

**BOARD OF SELECTMEN
TOWN OF MADISON
December 18, 2018
MINUTES**

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

Others Present – Chief Ted Colby; DPW Director Jon Cyr; Chief Richard Clark; 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 pm

APPROVAL OF MINUTES:

Motion by J. Shackford, seconded by Arruda, to approve the minutes of December 4, 2018 as written. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by J. Shackford, seconded by Arruda to approve the Manifest of December 17 - 24, 2018 in the amount of \$667,073.05. The Manifest breakdown is as follows: \$381,295.13 for Accounts Payable; \$28,016.84 for payroll; \$7,761.08 for payroll liabilities; and \$250,000.00 for MES. The motion passed **3 -0**.

PUBLIC COMMENTS - There were none.

DISCUSSION ITEMS/NEW BUSINESS:

2018 Encumbrances – Stacey presented to be Board a list of known encumbrances for 2018 in the amount of \$55,055.92.

Dept	Line	Vendor	PO#	Description	\$\$	Sub-Total	Paid
FIRE	New Equip	Firematic	2018-FIRE-006	Gas Masks(\$2125 origl pd \$1561.84 12/17	\$2,125.00	\$563.16	
	New Equip	Firematic	2018-FIRE-007	Lifjacket	\$935.00	\$1,498.16	
	New Equip	C & S Specialty	2018-FIRE-008	batteries	\$700.00	\$2,198.16	
	PersonalProtGe	Bergeron Prot Clothing	2018-FIRE-009	helmets/Harnesses & badges	\$10,904.10	\$13,102.26	
	New Equip	Bergeron Prot Clothing	2018-FIRE-010	Helmet	\$409.00	\$13,511.26	
	New Equip	Firematic	2018-FIRE-011	rescue suit	\$1,379.00	\$14,890.26	
	Gen'l Maint	Dan Whitelaw - Plumbin	2018-FIRE-012	Remainder of Washer/Dryer hook	\$513.00	\$15,403.26	
	Gen'l Maint	DW Electric	2018-FIRE-013	Wiring Fire Station & add lighting	\$3,300.00	\$18,703.26	
	Gen'l Maint	Power Prod	2018-FIRE-014	MES - Generator repairs	\$1,175.00	\$19,878.26	
	Gen'l Maint	Power Prod	2018-FIRE-015	Fire - Generator repairs	\$708.00	\$20,586.26	
	New Equip	OME	2018-FIRE-017	2 mobile repeaters; Eng3 & Chief d	\$7,381.00	\$27,967.26	
New Equip	Brigham	2018-FIRE-018	5" Turbodant	\$3,695.00	\$31,662.26		
New Equip	OME	2018-FIRE-019	2mobile/2portable radios	\$15,766.00	\$47,428.26		
GGB	Town Projects	Chris Olds	N/A	electrical work Mad Garage - PEG	\$203.00	\$203.00	
GGE	Equip/ETF	Northledge/Dell	2018-GGE-003a	replace PCs; Code/Land Use	\$3,362.66	\$3,362.66	
POLICE	Equip	Admiral Fire & Safety	2018-POLI-006	Body Armour	\$850.00	\$850.00	
	Vechicle Repair	Frechette Tire	2018-POLI-008	Snow studded tires	\$712.00	\$1,562.00	
	Computers	Northledge Tech	2018-POLI-009	Chief PC & printer	\$2,500.00	\$4,062.00	

Arruda asked to Board's opinion on a last-minute submission. The Town Clerk would like to replace some old and worn voting booths with 3 booths just like the sample used at the last election. This would cost \$3,322.00 and would cause the elections budget to be overspent. The Board was in agreement to overspend the elections budget and encumber the funds. This would bring to total to be encumbered to \$58,377.92. Arruda confirmed that these encumbrances are all out of the operating budget. Stacey replied yes. **Motion** by Shackford, seconded by Arruda to encumber \$58,733.92, and sign out of session the updated encumbrance sheet and purchase requisition for the voting booths. The motion passed **3-0**.

Stacey presented to the Board two slight changes on Purchase Requisition already approved. 2018-GGE-003 for Northledge Technology in the amount of \$3,136.00 had an increase to \$3,362.66 and 2018-POLI-006 Admiral Fire and Equipment will have the funds taken from the police's equipment line instead of special equipment. The Board accepted these changes.

Warrant Article Clarification with Finance Director – Stacey wanted to confirm with the Board changes made at the budget committee meeting on December 11th. The transfer station warrant articles numbered 11 and 12 have been removed regarding the funnel system and the warrant article numbered 10 for \$30,000 will be added to the compactor ETF which will then have a balance of \$50,000. Stacey reviewed the wording of the compactor ETF with the Board and this complies.

Warrant articles 5 – 8 are not definite until mid-January when final financing number can be obtained.

J. Shackford asked if the state offers on their bid list rubber-tired excavators? King was not sure; Cyr is of the understanding that the state leases them and added that the price we received is a municipal rate.

Health Insurance FSA, HRA and 125 Plan – Stacey received the paperwork for the FSA, HRA and 125 Plan which were already agreed upon at a previous meeting. These forms need signatures. Stacey suggest that they be sent to town counsel for review as this is the first time we have participated in these agreements. The Board concurred.

Motion by King, seconded by Arruda to sign the documents out of session after review and approval from town counsel. The motion passed **3-0**.

Cyr asked Stacey when the rates of pay for his department's employees will be effective. Stacey stated that the next payroll will be done for after the first of the year and will include new rates. The minutes from the October 23, 2018 non-public session that include that information were sealed. L. Shackford asked the board to vote to release those minutes.

Motion by J. Shackford, seconded by King to release the sealed minutes of the non-public session on October 23, 2018. The motion passed **3-0**.

Selectmen's Office Fee Schedule – It has been brought to the attention of L. Shackford that the fee schedule for the selectmen's office currently being used is incorrect per court case Taylor v. SAU#55. The assessment data charges of \$25 for a partial list and \$50 for a full list, the town cannot be charge for electronic versions. L. Shackford suggested updating the schedule by changing the fee to reflect the assessment download in paper format will be \$25 and \$50 respectively. The Board was in agreement.

Fees RSA 41:9-a – This RSA allows the town to collect fees and needs to be adopted by the town as a housekeeping issue because it has never been done. This was brought to the town at the 2018 town meeting and was defeated. Arruda mentioned addressing this in the Selectmen's Report. This was initially started because of consideration of charging a fee specific to boat ramp usage with those fees going towards its repair. If this RSA is adopted the Board would still need to hold public hearing to adopt any new fees.

OLD BUSINESS – There was none.
Selectman Shackford’s List – No items
Selectman Arruda’s List – No items
Selectman King’s List – No items
Assistant’s List – No items

SIGNATURE ITEMS

Manifest
Payroll & Accounts Payable Checks
Class VI or Pvt Road Waiver: Rotberg - Grove Lane
Turnau - Jenks Road
Pole Licenses - #45-0794 and #45-0795
North Country Council Grant Support Letter
NH DOT Letter
Voluntary Change of Address for Polaris Road
Purchase Requisitions – 2018-POLI-008 Frechette Tire \$712.00
2018-POLI-009 Northledge Technology \$2,500.00
2018-FIRE-012 Dan Whitelaw Plumbing \$513.00
2018-FIRE-012a Dan Whitelaw Plumbing \$1,987.00
2018-FIRE-013 DW Electrical \$3,300.00
2018-FIRE-014 Power Products \$1,174.76
2018-FIRE-015 Power Products \$707.99
2018-FIRE-016 DW Electrical \$1,800.00
2018-FIRE-017 OME \$7,380.70
2018-FIRE-018 Brigham Industries, Inc \$3,695.00
2018-FIRE-019 OME \$15,765.48
2018-HIGH-015 High Street Sand \$8,400.00
2018-HIGH-016 Allied Equipment \$1,990.37
2018-HIGH-017 SA McLean \$4,400.00
NNE Telephone Operations Abatement Settlement Agreement \$2,000.00

6:15 PM - King made a **motion** to go into non-public sessions under **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 and **Non-Public Session per RSA 91-A:3II (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

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

6:55 PM – King made a **motion** to return to public session and sealed the minutes of the two non-public session regarding RSA 91-A:3II(c) seconded by Arruda and so voted **3-0**.

6:55 PM – J. Shackford 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 Monday, December 31, 2018 at 4:00 p.m. at the lower level of Town Hall.

Respectfully Submitted,
Linda Shackford,
Administrative Assistant