

**BOARD OF SELECTMEN
TOWN OF MADISON
August 9, 2022
MINUTES**

Selectmen Present – Josh L. Shackford, Michael A. Mauro, John Arruda

Others Present – TC/TC Fire Chief Michael Brooks; Town Administrator Linda Shackford; Chief Robert King, Jr.; Admin Asst Kim Cyr; Rec Chairman Adam Price; MadTV Videographer Carol Dandeneau; Residents/Taxpayers/others

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 23, 2021.

Meeting Called to Order – By J. Shackford at 4:30 pm.

Pledge of Allegiance: J. Shackford led all in attendance in reciting the Pledge.

APPROVAL OF MINUTES:

Motion by Mauro, seconded by Arruda to approve the minutes of the July 26, 2022 as written. The motion passed **3-0**.

PUBLIC COMMENTS:

Bill Lord of 532 Plains Rd and member of the Carroll County Broadband Committee (CCBC) informed the Board that he and CCBC member Mary Cronin, along with the fourteen other towns involved, will be voting to hire a consultant. The RFP is for hiring a consultant to assist in forming a communication district. This will be funded by ARPA funds that the commissioners have been holding for the CCBC for this purpose.

Kathy Koziell of 7 Lakeview Dr submitted a written comment to the Board prior to the meeting that she felt was a self-explanatory expression of her interpretation of the Planning Board discussion. Koziell did not speak about the written comments.

DISCUSSION ITEMS/NEW BUSINESS:

J. Shackford announced and read aloud a **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 and **Non-Public Session per RSA 91-A:3II (b)** The hiring of any person as a public employee.

Roll call vote to enter: Arruda – aye and Mauro – aye. J. Shackford recused himself from the discussion and sat in the audience. This session was held in public at the request of Kim Cyr.

L. Shackford stated that she informed Cyr that she was going to recommend to the Selectmen that Cyr's position be brought to part-time. The position requires hours that are Monday through Thursday and night time meeting coverage of three land use boards. Cyr is unable to fulfill these requirements.

Arruda began by noting that Cyr has used 475 hours of benefit time over the last 16 pay periods. The busy time of year is approaching and if Cyr cannot fill the hours, we are in a position to need to hire someone to cover the three land use boards at night and that one day during the week. This time of year puts a lot of pressure on the Executive department. Arruda would like to keep Cyr on full-time but we need help.

L. Shackford noted that Cyr has put in a request for leave. Mauro sees this in the same situation with a need for someone to cover nights and another day in the office per week. Arruda asked how long the leave would be to which Cyr responded she did not know how long her cancer treatments will be. Mauro read from the policy that states the granting of leave must not interrupt the essential function of the department and Mauro feels the leave would impact the work associated with budget season and the coverage of board meetings at night.

Arruda asked if Cyr can work Monday through Thursday, and we will figure out night coverage. Cyr responded that she has appointments on Thursdays but can see what can be done. Arruda thought that maybe by moving appointments to Fridays it would allow Cyr to keep full-time status. Mauro and Arruda offered to re-address this issue once it is known if this schedule can be accommodated.

J. Shackford joined the meeting as Chair.

Tax Collector Deeding Update – Tax Collector Brooks approached the Board with an update of potential lien properties for past due taxes. Brooks explained:

Tax/Map: 107-072 – The owners have passed away and the family intends to let this go to deed. This will be a processed as a Tax Collector’s Deed.

205-025 – The owner makes \$300/month payments and knows the deeding date is coming soon.

115-033 – The owner of this property generally pays before the due date.

121-002 – Family members paid on this property last year but Brooks has not been contacted recently.

109-071 and 201-014 – Brooks has received an email from the owner that a bank check to cover the balances of both properties is in the works.

112-006 – The property owner has passed away and efforts made to contact family members have gone unanswered or returned.

APPROVAL OF MANIFEST:

Motion by Mauro, seconded by Arruda to approve the Manifest of August 7 - 15, 2022 in the amount of \$409,159.44. The manifest breakdown is as follows: \$162,326.28 for Accounts Payable; \$36,333.46 for payroll; \$10,499.70 for payroll liabilities; and \$200,000 for MES. The motion passed **3-0**.

Amend Personnel Policy – The Board reviewed a change to the Personnel Policy regarding Town of Madison Property which will be changed to read:

Town of Madison property of any type or value shall not be used or removed from Town’s premises without written authorization of the ~~Selectmen~~ *Department Head*. All Town of Madison equipment, memoranda, records, communications, computer data, disks, or other documents made or compiled by you or made available to you in connection with the business of the Town shall be delivered to the Town of Madison promptly upon your termination or at any other time upon request.

Arruda fears he may be caught off guard and feels that the Selectmen should still be in the loop. J. Shackford feels we can trust the department heads to manage the equipment. Brooks suggested adding that notification shall be made to the Selectmen. The verbiage shall be re-written and reviewed again at the next meeting.

Amend Purchasing Policy – The Purchasing Policy has the amount of \$500 as the catalyst for the use of a purchase requisition. J. Shackford suggested at the July 26 meeting that the amount be increased to \$1,000. The Board was in agreement. L. Shackford updated the policy and presented for signatures. **Motion** by J. Shackford, seconded by Mauro to amend the Purchasing Policy to increase the threshold for needing a purchase requisition from \$500 to \$1,000. The motion passed **3-0**.

School Payment Schedule – Treasurer Firman has made a school payment schedule that would allow for better management of the funds paid to the school. The Town will transfer \$200,000 every other week with the exception of larger amounts for tuition payments. The SAU office is in favor of this schedule. The amount can be adjusted as not to put a strain on either the Town or SAU budgets. The Board was in agreement with the proposed schedule.

ABC Meeting Schedule – A calendar of September was presented to decide the first date for the Advisory Budget Committee meeting to discuss the 2022 and 2023 budgets. It was decided that the first meeting will be schedule for September 27 at 6:00 in the Town Hall meeting room. L. Shackford will post the meeting and make notification to the members and the three residents that have requested appointment to the committee.

OLD BUSINESS

Selectman Arruda's List – Arruda has been able to obtain Bill of Lading forms that are in sequential order for the purpose of Rickers picking up aluminum and light iron. Rickers will be informed of the new system; and

- The Transfer Station revenue year to date is \$35,261.00 which has been growing consistently since Memorial Day;
- The drawdown is doing fine with us at 60.3% expended at the 61% point of the year;
- Arruda would like to review the vehicle repair sheets for all Town vehicles at the next meeting.

Selectman Mauro's List – The footbridge between Burke Field and the school has been measured for the I-beam. The plan calls for 16" beams which may be more than needed. Shawn Bergeron has been assisting with this project and suggest getting a rating from HEB engineering. The small cost for their review should outweigh the cost of beams of structural support that we don't need. J. Shackford added that the wood for the deck of the bridge has been ordered.

Department Heads' List:

Tax Collector/Town Clerk/Fire Chief Brooks – Absentee ballots for the primary have been received with the overseas requests having been sent. There are new rules for running the poles and Brooks will be attending a training on those new procedures. Mauro made a request for "I voted: stickers; and

- Tax collection of 2022 P01 is at 95% which is in line with previous years;
- The structure fire in Allegro Pines happened just three weeks after a discussion with the association about considering the installation of a dry hydrant. Sadly, too late for the fire but the association is working with Brooks to get the permit to install one. This project may take this year and next year's dry hydrant funds;

- Truck 4R1 is operational but without a radio. OME is reprogramming and planning the installation of a radio for the department.

Chief King – The newest cruiser is back in Town have been outfitted and it looks great.

Recreation Committee's List – Price reported that the Rec campers participated in the OHW craft fair and had a float in the parade. Fall sports is coming up and soccer is planned with possibly a skills group for flag football. Overall, the summer program was a success.

Administrator's List – No items.

Selectman Shackford's List – J. Shackford asked everyone to wish his grandmother and life-long Madison resident Pat Shackford a Happy 90th Birthday. Also, J. Shackford announced that a meeting of the Planning Board, the Selectmen and both their attorneys has been scheduled as a non-meeting on Tuesday, August 16 at 5:30pm to discuss the direction of STRs.

SIGNATURE ITEMS

Manifest

Payroll & Accounts Payable Checks

Intent to Cut: 239-002 Morrill

2018 Peterbilt Purchase Paperwork

Hazard Mitigation Extension of Performance Period Agreement

5:13 PM – J. Shackford made a **motion** to adjourn, seconded by Mauro, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting is scheduled August 23, 2022 commencing at 4:30 pm at the Madison Town Hall meeting room.

Respectfully Submitted,

Linda Shackford,
Town Administrator