

**BOARD OF SELECTMEN
TOWN OF MADISON
October 22, 2019
MINUTES**

Selectmen Present –Josh L. Shackford, John Arruda and William T. Lord

Others Present –Police Chief Robert J. King, Jr.; DPW Director Jon Cyr; Finance Director Su Stacey; Librarian Sloane Jarell; Fire Chief Richard Clark; Town Clerk Michael Brooks; Foreman Bill Chick, Jr.; EMS Matt Tavares; Town Administrator Linda Shackford; TV Videographer Carol Dandeneau

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 31, 2018.

Meeting Called to Order – By Chairman Shackford at 5:32 pm.

APPROVAL OF MINUTES:

Motion by Lord, seconded by Arruda, to approve the minutes of October 8, 2019 as written. The motion passed **3-0**.

Motion by Arruda, seconded by Arruda, to approve the non-public minutes of October 8, 2019, made public, as written. The motion passed **3-0**.

DISCUSSION ITEMS/NEW BUSINESS:

Chief Clark Local Hazardous Mitigation Plan Update 2019 Grant Application – Chief Clark presented to the Board an application for a grant to update the Hazardous Mitigation Plan. The grant will allow \$7,500 of funds along with a 25% town match of the \$10,000 to be used for the update. The town's 25% will be in the form of donated time; no money will be required of the town. The update could begin in late December or January with a two month estimate before completion. June Garneau will assist in the project as she did with the Emergency Operations Plan update. Eventually FEMA, the state of NH and the town will have copies.

Motion by J. Shackford, seconded by Lord to accept the terms of the Pre-Disaster Mitigation Grant Program as presented in the amount of \$7,500.00 to update the Town of Madison's Local Hazard Mitigation Plan. Furthermore, the Board acknowledges that the total cost of this project will be \$10,000.00, in which the Town will be responsible to 25% match \$2,500.00. The motion passed **3-0**.

APPROVAL OF MANIFESTS:

Motion by Arruda, seconded by Lord to approve the Manifest of October 21 - 28, 2019 in the amount of \$220,716.06. The Manifest breakdown is as follows: \$22,921.24 for Accounts Payable; \$26,108.45 for payroll; \$7,084.56 for payroll liabilities; \$14,601.81 for New Hampshire Retirement System and \$150,000.00 for Madison Elementary School. The motion passed **3 -0**.

PUBLIC COMMENTS – There were none.

Finance Director Stacey:

Tax Rate Setting – There was a chance that the DRA would have information for tonight's meeting but that did not happen. The DRA still needs to connect with VDOE and the school. Stacey asked if the at the end of the meeting tonight they could recess as opposed to adjourn and reconvene at 2pm tomorrow. The Board was in agreement.

Discuss 27 Pay Periods in 2020 – Stacey was present to offer clarification into the issue of 27 versus 26 pay periods in 2020 after discussion at the last meeting. Stacey has found a different solution which involves the unanticipated municipal aid funds received from the State of New Hampshire in the amount of \$41,580.60, which was scheduled to be discussed later in the meeting. Stacey suggest these funds be used to cover paying the last payroll of the year in 2019. These funds be put into this year to cover the estimated \$48,000 last payroll of the year. This option would have only 3 days of payroll from 2019 being paid in 2020 and would bring 2020 to 26 pay periods. Director Cyr expressed concern that another payroll in 2020 will make the departments go over budget. Arruda stated that it can be explained and it is the fault of a decision made by the Board. Cyr asked if the department heads can re-submit their 2020 budget sheets to the Finance Director to reflect this change. Cyr was told yes. The Board agreed to use this solution.

Warrant Article to remove LUCT Revenue for Conservation Fund – Stacey asked the Board to consider presenting a warrant article in March that would lower or eliminate the 50% land use change tax revenue that goes to the Conservation Commission. Stacey noted that the Commission has over \$250,000 in various accounts. The funds that are accumulating, and not being spent, could be assisting to offset taxes instead. Stacey offered to check with DRA on the wording of a warrant article that would allow it to be amended on the floor citing the Board’s concern that asking to remove it would result in yes or no, but a percentage may be allowed to be amended.

DPW Invoice Directive – Stacey asked for clarification regarding the directive she received about the payment of DPW invoices. Stacey stated that invoices like phone or electric do not usually go to the department head, should that begin. J. Shackford asked department heads Chief King, Director Cyr and Chief Clark their opinion. It was the consensus that any invoices that are paid from a line on the department head’s budget will be approved by the department head prior to payment.

2020 HealthTrust Health Insurance Rates – The 2020 rates for health and dental were received and those rates included a 7.4% increase over last year. Arruda noted that there is not much to be done about it. **Motion** by Arruda, seconded by Lord to accept the HealthTrust 2020 health insurance agreement. The motion passed **3-0**.

Roberts & Greene, PLLC 2019-2021 Agreement – The auditor’s contract presented was just received though the agreement was made in the spring. Stacey pointed out that the auditing company sends different employees each year which allows different eyes each year.

Tri-Cap Homeless Intervention and Prevention Program Funding Request – A request was received from Tri-County Cap’s new program director with a request for \$1,289.00 which represents \$0.50 for each Madison resident to assist in funding the program. L. Shackford will send Tri-County Cap a letter explaining that this would fall under the process of a petition warrant article for charitable requests.

OLD BUSINESS:

2020 – 2025 CIP Review - Fire Department:

Ambulance - Chief Clark approached the Board to explain why the Ambulance is shown on the CIP. Chief Clark explained that the vehicle is experiencing problems that are sometimes unfixable. Those problems include the failure of the air conditioning which could stem from aluminum lines that are rotting. The inverter for the new defibrillator is missing. Chief Clark intends to have a new committee of formed to look into options. Arruda asked if he is looking for ambulances to go for sale in the area? Chief Clark responded maybe but has asked for a lease/purchase to remain on the CIP for 2022.

Fire Hose Replacement - The firehose on the CIP is present for the replacement of 4” hose with 5” hose noting this would be more expensive than the \$46,000 proposed. Arruda asked if they could keep using 4” hose and split the \$46,000 to \$23,000 the years of 2020 and 2021. Chief Clark agreed.

Building Exhaust System – The CIP currently shows \$53,000 in 2021 for a building exhaust system at the fire station. Chief Clark explained that he is not sold on the type of exhaust originally considered as truck parking placement cannot be moved once it is installed. A company in Dover, NH offers ceiling units that would eliminate the need to modify trucks or the building when new equipment is obtained. Chief Clark is still looking into costs.

2020 – 2025 CIP Review – Transfer Station:

Transfer Station – Director Cyr has been analyzing cost per ton hauling of waste from the transfer station. An option he is considering is hauling waste ourselves with a landfill contract. With that option being considered, Cyr would like to have another \$30,000 put up as a warrant article in 2020 and wait until 2021 for the project because the town’s contract with North Conway Incinerator is up in 2020. Cyr also asked to be considered changing the name of the warrant article so as not to be solely for the compactor project in case hauling by the town is a better option. As recycling costs continue to increase Cyr wants to find a long-term savings solution citing having a position that would be half Park and Rec and half hauler. Cyr also presented to the Board a budget sheet that has a bottom line. He offers this idea as a solution to growing pains in his department because all his department employees fill in where needed, whether it is Park and Rec, Transfer Station or Highway duties. Arruda agreed that this idea makes sense and asked how the numbers will be transferred to the state forms. Town Clerk Brooks explained that on the budget side it is easier for a department head to track that way because is all bottom line and Cyr needs the benefit of the bottom line for a department like public works. Cyr cited an example of his whole crew cleaning a cemetery at a moment’s notice and trying to split hairs about which hours go where. Brooks, from his experience, finds that when it comes to the state reports it is a matter of figuring where that number comes from and plug it in. Arruda asked Brooks if he could help to do this; Brooks responded he was sure he could. Arruda agreed with Cyr that this could start at the beginning of the year with Brooks adding that they would have the year to get ready to submit the estimated revenue form.

Cyr will gather as much information as he can regarding cost savings at the Transfer Station. J. Shackford asked how much he estimates vehicle would cost. Cyr estimated that trailers could be acquired for about \$47,000 each and the tractor would be a lease price, that includes maintenance, of around \$30,000/year. There are about 7 loads a week hauled from the station and it is all done by outside contractors.

2020 – 2025 CIP Review – Highway Department:

Highway - The line on the CIP for the stainless-steel dump body for truck #12, Cyr would like to change. Cyr asked if the Board would consider putting \$25,000 in the Highway Heavy Equipment ETF instead of \$30,000 for the dump body in 2020. The Board agreed with the change.

Chief Clark - Alexander Ave Boulder – Chief Clark asked that this be brought up again at the next meeting as he has not had the chance to go and review the location. This will be placed on the November 5th agenda.

LISTS:

Selectman Shackford’s List – The ambulance contract negotiations are still ongoing with Action Ambulance with the next meeting scheduled for November 18th. J. Shackford expressed thanks to Mike Brooks for the awesome job he has been doing assisting in the needs of the committee. After the November 18th meeting the next meeting will involve all town’s selectmen to sign the final contract for 2020-2025.

Selectman Arruda’s List – The budget breakdown is getting better each week with 75.8% of the budget spent while at 81% of the year.

Selectman Lord's List – The solar PPA is still moving forward with the 4 adjustments being incorporated by Revision Energy then it will be back for signatures. Lord asked about paving of the fire department. Cyr replied that the fire station project will be postponed until next year adding that all the street paving is done. Lord inquired as to the status of the tree stumps on Winter Road. Cyr stated that they will be ground to help in widening the road, getting us through this winter without the road being dug up.

Administrator's List – No items.

DPW Director – Cyr explained that the rear overhead door of the mechanic garage is broken, has been tripping the alarm and needs to be replaced. A verbal estimate of \$3,000 has been received to replace the door. Cyr asked if the Board would like to get written estimates. The Board would like this be replaced as soon as possible with Arruda stating the fund to come from the General Government Building Maintenance line.

SIGNATURE ITEMS:

Manifest

Payroll & Accounts Payable Checks

Purchase Requisition: 2019-FIRE-010 Bergeron Protective Equipment \$2,252.87

2019-FIRE-011 Bergeron Protective Equipment \$11,672.56

2019-FIRE-012 Memphis Equipment \$2,490.56

PA-29 Veteran's Credit Application: 227-036

6:47 PM – J. Shackford made a **motion** to go into **Non-Public Session per RSA 91-A:3II 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: Lord – aye; Arruda – aye; Shackford – aye

J. Shackford reiterated the decision of earlier in the meeting that after the non-public session the Board will recess until 2:00 pm tomorrow, October 23rd, to set the 2019 tax rate.

7:05 PM – J. Shackford made a **motion** to return to public session and not seal the minutes of the non-public session per RSA 91-A:3II (a) seconded by Arruda and so voted **3-0**.

*******RECONVENED*******

October 23, 2019 at 2:00 PM

Selectmen Present –Josh L. Shackford and William T. Lord

Selectmen Absent – John Arruda

Others Present –Finance Director Su Stacey; Town Administrator Linda Shackford

Meeting Called to Order – By Chairman Shackford at 2:00 pm.

DISCUSSION ITEM:

The purpose of this meeting was to set the 2019 tax rate. The NH Department of Revenue had not yet received an answer to a question posed to SAU 13's Chuck Bates. Michelle Clark of DRA expects to be in contact with Bates the morning of October 24th and expects that the rate could be set that afternoon.

Motion by J. Shackford, seconded by Lord, to recess this meeting until 3:30 pm on Thursday, October 24, 2019. The motion passed **2-0**.

*******RECONVENED*******

October 24, 2019 at 3:30 PM

Selectmen Present –Josh L. Shackford, John Arruda and William T. Lord

Others Present – DRA Michelle Clark via phone; Tax Collector Michael Brooks; DPW Director Jon Cyr; Town Administrator Linda Shackford

Meeting Called to Order – By Chairman Shackford at 3:30 pm.

This meeting is to set the 2019 tax rate. Numbers have been received from the Department of Revenue. The Unreserved Fund Balance is \$734,068.00. The Balance is currently at 7.33% which is within the 5 – 17% range recommended by DRA. The 2019 town portion, without using any fund balance to offset, would be \$4.61/\$1,000.

The Board suggested using \$250,000 of fund balance to offset the town portion leaving 4.84%. This would have the town portion be at **\$4.10** which is \$0.51 less than using no fund balance and \$0.28 less than 2018. This would calculate to a total tax rate of \$18.26 for 2019.

Motion by Arruda, seconded by J. Shackford to use \$250,000 of Unreserved Fund Balance. The motion passed **3-0**.

The Board agreed to ask DRA to approve a 2019 rate of **\$18.26** with the following comparison breakdown:

	<u>2018</u>	<u>2019</u>
Town	4.38	4.10
School	10.96	10.61
County	1.26	1.36
State School	<u>2.33</u>	<u>2.19</u>
	\$18.93	\$18.26

Motion by J. Shackford, seconded by Lord to sign the tax warrant out of session once it approved by DRA. The motion passed **3-0**.

3:43 PM – J. Shackford made a **motion** to adjourn, seconded by Lord, and so voted **3-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting will be on Tuesday, November 5, 2019 at 5:30 p.m. at the Town Hall Meeting Room.

Respectfully Submitted,

Linda Shackford,
Town Administrator