

**BOARD OF SELECTMEN
TOWN OF MADISON
May 22, 2018
MINUTES**

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

Others Present – Chief Ted Colby; DPW Director Jon Cyr; 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 January 10, 2018.

Meeting Called to Order – By Chairman King at 5:30

APPROVAL OF MINUTES:

Motion by Arruda, seconded by J. Shackford to approve the minutes of May 8, 2018 as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by J. Shackford, seconded by Arruda to approve the Manifest of May 21 -31, 2018 in the amount of \$473,413.10. The Manifest breakdown is as follows: \$39,297.26 for Accounts Payable; \$26,569.34 for payroll; \$7,546.50 for payroll liabilities; and \$400,000.00 for Madison Elementary School. The motion passed **3 -0**.

PUBLIC COMMENTS – There were none.

DISCUSSION ITEMS/NEW BUSINESS:

Finance Director Stacey Discussion/Clarification – Stacey asked for clarification from the Board on their understanding of what the Department of Public Works is doing. Stacey wanted to know if the Board is moving their budget lines – Highway, Solid Waste, Parks & Rec? She does reporting at the end of the year and it is necessary for her to keep the expenses and wages separated by department. The Board was under the agreement that the highway, parks & rec and transfer station budgets will remain separate with them all under the DPW Directors control.

Stacey explained that she worked with Cyr to design a new spreadsheet to be used for reporting hours for payroll. The original timesheets will be kept in the DPW office with the understanding that they need to be available should an audit by the Department of Labor and/or New Hampshire Retirement System occur. These timesheets will be filed with Stacey at the end of the year. A spreadsheet will be submitted that breaks down hours by department and will be submitted for payroll. King asked Cyr if this will work, Cyr responded yes.

Stacey also asked for the Boards guidance on the creation of the Old Home Week's donated funds account. A new account is being set up and as per town council it is necessary to have names of the account. Stacey explained it could have Board of Selectmen and Old Home Week which would necessitate both entities signing off on withdrawals or just have one entity. Arruda suggested that because of the bi-weekly cycle of this Board's meetings it would make sense to have OHW's name on it. King and J. Shackford were in agreement. Stacey will ask town council to make changes to the document and then the OHW committee will set up an account with \$1.00 with the OHW as agent to expend on the account.

Address Reassignment for 14 Aspen Drive – VDOE has sent a letter requesting the consent of the Town to re-address 14 Aspen Drive (113-066 was taken for non-payment of taxes by the Town in 2016) to 2 Jungfrau Road. The Board has no problem with the change but will reword the approval with the current chairman's name and change the wording to clearly reflect it is the town's property.

Motion by J. Shackford, seconded by King to consent to the E-911 numbering change and sign the newly drafted approval out of session. The motion passed **3-0**.

White Mountains Lodge 2705 Request for Alcohol Service – The White Mountain Lodge #2705 at 1746 NH Route 16 currently has a license to serve alcohol. The Lodge requests from the Board two letters for the NH Liquor Licensing Board that state permission from the Town to serve alcohol on their back deck and in their enclosed back yard. The Board asked Chief Colby if he had an objection to this request, he stated he has no objection.

Motion by J. Shackford, seconded by King to write two letters to Paul Rancourt of the White Mountain Lodge #2705 to grant permission to serve alcohol on their back deck and in their enclosed back yard. The motion passed **3-0**. Arruda asked that Code Officer Boyd inspect the area for compliance with the letters and to serve the letters if it is in compliance.

Madison Historical Society Raffle Permit Request – The Historical Society requests a permit from the Board to hold a quilt raffle under RSA 287-A:1. It will begin on June 1 and end on August 18th, 2018.

Motion by King, seconded by J. Shackford to sign and issue the raffle permit for the Historical Society. The motion passed **3-0**.

DPW Mechanic Job Description Acceptance – Several job descriptions have been updated regarding recent change of Road Agent to DPW Director. The Board was presented with a job description for the mechanic position.

Motion by J. Shackford, seconded by King to approve the job description for the DPW Mechanic. The motion passed **3-0**.

DPW Director Discussion Dust Control – Director Cyr explained to the Board how large the issue of dust control has become; from dirt roads to blowing sand in parking lots. Cyr gave the Board a recent publication on the issue. Cyr has recently purchased a tank to hold calcium and intends to perform dust control with the Town equipment versus the historical use of a sub-contractor. Cyr expects to stay within budget on the calcium line even with the purchase of the tank. DES is getting stricter in regards to dust control and Cyr is trying to be more pro-active.

Pike Industries Asphalt Quote/Contract – Cyr presented to the Board a quote for asphalt to do shimming on town roads. The Board's approval will lock in the price. The Board approved of locking in the price. While on the topic, Cyr updated the Board that he is obtaining prices from F.R. Carroll and two other companies for prices for paving Colby Hill Road, Westview Drive and work on West Shore Drive.

Internet Service at Garage – A quote from Northledge Technology was received to install a tower at Town Hall that would supply the garage with wi-fi internet service. The cost of the equipment and installation would be \$1,764.00. The cost of internet from Spectrum would be approximately \$100 per month and the proposed tower would pay for itself in 1½ years.

J. Shackford expressed his concern of technology moving so quickly that this install could be outdated in no time. J. Shackford would like to have Spectrum install internet and pay the monthly fee.

Motion by J. Shackford, seconded by Arruda to have internet installed through Spectrum at the garage. The motion passed **3-0**.

OLD BUSINESS

Fencing at Foot of the Lake Beach – This item was discussed at the May 8th meeting. Cyr has obtained a price on split rail fencing from Lowe’s in the amount of \$571.81. He intends to make the improvements this week before the holiday weekend.

Motion by J. Shackford, seconded by King to allow the town credit card be used to buy the supplies at Lowe’s with the funds coming from the Parks and Rec budget. The motion passed **3-0**. The gravel for the project will come from the DPW surplus.

Grader – This item was discussed at the May 8th meeting. It was looked into and a proposal for leasing a new grader would have to be presented at Town Meeting for approval. Arruda asked if the grader will make it to next year. Cyr responded that the recent brake issue has been solved for now and he will do the best he can with what he has. King suggested that if there is a real problem we could consider renting equipment. The consensus of the Board is to wait until 2018 Town meeting.

Selectman Shackford’s List – A quote was received from Presby Steel for gate kits for the Class A Municipal Trails. The amount of each kit will be approximately \$536.25. The assembly will be done by the DPW department.

Motion by King, seconded by Arruda to purchase two gate kits from Presby Steel with the funds coming from the Forest Maintenance Account. The motion passed **3-0**.

J. Shackford was approached about a member of the Volunteer Fire Department requesting to use the pumper truck for watering a recently seeded in lawn. J. Shackford has no problem with the request, noting that it should always be pre-approved by the Fire Chief. J. Shackford added he can see it as a training exercise, though points would not be earned by the volunteers, and that would also prevent the vehicle from sitting idle. King and Arruda had no problem with the idea adding that the Fire Chief would have to prevent the privilege from being abused.

Selectman Arruda’s List – No items

Selectman King’s List – King noted that the drawdown for the year is at 38.9% with the portion of the year gone by being the same at 38.9%. This is much more in line than last year at this same time. King thanked all department heads for minding their spending these last few months as we were able to avoid going for a Tax Anticipation Note.

Assistant’s List – L. Shackford asked if the Board had any problem with Pastor Sean using the Foot of the Lake Beach beginning the last Sunday in June through the last Sunday in August to hold worship. The Board had no problem with the request. L. Shackford will process the Property Use Request Form.

The Downs on Black Brook Road will be logging their property. Last year they were granted permission to use the town’s log landing but the cut never happened. They were in hopes that they would be granted permission again. The Board had no problem with the request and granted permission.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Yield Tax Levy – Baron Trust 202-002 \$66.50
Hirschfeld 233-002 \$7,325.94
Keene 256-077 \$31.31

Application for Current Use – Therrien 115-045-001

Application for Tax Credit Service Connected Disability – 104-160

Purchase Requisitions: 2018-FIRE-004 Frechette Tire \$920.00
2018-HIGH-006 SA McLean & Son \$500.00
2018-HIGH-007 SA McLean & Son \$2,500.00
2018-HIGH-008 Lowe’s \$576.81
2018-HIGH-009 HR Hoyt Construction \$2,500.00
2018-HIGH-010 Presby Steel \$2,794.52

6:17 PM – King made a **motion** to go into non-public sessions under **Non-Public Session per RSA 91-A:3II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Roll call vote: Shackford – aye; Arruda – aye; King – Aye

6:58 PM – King made a **motion** to return to public and seal the minutes of the non-public session, seconded by Shackford and so voted **3-0**.

6:58 PM – King made a **motion** to adjourn, seconded by J. Shackford, and so voted **3-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting will be on Tuesday, June 5, 2018 at 5:30 p.m. in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,
Administrative Assistant