

**BOARD OF SELECTMEN
TOWN OF MADISON
APRIL 7, 2015
MINUTES**

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

Others Present – Town Administrator Melissa Arias; Fire Chief Jeff Eldridge; Fire Officers Rob Rand, Bill Chick, Jr., & Mike Mauro; firefighters David Cribbie & Bob Vaughan; Fire Warden & Emergency Management Director Richard Clark; Police Chief Jamie Mullen (part of the time); and Madison TV videographer Carol Dandeneau.

Where and When Posted - Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on January 7, 2015.

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

CHAIRMANSHIP & COMMITTEE REPRESENTATIVES - The Selectmen decided on the Board Chairmanship position and Committee representatives for 2015. They are:

- Selectman Chair = Josh Shackford
- Budget = All attend (John Arruda will cast any votes)
- Conservation = Josh Shackford
- Energy Advisory = John Arruda
- Highway Safety = Mike Brooks
- Joint Loss (Employee) = Melissa Arias
- Joint Loss (Employer) = Mike Brooks
- Municipal Records (Assessor Rep) = Melissa Arias
- Municipal Records (Selectman Rep) = John Arruda
- Planning = Mike Brooks
- Solid Waste Advisory = John Arruda
- Veterans Advisory = Mike Brooks

APPROVAL OF MINUTES – Brooks made a **motion** to approve the Selectmen’s Meeting minutes of March 24, 2015 as prepared, seconded by Arruda, and so voted **3-0**.

APPROVAL OF MANIFESTS – Brooks made a **motion** to approve the Manifest of April 6 - 13, 2015 in the amount of \$70,864.00, seconded by Arruda, and so voted **3-0**. The Manifest breakdown is as follows: \$22,186.88 for payroll; \$6,644.46 for payroll liabilities; \$42,032.66 for accounts payable; and \$0.00 for the Madison School District.

THERE WERE NO PUBLIC COMMENTS

FIRE DEPARTMENT DISCUSSIONS:

2015 MEMBER REIMBURSEMENT/POINT SYSTEM – Shackford looked to Chief Eldridge and his Chief Officers for the recommendation they’re supposed to have been working on with respect to the 2015 member reimbursement/point system method. This is a task that was handed down several months ago by the Fire Commissioners and is being followed up on by the Selectmen who replaced the Fire

Commissioners effective Town Meeting day. Eldridge said there hasn't been anything further prepared since the last discussion about the point system. Brooks said the system, whether changed or not, needs to be written out by Fire Chief and his Chief Officers so it's perfectly clear going forward. Arruda said the write-up will need to be reviewed by the Selectmen and approved prior to being instituted. Arruda said the group has time to work on this task since the next member reimbursement isn't scheduled until December 2015. Shackford said it doesn't matter to him whether the recommendation of the group is a change or for things to stay the same but he doesn't want to approve that section of the Standard Operating Guidelines until the process is clearly outlined and approved.

STANDARD OPERATING GUIDELINES DRAFT – Arruda said the current draft of the Standard Operating Guidelines (SOGs) is nearly finished. Arruda said the Selectmen have been concentrating on the personnel side of the Fire Department operations and leaving the firefighting procedure SOGs to the Chief. Shackford said he'd be comfortable adopting the current SOGs tonight except for the one on member reimbursement which can be accepted by the Selectmen and circulated to the membership at a later date.

Motion: Arruda made a **motion** to approve SOG #100001R, 200001R, 200003R, 200004R, 200018R, 200019R, 200020R, & the Receipt & Acknowledgement page which will all be signed out of session once in final form, seconded by Shackford, and so voted **3-0**.

Decision: The Selectmen will be notified when the SOG's approved above are ready for signature. The Fire Chief will then distribute the new SOG's to the membership and collect the Receipt & Acknowledgement forms for the same. Once the member reimbursement SOG is approved the Fire Chief will distribute that signed page and another Receipt & Acknowledgement form to each member.

LETTER FROM FIRE MARSHAL RE: 2015 REPORTING DEADLINE – Shackford said the Town received a copy of a letter to Chief Eldridge from the Fire Marshal's Office dated March 19, 2015 stating Madison's 2014 NFIRS (National Fire Incident Reporting System) reports are overdue. Eldridge said the Fire Department has been experiencing computer problems which prevented the submission of the reports in a timely fashion. Eldridge said the information will be sent to the Fire Marshal's Office by the end of this week.

ENGINE 4 CONVERSION TO RESCUE 1 – The group discussed the recent conversion of Engine 4 into Rescue 1 which has put the truck grossly over-weight with all the equipment added to it. Brooks said Town Mechanic Rob Rand is unable to put an inspection sticker on the truck based upon the current weight. Berlin Spring is going to install a heavier spring on the truck this month equivalent to 7,200 pounds of additional support. Rand said the truck was 1,540 pounds overweight when taken to the scales at Coleman's so the new springs will more than account for the overage. Brooks explained how the truck will then need to be inspected by the Highway Enforcement Unit at the NH DOT for a special certification or other documentation showing the truck is safe to travel over the roads at the higher weight.

CERTIFICATIONS FOR R.I.T. & SCBA – Shackford asked how this topic came to be on the agenda and Arias said it was raised at a recent Joint Loss Management Committee meeting. SCBA stands for self-contained breathing apparatus (airpacks) and R.I.T. stands for Rapid Intervention Team. R.I.T. is a trained crew whose sole responsibility is to stand by on a fire scene in the event a firefighter goes down inside the burning building at which point they go inside and rescue him/her. Eldridge said there isn't a guideline for the State of NH on R.I.T. However, Eldridge said everyone from Madison Fire who has gone on mutual aid calls in other towns for R.I.T. has been trained in R.I.T. and is SCBA certified.

BARTLETT FIRE TRUCK GRANT – Arruda said Bartlett NH recently received a FEMA Assistance to Firefighters Grant (AFG) in the amount of \$554,600 for a new firetruck. In the end the Town of Bartlett taxpayers only paid \$90,882 to get the new truck, believed to be a demo. Arruda asked Eldridge to contact the Bartlett Fire Chief to see who wrote their grant application. Chick Jr. is pretty sure Bartlett Fire Chief Roberts' worked with a grant writer on the application. Brooks said the Town of Madison received one of our fire trucks through a similar grant and therefore might not be eligible again in the near future. An article in the March 18, 2015 Conway Daily Sun documented the story.

FIRE DEPARTMENT JOB DESCRIPTIONS – Arruda asked Eldridge to correct the Fire Chief's job description where it calls for monthly reporting to the Fire Commissioners. The monthly reporting should be listed as going to the Board of Selectmen now that there aren't any Fire Commissioners.

PUBLIC COMMENTS - Bob Vaughan, a resident who works as a merchant marine six months of the year, said he has volunteered with the Madison Fire Department for years but questions whether he is considered a member currently or not. Vaughan said many aspects of the Fire Department have changed during his time here, including the by-laws, access to the building, and his ability to wash school buses at the Fire Department while substitute bus driving. Vaughan said he doesn't have to drive bus when he's home but he chooses to because it helps his community. Vaughan said he used to wash the bus between runs to keep it clean and help lessen the need for future maintenance. Vaughan said he was told to stop using the Fire Department to wash buses and wondered if that was still the case. Shackford said he would defer that decision to the current Fire Chief. Arias cautioned that granting one bus driver permission to use and access the Fire Department might result in all bus drivers wanting the same privilege even if they aren't members of the department. Arruda said there are washing capabilities at the Highway Garage which the Police Department and Code Enforcement Officer use periodically. Arruda asked Chick Jr. if there's any reason the buses can't be washed in front of the Highway Garage and Chick Jr. said not that he knows of. In getting back to the Fire Department operations, Vaughan said his call sign has changed frequently while he's been away working and he isn't always brought up to speed on his new number once he gets back. Vaughan said he's even been chastised for signing on the radio with the wrong call sign upon his return rather than being thanked for showing up to help. Vaughan said his access code doesn't currently work in the entry door and he's wondering if he'll be able to get his department issued portable radio back. Vaughan said he was asked to turn in his portable radio for reprogramming which he did willingly but when he asked about getting it back upon his return he was told there were technical issues with the radio which had to be shipped out for repairs. Vaughan said he feels as though he's been pushed out and is no longer welcome to participate. Vaughan said he'd like to see the focus of the Fire Department be helping others rather than getting bogged down with hierarchy. Vaughan admits he often speaks his mind and isn't part of the "in group" but he's still very interested in helping out when he's in town. Shackford encouraged Vaughan meet with the current Fire Chief and talk through some of the concerns he's having. Shackford said Eldridge was elected Fire Chief by the membership as the best candidate to lead the membership and deal with the general public on Fire Department matters. Rob Rand said he joined the Fire Department about 3 years ago and assured Vaughan that his involvement isn't forgotten. Rand likened Vaughan's schedule and availability to that of another member who can only attend weekend calls and trainings. Rand said both members should still be considered assets to the department. Arruda said these concerns should be addressed by the Chief and Chief Officers together. Brooks said Vaughan will be notified of the date and time of the next Fire Department training/meeting, which will likely be April 14th and every second Tuesday thereafter. **END OF FIRE DEPARTMENT DISCUSSIONS**

POLICE CRUISER FINANCING DOCUMENTS – Tax Exempt Leasing Corp. has provided the lengthy financing packet for the new police cruiser. There will be other documents to sign upon delivery of the vehicle so Stacey has asked the Board to vote to sign those out of session.

Motion: Brooks made a **motion** to sign the present documents for the master lease purchase agreement now and any future related documents out of session, seconded by Shackford, and so voted **3-0**.

Decision: The leasing documents will be signed under Signature Items with future cruiser lease payment forms being signed out-of-session.

RESTORATION OF INVOLUNTARILY MERGED LOTS APPLICATION – Town Counsel Diane Gorrow has provided a draft application form for the Restoration of Involuntarily Merged Lots (per RSA 674:39-aa). The Town is currently working with two different property owners seeking to divide lots they believe were involuntarily merged in the past by the town. The group discussed what the appropriate fee would be for the application, newspaper, and abutter notices. Arias was asked to inquire with Town Counsel on what the fees should be, either based upon other towns her firm represents or in comparison to existing fees for the Madison Planning Board and Zoning Board of Adjustment.

Motion: Arruda made a **motion** to approve the application with the Town Administrator requesting appropriate application fees from Town Counsel, seconded by Brooks, and so voted **3-0**.

OUTGOING POLICE CRUISER – Mechanic Rob Rand said the Ford Escape and the Ford Explorer are in equal condition and neither has evidence of body rust or rot. Rand said the Explorer is newer with higher mileage and the Escape is older with lower mileage. Brooks would like this topic to be tabled until the new cruiser is received.

EASEMENT DEED FOR ROCKHOUSE MOUNTAIN PROPERTY OWNERS ASSOCIATION – The Easement Deed to the Rockhouse Mountain Property Owner’s Association is ready to be signed by the Selectmen per the approval of 2015 Town Meeting Warrant Article #16 and Town Counsel. This easement deed will allow the association to update their inadequate public water system through a connection running from the association under a portion of Class V Town Line Road in Conway and Class VI Modoc Hill Road in Madison to a new well site on the Madison property of Deborah Iampietro Revocable Trust.

Motion: Brooks made a **motion** to sign the Easement Deed in accordance with the vote of Town Meeting, seconded by Shackford, and so voted **3-0**.

Decision: Arias will notarize the Selectmen’s signatures and contact Rockhouse representative Ron Briggs who will pick up the deed and take it to the Carroll County Registry of Deeds for recording.

VETERANS MEMORIAL CAPSTONE – Brooks said the Veterans Advisory Committee met last night to discuss the estimate provided by Arthur’s Memorials for a granite capstone addition to the monument. The committee opted to go with the inset bronze medallions for each branch of the armed forces in keeping with the style of the existing monument. Brooks said tonight’s approved Selectmen’s Meeting minutes will have to be given to the Trustees of the Trust Fund along with a Payment Authorization form for payment. In the meantime, Arthur’s will proceed with the ordering of the granite and bronze medallions based upon a follow up phone call. Jeff at Arthur’s has said it’s unlikely the capstone will be in place by Memorial Day.

Motion: Brooks made a **motion** to authorize the payment by the Trustees of the Trust Fund to Arthur's Memorial in an amount not to exceed \$3,000, seconded by Arruda, and so voted **3-0**.

Decision: Arthur's Memorial will be notified of this decision and the Trustees of the Trust Fund will receive a Payment Authorization form and a copy of the 4/7/15 approved minutes after the next Selectmen's Meeting so they can process the check.

FOOT OF THE LAKE TREES – Brooks said Chick Sr. has marked several trees at the Foot of the Lake Beach which are dying or hazardous and need to come down. The wood will be used for the Old Home Week Bean Hole Supper this year. The Selectmen were in support of this work and authorized the removal of the hazardous or dead trees by the Highway Department.

TRANSFER STATION HAULING FEE INCREASE – Arruda said Transfer Station Attendant Jim Cairns has been notified by NRRRA that their sub-contract hauling Firm, Empire Trucking, will be raising their hauling fees effective April 15, 2015. As of that date, a tandem haul will go from \$325 to \$500. Cairns is working with NRRRA and North Conway Incinerator Service to come up with a more economical alternative. Arruda said the increased fees will wreak havoc with our operating budget. Brooks feels as though the issue is one for NRRRA to solve since we contract with them and they hire the sub-contracted haulers. Arruda said one other option would be to put everything into the compactor since our contract with North Conway Incinerator is at such a favorable rate. This will be discussed more in the future by the Solid Waste Advisory Committee and Selectmen.

GOODWIN FOREST TREE STANDS – Arias was contacted on March 24, 2015 by Robbin Rancourt about two hunting tree stands that were left in place amid the Goodwin Town Forest after last year's hunting season ended. Rancourt received the information from another party who indicated to him the tree stands lacked identification. Rancourt informed Arias that tree stands which are left in place (not carried in and carried out the same day) must have landowner permission and must be removed at the end of each hunting season. Rancourt indicated his responsibility was to notify Arias who should pass the information onto the Board of Selectmen for discussion and action, if required. Brooks asked if the locations of the two stands was known. Arias said Rancourt was familiar with one of the sites based upon the informant's description but not the second site. Rancourt hadn't bothered to investigate on his own. Shackford doesn't believe there's a law requiring the removal of tree stands at the end of each hunting season. Brooks said he will contact Carroll County Dispatch to ask for the local Fish and Game Officer to contact him and provide the statutory references on this situation.

REQUEST TO USE TOWN PROPERTY – Arias said Reach the Beach is seeking permission to use the Madison Garage property on September 18, 2015 for overflow parking and runner transitioning since it's next to the Elementary School. Arias has asked Road Agent Bill Chick Sr. whether the use will interfere with the Highway Department's accessibility to the garage that day and he said no. Arias specified in the note section of the application that the Highway Department will be accessing the driveway and garage during their working hours. Arias also noted that the approval doesn't allow use of the ballfield parking lot or portable toilet which some of the vans used without permission last year. The Selectmen didn't have any issue with the use of the Madison Garage property so Arias will sign the application and send a copy to Reach the Beach.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Timber Tax Warrant & Worksheet #2014-283-01-T – Dwight (242-011)

#2014-283-02-T – Puopolo (218-002)

Excavation Tax Warrant #14-283-01-E – Purity Spring Resort (249-013)

#14-283-02-E – Pike Industries (102-003)

Intent to Excavate #15-283-01-E – Purity Spring Resort (249-013)

#15-283-02-E – Pike Industries (102-003)

Finance Documents for Lease of Police Cruiser

Easement Deed to Rockhouse Mountain Property Owners Association for waterline

Appointment/Oath of Office – North Country Council Rep. - Henry Anderson (1 yr.)

Library Trustee – Bruce Kennedy (1 yr.)

Library Trustee Alternate – Tom Reinfuss (1 yr.)

Sandra Carr

Energy Advisory Committee – Noreen Downs (1 yr.)

William Lord (1 yr.)

Russell Dowd (1 yr.)

Ray O'Brien (1 yr.)

Nicole Nordlund (1 yr.)

Russell Lanoie (1 yr.)

Forest Fire Warden/Deputy Appointments for 2015 through NH DRED

Forest Fire Report/Bill for Fire Warden Training

6:55 PM – Shackford made a **motion** to go into non-public session under RSA 91-A:3II(c) to discuss a town-owned property matter/request and then into a second non-public session under RSA 91-A:3II(b) to discuss hiring a part-time seasonal employee, seconded by Brooks. Roll call vote: Arruda – aye; Brooks – aye; Shackford - aye. **7:15 PM** – Arruda made a **motion** to return to public session and seal the minutes of the non-public sessions, seconded by Brooks, and so voted **3-0**.

7:15 PM – Arruda made a **motion** to adjourn, seconded by Brooks, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting will be on Tuesday, April 21, 2015 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary