder or state the amount of their last bid. Arias said other attendees from the auction who didn't bid on this lot but received a letter said they might be interested in acquiring it if the Selectmen wanted to sell it through a sealed bid process. The Selectmen instructed Arias to send out letters of invitation to the same 14 bidders offering to sell the property through a sealed bid process with a minimum bid of \$19,000 and a submission deadline of December 11th at noon.

AMBULANCE MEETING – The Selectmen discussed who would be attending the joint ambulance contract meeting on Thursday, November 20, 2014 at 6 pm in Ossipee. Arruda said he can't make it and Brooks offered to represent the Board which Shackford agreed to.

TAX BILLS – Brooks asked whether the 2014 2nd issue tax bills had been mailed yet. Stacey said the bills are scheduled to be mailed by our vendor on November 20th and will be due on December 22, 2014.

HISTORICAL SOCIETY FENCE – Brooks asked for an update on the installation of the split-rail fence between the Historical Society and property to the north. Arias said she faxed the signed Purchase Requisition to TDK Enterprises after the last meeting with a note for them to contact Bill Chick Sr. for location and scheduling details. Chick Sr. will be joining the non-public meeting later and can be asked for details about any contact he's had from the fence company.

PURCHASE REQUISITION – Arruda asked to delay the signing of the Purchase Requisition to AJ Coleman & Son, Inc. (#2014-HIGH-006) which was intended to encumber funds remaining in the Highway Road Improvement line so materials can be bought in 2015 with funds appropriated in 2014 to complete the East Madison Road project. Arruda would like the Purchase Requisition reviewed at one of the last meetings in December so the Board has a better handle on where the bottom line of the budget stands.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Intent to Cut Timber – #14-283-10T – VanBrunt (246-007) Class VI Granite Ln

(Performance Bond request sent to logger via e-mail on 11/03/2014)

#14-283-11T – Whiting/Calderwood (258-009) Lead Mine Road

Snow Removal & Ice Control Standard Operating Guidelines

Abatement to Tax Collector #2014-007 – Town of Madison (\$44.00) 105-069

#2014-008 – Town of Madison (\$153.00) 113-121

#2014-009 – Town of Madison (\$164.00) 115-004
#2014-010 – Town of Madison (\$324.00) 115-032
#2014-011 – Town of Madison (\$131.00) 221-016
#2014-012 – Town of Madison (\$60.00) 221-017

2015 HealthTrust Medical & Dental Rate Renewal

6:35 PM – Arruda made a **motion** to go into non-public session under RSA 91-A:3II(b) to review the applications received for Highway Department Mechanic/Technician with the Road Agent, seconded by Shackford. Roll Call Vote: Brooks – aye; Shackford – aye; Arruda - aye. **6:55 PM** – Shackford made a motion to return to public session and seal the minutes of the non-public session, seconded by Brooks, and so voted **3-0**.

6:55 PM – Shackford made a **motion** to adjourn, seconded by Brooks, and so voted **3-0**. Two of the three Selectmen then returned to the meeting room for the posted Fire Commissioner’s Meeting.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting will be on Tuesday, December 2, 2014 at 5:30 pm in the Town Hall Meeting Room. The Selectmen will attend the Advisory Budget Committee Meeting on Tuesday, November 25, 2014 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary