

**BOARD OF SELECTMEN  
TOWN OF MADISON  
November 2, 2021  
MINUTES**

**Selectmen Present** – William T. Lord, Michael A. Mauro

**Selectmen Excused** – Josh L. Shackford

**Others Present** –DPW Director Jon Cyr; Chief Robert J. King, Jr; Officer Michael Mosher; Town Clerk/Fire Chief Mike Brooks; Town Administrator Linda Shackford; MadTV Videographer Carol Dandeneau; Residents/Property Owners Shawn Bergeron, Robert Dubois, Sally Dubois, Nick Borelli, Kathy Koziell, Ali Judkins, Mary Russell

**Where and When Posted** – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 31, 2020.

**Meeting Called to Order** – By Lord at 4:30 pm.

**APPROVAL OF MINUTES:**

**Motion** by Lord, seconded Mauro by to approve the minutes from October 19, 2021 as written. The motion passed **2-0**.

**APPROVAL OF MANIFEST:**

Motion by Lord, seconded by Mauro to approve the Manifest of October 30 – November 12, 2021 in the amount of \$404,259.67. The manifest breakdown is as follows: \$54,947.86 for Accounts Payable; \$38,815.73 for payroll; \$10,496.08 for payroll liabilities; and \$300,000 for MES. The motion passed **2-0**.

**PUBLIC COMMENTS:**

Robert and Sally Dubois brought forth concern about the value of their property and the reasoning behind their abatement being denied. The Dubois' opined that the assessor's comparison values used as explanation for the value are less than their assessment. The Dubois' have made application to the Board of Tax and Land Appeals (BTLA) and have not heard from the assessor about the next step. L. Shackford reached out to the assessor who has the Dubois' scheduled to contact in the next week or two. Lord agreed to discuss the performance of the assessor, as a contractor for the Town, but declines to have the Board speak to the BTLA case regarding the assessment. The Board instructed L. Shackford to schedule a meeting of the assessor and the Dubois at a future Board meeting.

Mary Russell asked, as a follow up to her attendance at the September 21<sup>st</sup> meeting, if there has been any follow up on the delayed ambulance response to the Judkins home. Russell suggested an on-call system with stipends. Lord asked Chief Brooks if there has been any further discussion of standby personnel. Brooks stated that a rotation of on-call personnel has not been discussed but all of the voluntary personnel carry a beeper and respond when available. Mauro repeated his comments from the last meeting that each ambulance has a 911 map book and updated GPS. The department has more than twelve active members and members are consistently being trained explained Brooks; adding that this was an unfortunate incident with Mauro feeling confident this trouble of finding an address shouldn't happen again.

**DISCUSSION ITEMS/NEW BUSINESS:**

**Withdrawal from Transfer Station Capital Project ETF - \$10,298.02 – Motion** by Lord, seconded by Mauro to request the withdrawal by the Trustees of Trust Funds for \$10,298.02 from the Transfer Station Capital Projects Expendable Trust Fund to reimburse the general fund for the expenses incurred for the guard shack construction and installation at the Transfer Station. The motion passed **2-0**.

**Personnel Policy Amendment Discussion – Vacation and Compassionate Donation** - Months ago discussion of changes to the personnel policy included vacation pay out and donation of sick time. L. Shackford presented draft changes which Lord read aloud. The following would be added to the Vacation section:

*However, hourly employees can be paid for unused, accrued vacation time at the end of the year, up to ten (10) days, at the discretion of the Department Head, provided a written request is made to the Department Head on or before December 1st with the expectation that the pay-out will be in the last pay period of the year.*

Discussion of the fact that the date of hire is used when earned time is added to the employee’s bank of vacation time. It was agreed that if accepted all employees would move to a January 1<sup>st</sup> date of when vacation time is added to the bank.

Compassionate donation, the ability to offer sick time to another full-time employee in need was discussed. It was noted that this will not be in a bank, it will be a specific donation to a specific employee.

**COMPASSIONATE DONATION**

*Compassionate Donation enables an employee to donate sick time to another employee in need.*

*This voluntary program can support those full-time employees who need extended time off from work due to their own serious health condition or that of an immediate family member, and who has exhausted or will exhaust all applicable paid time off. Compassionate Donation is donated directly to an individual in need; it is not donated to a common donation bank.*

*In the event that the full-time employee exhausts all applicable paid time off, Town employees may want to donate some of their accumulated sick time to help ease the burden of the employee who would otherwise need to take time off from work without pay. Employees may make a written request to the Board of Selectmen to voluntarily donate a specified number of hours to a specific employee. The donation shall not exceed the 50% of the donating employees accrued sick hours to date.*

**Motion** by Lord, seconded by Mauro to accept the changes to the Vacation section and the addition of Compassionate Donation to the Personnel Policy. The motion passed **2-0**.

**Review of 2022 Budget Pages** – The worksheets for each department were reviewed with specific comments noted:

**Assessing** – L. Shackford explained that at a previous ABC meeting it was mentioned that paying expenses out of the Assessing ETF does not transparently reflect the funds spent to perform the Town’s assessing duties. L. Shackford suggested that since we now have a contract that has a flat monthly fee versus paying for pickups and administration a-la-carte all funds were placed in the contract line. The total budget department budget will go down slightly and only \$10,000 will need to be placed into the ETF in anticipation of the 2025 revaluation;

**Salt line** – Lord would like to see possibly two lines that distinguish salt versus brine as a tool to keep track to show the conservation commission the benefits obtained. Cyr did not reduce his salt line because the \$14.00 increase per ton takes into consideration the less salt tonnage for more money;

**Fire** – Some reductions were made to the dry hydrant, EMS supply and vehicle maintenance lines in addition to the reductions that Brooks submitted in his original budget pages.

Lord noted that this will be reviewed in its entirety with the Advisory Budget Committee at their next meeting on November 9. Lord asked that a draft list of potential warrant articles be created for discussion at the ABC meeting. L. Shackford will take care of that.

Lord thanked Brooks for the enormous amount of time he has been spending catching up on entering run sheets and data that had been neglected for the fire department, his time is much appreciated.

**Nolin Trees Removal Correspondence** – A request from the Veilleux's to cut trees on Town property so they will not fall onto their property was discussed at the October 26<sup>th</sup> meeting and was revisited tonight. The Board was of the opinion to allow trees to be cut at the expense of the Veilleux's. Forester Tim Nolin was asked to review and made a recommendation of the trees to be cut. Nolin also brought up the point of a waiver of liability to which L. Shackford added that the Town also requires a certificate of insurance for work on Town property. L. Shackford asked what will happen to the trees taken down with Lord citing Nolin's opinion they may amount to two cord of pulp wood. Brooks hoped the wood be used for the bean hole supper with Mauro listing the 26 aspen, one red maple and five pine trees to be taken. Cyr suggested that they be brought to the parking area at Cook's Pond and the DPW crew will bring them back to the location that the OHW stores the bean hole supper wood.

**OLD BUSINESS** – There was none.

**Selectman Mauro's List** – No items

**Selectman Lord's List** - Lord began discussion clarifying that coming out of the meeting with Principal Woodard it was said that they were not aware of the parking lot problem but an email from March of 2021 was sent telling them of the concerns. King added that a tentative meeting has been scheduled for November 17 at the school to discuss the issue. Lord also brought up:

- The schedule for porta-potty pick up was asked by Lord. All have been scheduled and should be finished being picked up next week per L. Shackford.
- The DES permit has been received to repair the boat ramp. The precast slabs have a delivery date scheduled and the work will commence once hunting season is over and a full crew is back.
- Lord has received and extends kudos to the DPW for the great job on the stairs at the Historical Society.
- The Zoning Ordinance permits one uninspected vehicle on a property. Lord states we received \$11,000 in back fines for an old junk yard violation and are actively pursuing another.
- Lord is of the understanding that Cyr is looking into renting a trailer to move a log mill to process the timber with Brooks offering his assistance in obtaining a trailer.
- Radio improvements to assist with coverage has been scheduled for the end of November. This ARPA eligible project is linked to radio tower improvements which OME has applied for licensing on the Town's behalf.
- Lord asked if the storm drain cleaning equipment has been order with Cyr responding yes.
- Lord has researched generators for powering of the garage and Town Hall. Cyr has made calls too. Brooks wondered if we have a Caterpillar representative. Lord said he has looked into CAT and it is a little pricier. Brooks suggested military surplus with Lord agreeing this could be an avenue to pursue.

**Administrator's List** – We were approached by Bank of New Hampshire with an offer give us a quote on taking over our banking needs. L. Shackford spoke with Treasurer Mosher and they both are of the opinion that we are being very well taken care of by Northway and see no reason to change. The Board was in agreement, L. Shackford will thank the Bank of New Hampshire representative for the offer.

**Department Heads' List:**

**Director Cyr:** No items

**Chief Brooks:**

- The air compressor passed the test and are online.

**Chief King:**

- King is looking into a fund raiser to obtain a vest for Maverick.

Shawn Bergeron asked the Board if they have received a review of the wording for the proposed third ballot at March's Town Meeting. L. Shackford stated that Town Counsel reviewed the original wording that was written by Bergeron but no final wording has been confirmed. Brooks is looking into the programming expenses and logistics of having a third ballot in regards to the voting machine.

**SIGNATURE ITEMS**

Manifest

Payroll & Accounts Payable Checks

Land Use Change Tax: West 229-001 \$3,800.00

Norja Inc 112-010-040 \$10,000

Norja Inc 112-010-041 \$10,000

Intent to Cut: 222-038 Laugo Properties

DES Wetlands PBN 2021-03168 Boat Ramp

**5:34 PM** - Lord made a **motion** to go into **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; Mauro – aye

**6:10 PM** – Lord made a **motion** to return to public session and seal one set of minutes and make public one set of minutes under RSA 91-A:3II (a) seconded by Mauro and so voted **2-0**.

**6:10 PM** – Lord made a **motion** to adjourn, seconded by Mauro, and so voted **2-0**.

**NEXT SELECTMEN'S MEETING** – The next Selectmen's Meeting is scheduled for November 16, 2021 commencing at 4:30 pm in the lower level of Town Hall.

Respectfully Submitted,

Linda Shackford,  
Town Administrator