

**BOARD OF SELECTMEN  
TOWN OF MADISON  
April 18, 2017  
MINUTES**

**Selectmen Present** – John Arruda, Robert J. King, Jr., Josh L. Shackford

**Others Present** – Fire Chief Jeffrey Eldridge; Finance Director Su Stacey; Administrative Assistant Linda Shackford; Madison TV Videographer Carol Dandeneau

**Where and When Posted** – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 19, 2016.

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

**APPROVAL OF MINUTES:**

**Motion** by King, seconded by J. Shackford to approve the minutes of April 4, 2017 as written, the motion passed **3-0**.

**APPROVAL OF MANIFESTS:**

**Motion** by King, seconded by J. Shackford to approve the Manifest of April 17-24, 2017 in the amount of \$289,272.42. The Manifest breakdown is as follows: \$57,357.96 for accounts payable; \$24,109.72 for payroll; \$7,804.74 for payroll liabilities; and \$200,000.00 for Madison Elementary School. Motion passed **3-0**.

**PUBLIC COMMENTS** – There were none.

**DISCUSSION ITEMS/NEW BUSINESS**

**363 Danforth Lane Property** – The property at 363 Danforth Lane 120-005, taken for taxes 04/01/2014, has met the 3-year time frame allowing the Town to proceed with the sale of the property. Due to the odd shape of the lot and the rights-of-way, the Board has been considering doing a survey to eventually reconfigure the boundary lines before any sale. This reconfiguration of the lines will include consideration of the Planning Board, a surveyor and abutters. The Board asked L. Shackford to get in touch with the necessary professionals to get this in the works.

**TelVue PEG TV Service Bill** - The bill for 2017 is \$2,700. This amount is used to have the Madison PEG TV be available over the internet for viewing not just on the cable channel 3. Stacey questioned if this \$2,700 should come from the PEG TV line or from the general government line of the town's budget citing an email from Jim Malloy asking for the payment to be considered paid from general government seeing that all residents can see it online. J. Shackford asked if there are funds available to pay this bill from PEG TV. Stacey responded yes, the check cut for tonight's meeting used funds from that account. The Board decided to have it paid from the PEG TV line. Arruda asked to keep in mind if the direction of viewing goes to strictly on-line, it could eliminate the need for franchise fees.

**Review of Finance Director and Administrative Asst. Job Descriptions** – The Board reviewed the draft versions of job descriptions for the Finance Director (FD) and Administrative Assistant (AA) positions.

The purpose of the review was to balance and level some of the work loads.

The Board would like to see #10 of the FD description regarding department meeting be on both positions. The Park & Rec liaison was decided to be more on the administrative side and consequently #14 of the FD description will move to the AA position. Matters regarding personnel's first point of contact will be placed on the AA description, such as personal/personnel matters, personnel policy updates and new employee packets. Items regarding payroll such as vacation and sick time tracking will be on the FD job description. L. Shackford will draw up new drafts with changes discussed for the May 2<sup>nd</sup> meeting.

**OLD BUSINESS** – There was none.

**Selectman Arruda's List** – Arruda asked the Board's opinion on giving the beaches in town assigned E-911 numbers. Chief Eldridge feels it is not a bad idea. King agrees, noting as a first responder it is frustrating to have difficulty finding an address. Code Officer Boyd assigns numbers, he will be asked to calculate them. Arruda asked Chief Eldridge if a member to the Ambulance committee has been decided upon. Chief Eldridge stated no, he will ask again at their regular meeting this coming Thursday night. J. Shackford noted that a motion was made at Town Meeting by a member of the department to add another EMT to the list of members, now it appears that no EMT is willing to serve. Chief Eldridge hopes that the EMT Captain would be willing to join the committee. J. Shackford offered to ask him. King asked Chief Eldridge to put filling the opening on his Thursday night agenda.

**Selectman King's List** – King asked if we have had any response to the Swim Instructors position. There has been no response.

**Selectman Shackford's List** – J. Shackford asked if summer grounds maintenance has begun. It will actively begin next week with Alan and Wayne returning to the highway crew.

**Assistant's List** – No items

### **SIGNATURE ITEMS**

Purchase Requisition 2017-POLI-002 – AAA Police Supply \$538.00

2017-POLI-003 – TriTech Software Systems \$3,305.60

2017-POLI-005 – Justin Swift \$980.00

2017-POLI-004 – Justin Swift \$1,400.00

2017-FIRE-009 – David Cribbie \$1,000.00

2017-FIRE-008 – David Cribbie \$1,000.00

2017-FIRE-007 – C&S Specialty Inc \$1,385.00

2017 FIRE-006 – C&S Specialty Inc \$1,190.00

Excavation Tax Levy – 16-283-01-E, 16-283-02-E, 16-283-03-E, 16-283-04-E, 16-283-07-E  
and 16-283-08-E

Notice of Intent to Excavate – Purity Spring Report 249-013

Pike Industries, Inc 102-003

Yield Tax Levy – 16-283-12-T, 16-283-15-T and 16-283-14-T

Notice of Intent to Cut – Perkins 239-017

Oath of Appointment – Tom Henderson OHW Committee

Request for Payment to Trustees of Trust Funds - \$20,000 from Hwy Heavy Equip ETF

**6:06 PM** – Arruda made a **motion** to go into non-public under RSA 91-A:3II(c) Tax Agreement and (c) legal seconded by King. Roll call vote: King – aye; Shackford – aye; Arruda – aye

**6:25 PM** – Arruda made a **motion** to return to public session and to seal the minutes of the non-public sessions under RSA 91-A:3II(c), seconded by King and so voted **3-0**.

**6:25 PM** – Arruda made a **motion** to adjourn, seconded by Arruda, and so voted **3-0**.

**NEXT SELECTMEN’S MEETING** – The next Selectmen’s Meeting will be on Tuesday, May 2, 2017 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford, Administrative Assistant  
Recording Secretary