

**BOARD OF SELECTMEN
TOWN OF MADISON
November 14, 2023
MINUTES**

Selectmen Present – Michael A. Mauro, John Arruda, Adam Price

Others Present –Town Administrator Linda Shackford; Town Clerk/Tax Collector/ Fire Chief Michael Brooks; Administrative Assistant Kate Young; Police Chief Robert J. King, Jr.; Patrolman Jake Martin; DPW Josh Shackford and Dave Swift; Rec Director Heather O’Donnell; MadTV Videographer Amanda Hayford; and members of the public

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 20, 2022.

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

Pledge of Allegiance: Mauro led all in attendance in reciting the Pledge.

APPROVAL OF MINUTES:

Motion by Arruda, seconded by Price to approve the minutes of October 30, 2023 as written. The motion passed **3-0**.

APPROVAL OF MANIFEST:

Motion by Arruda, seconded by Price to approve the Manifest of November 13 - 24, 2023 in the amount of \$584,852.00. The manifest breakdown is as follows: \$128,899.20 for accounts payable; \$30,909.22 for payroll; \$9,317.72 for payroll liabilities; \$15,725.86 for NHRS; and \$400,000 for Madison School. The motion passed **3-0**.

PUBLIC COMMENTS: There were none.

DISCUSSION ITEMS/NEW BUSINESS:

Officer Jake Martin Promotion Ceremony – Chief King announced that it is with great pride that he promotes Officer Martin to the rank of Sergeant.

Chief King state he has witnessed the strides in Martin’s progression as a capable and professional Officer with the Madison Police Department. In addition to the praise the department receives on Martin from the community, the initiative he has taken become a field training officer, as well as the department’s Use of Force instructor; a program which he has remodeled to reflect the current needs of this profession, is a testament to the devotion that Martin shows to his career.

Martin have proven to be an asset to both the Madison Police Department and the community of the Town of Madison as a whole, and a complement to the Law Enforcement profession in New Hampshire.

With Martin’s son John and his parents present, his wife Shelby pinned him with his Sargeant badge while the public offered a round of applause.

SLAM - 2024 Budget Line and Expendable Trust Fund – Ted Kramer, Dave Scarborough and Steve Bartlett from SLAM were in attendance to discuss the Lake.

Kramer began by thanking the DPW crew for a beautiful job on the new boat ramp and thanked the Board for their continued support. Scarborough then gave an update on invasive species, bacteria blooms, revenue generated by the Lake properties, the actions of SLAM, the Watershed Management Plan and what the Town can do to assist.

SLAM funds the Lake Host Program at an annual cost of \$25,000 and manages volunteers that keep a watch for invasive species. Kramer asked the Board to consider an increase to the SLAM line from \$7,000 to \$9,000 in 2024. Kramer also requested that the Board consider the creation of an Expendable Trust Fund in the amount of \$10,000 to be prepared should milfoil ever make its place in Silver Lake.

Mauro thanked the group for their informative presentation. Arruda stated he supported the increase in the budget line by \$2,000 but does not support the creation of an ETF in the coming year adding it is not a decision that needs to be made tonight.

Highway Garage Overfill Protection – Peter Donohoe from Eastern Propane and Oil reached out to Shackford regarding an upgrade to the overfill protection alarm at the Town Garage. Eastern supplies to diesel for our vehicle fleet. Donohoe proposed a Omnitec Remote Annunciator that will be mounted in a location allowing for ease of hearing the alarm. This upgrade will also satisfy DES requirements and will cost \$959.00. Shackford asked the Board for their approval of this project and stated that Donohoe can have Eastern install it with the expectation that it will be paid from next year’s budget. The Board was in agreement to move forward with the project.

2023 Municipal Assessment Data Certificate – The Department of Revenue’s requirement to certify the assessment data submitted as it relates to the Town’s equalization was presented to the Board. The assessor submitted the Town’s sales data for review with a trial number of 54.9%. This form confirms the data is correct to the best of the Board’s knowledge. The Board signed the form, Shackford will upload it to the Department of Revenue’s website.

2024 Proposed Warrant Articles – Shackford drafted a proposed warrant for discussion:

Article X. To see if the Town will vote to raise and appropriate the sum of two hundred thousand dollars (\$200,000.00) for paving and road improvements of Town roads xxxxxxxxxxxxxxxx. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the funds have been exhausted with the completion of the project or by December 31, 2029, whichever is sooner.

Estimates for grinding and paving Mooney Hill Road have come in at \$197,000 and it does not include culvert work as per J. Shackford. A plan for chip sealing the roads that were paved in 2023 is a good practice to preserve what was done.

Article X. To see if the Town will vote to authorize the Selectmen to enter into a X-year lease/purchase agreement in the amount of \$\$\$\$\$\$ for the purpose of leasing a new solid waste truck for the Department of Public Works. The cost of the new DPW truck is

The trash truck the Town owns has 622,000 miles and 330,000 hours. A new truck all set up ranges from \$230,000 to \$280,000. Swift mentioned that there are lease turn-ins available too. L. Shackford will reach out to the leasing company and get numbers on a \$250,000 lease with different terms for years to pay back. A trade number for the Town truck ranges from \$40-50,000.

Article X. To see if the Town will vote to raise and appropriate the sum of ten thousand dollars (\$10,000.00) to be placed in the previously established Highway Heavy Equipment Expendable Trust Fund.

Article X. To see if the Town will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000.00) to be placed in the previously established Transfer Station Capital Projects Expendable Trust Fund.

Expected expenses at the Transfer Station include a building over the recycling container, crack sealing and paving, traffic control lines and container. J. Shackford noted that all those are of no use if we do not have a truck to haul away the MSW. L. Shackford will find out if the ETF can be used towards the purchase of a trash truck.

Article X. To see if the Town will vote to raise and appropriate the sum of ten thousand dollars (\$10,000.00) to be placed in the previously established Assessing Expendable Trust Fund.

This ETF is falling in line with expected expenses for a revaluation scheduled for 2025.

Article X. To see if the Town will vote to raise and appropriate the sum of XXXXXXXX dollars (\$XXX.00) to be placed in PEG TV Expendable Trust Fund this sum to come from the unassigned fund balance which represents unused franchise fees from the 2023 Operating Budget.

This ETF is funded with any left-over operating budget funds each year; this number TBD.

Article X. To see if the Town will vote to raise and appropriate the sum of xxxxxxxx dollars (\$XX.00) to be placed in the previously established Historical Society Building Improvement Expendable Trust Fund.

No decision was made to add or not to add. Prices are being obtained on the cost of painting the roof which would be first of a series of improvements.

~~**Article X.** To see if the Town will vote to raise and appropriate the sum of xxxxxxxx dollars (\$xxx00) to be placed in the previously established Short Term Rental Legal Expense Expendable Trust Fund.~~

The Board did not feel the need to add to this fund as the balance is estimated at \$75,000.

Article X. To see if the Town will vote to raise and appropriate the sum of xxxxxxxx dollars (\$xxx00) to be placed in the previously established Silver Lake Dam Improvement Expendable Trust Fund.

The Board agreed to put \$10,000 into this ETF and check with Shawn Bergeron for his opinion on the amount.

~~**Article X.** To see if the Town will vote to raise and appropriate the sum of xxxxxxxx dollars (\$xxx00) to be placed in the previously established Ballfield Expendable Trust Fund.~~

The balance of this fund is over \$60,000, no additional funds will be proposed.

Article X. To see if the Town will vote to raise and appropriate the sum of xxxxxxxx dollars (\$xxxxx.00) for the purpose of forest maintenance, the entire amount to come from the previously established Forest Maintenance account, and no amount to be raised by taxation. Any amount not expended during the year will be returned to the Forest Maintenance account.

Place holder with the expectation that the Conservation Commission will need funds.

Article X. By Petition. To see if the Town will vote to accept a deed from Norja Inc. for 3 roads as depicted on plan entitled “Banfield Hollow Acres” for Norja Inc. Approved by the Madison planning board June 2004 and recorded at the Carroll Registry of Deeds in plan book 2206, page 815. Roads are as follows, Brookstone Lane, Pebblebrook Lane and Whitton Ledge Lane.

This is a petition to have the Town take over the roads in the development. Arruda noted there will be some cost involved as it will add close to a mile more of road for the Town to maintain. The petition has been approved by the checklist supervisor.

Arruda suggested moving directly on to the budget review. The lines were reviewed with pertinent discussion as follows:

Ambulance – Final numbers have not been received.

Conservation – The training line was brought to zero to offset the supply line increase.

DPW Admin – The uniform line was lowered to \$7,500; we would no longer do uniforms with an outside vendor. Shackford will look into options to break the contract citing a letter received that notified us of cost increases.

DPW Park & Rec – The Ballfield ETF contains \$63,000, discussion of removing the \$2,500 in the field maintenance line was decided. The \$5,000 number on the dock replacement will be firmed up.

DPW Solid Waste – Arruda feels the numbers are in line. Arruda explained that the charges for items like TVs are falling close to how much we are being charged noting a \$20 difference over a 12-week span.

Executive – Sharon Schilling apologized to L. Shackford for maybe badgering her at the budget meeting regarding the Town Administrator’s line; it was not her intent. Schilling intention was to understand why the line was lowered to satisfy the vote of a \$70,000 budget cut at Town Meeting knowing fully that it would be spent. Price explained that \$17,500 was taken from the Town Administrator salary line and a little bit from everywhere will cover it as the budget is based upon the bottom line. The Board did not want to spend what could have been hours trying to take a little from each line. Schilling finds their actions disingenuous to the tax payers asking for more transparency.

Elections – Brooks would like the Board to consider a non-lapsing warrant article for the purpose of a new voting machine at \$7,000 as the machine we have will be obsolete. The reason for the non-lapsing is because the machines have only been conditionally approved.

Joy Gray asked about the Town Administrators salary citing significant raises over the last few years. Arruda feels the Town needs to keep up with their retention of employees citing the lack of people to work at a new local grocery store and ads in the paper for DPW employees in local towns. When it comes to administrative staff, institutional knowledge is worth a tremendous amount of money. Selectmen can make mistakes and we need guidance on how things are handled.

Gray stated that the Tamworth Town Administrator makes \$75,000 a year.

Price is not familiar with Tamworth's staff but knows he cannot do his job without Shackford.

Price explained that the actual increase proposed for next year is about \$3,000 and no increase was given in 2023. Gray stated that prior years included increases of 20%, 24% and 27% to which Arruda stated the salary was brought in line with everyone else and Price adding he cannot speak to the prior increases as he was not on the Board but what we will be paying is not outrageous.

Fire Department – Brooks offered some cuts that totaled \$5,000. The dry hydrant line changed to \$1,500, EMS supplies to \$2,000, EMS training to \$2,500 and personal protective gear to \$9,500 which bring the bottom line to less than last year's proposed.

General Government Buildings – Proposed electric bill increases were discussed. New rates will be announced in mid-December.

Patriotic Purposes – Schilling proposed upgrades to the Veteran's Memorial that would include The creation of an expendable trust fund to fix the monument with a bronze plaque. This will be discussed at the Board's next meeting with Schilling getting a mock up of the plaque.

Personnel Administration – Chief King asked the Board is they would consider options for Employees that do not need to take the insurance benefit by was of a stipend idea. Shackford will survey employees on that idea.

Planning Board – The Board reduced the legal line to \$5,000.

ZBA – The Board reduced the legal line to \$9,000.

OLD BUSINESS:

CIP – The review of the CIP brought about that the Fire Department Building Exhaust will be pushed out to 2026. The portable radio radios for the police department should remain as King noted that there are two that are or will soon be obsolete. The addition of the grader was discussed with prices and options being discussed. A more realistic number of closer to \$500,000 was offered versus \$600,000.

Short-term Rentals – Shackford asked the Board if she should forward the 3 Grimsel Road on to Attorney Johnston as the Notice of Violation was not responded to. The Board agreed to have it send on. Nick Borelli suggested that the Board send letters out to the six more STRs that have begun since the last meeting. Mauro stated he did not want Short-term Rentals as a regular agenda item any further, it will be put on as needed.

Selectman Price's List – No items.

Selectman Arruda's List – Arruda will be attending the ZBA meeting tomorrow night.

Selectman Mauro's List – Mauro brought to the Board a request from the Conservation Commission to support the Financial Strategy Feasibility Planning Process project to minimize all of the culvers in need in the Saco Watershed of New Hampshire. Mauro read the memo dated November 15, 2023 aloud. Brooks questioned if the number of culverts is accurate as he does not consider a snowmobile crossing necessarily a culvert. The Board tabled this discussion until the next meeting expecting more information.

Department Heads' Lists:

DPW – Shackford listed the many projects that the crew accomplished over the last two weeks. The new truck is at HP Fairfield and we can expect delivery end of November, beginning of December. Shackford was asked to install a yield sign in the Moores Pond development by resident Mark Lucy. The issue was discussed and it was decided to install the yield sign. The repairs to the culverts on Modoc Hill Road have not been addressed in next years budget. Shackford would like to see quotes on a rebuild – in kind – replacement and will gather such.

Administrator's List- Shackford reminded the Board of their November 27th meeting with the school board at 6:00pm. Price asked if Shackford will ask for it be relocated to the gym for not so tight quarters.

Rec Director O'Donnell – Basketball has begun, teen night was a hit and the open gym on Sundays has been well attended.

Tax Collector/Town Clerk/Fire Chief Brooks – Tax bills were mailed November 6th with 10% already having been collected. The Fire Department will hold it's 2nd annual holiday party with Santa attending. The department is accepting orders for Christmas trees that are local from Plymouth.

SIGNATURE ITEMS

Manifest
Payroll & Accounts Payable Checks
Intent to Cut: Nuveen 229-010 & 231-008
Abatement: Bent 129-028 \$612.00

6:58 PM Motion by Mauro to enter **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: Arruda – aye; Price– aye; Mauro – aye

7:56 PM Motion by Mauro, seconded by Arruda to seal the minutes of the **Non-Public Sessions 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. The motion passed **3-0**.

7:56 PM Motion by Mauro to enter **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: Arruda – aye; Price– aye; Mauro – aye

7:58 PM Motion by Mauro, seconded by Arruda to make public the minutes of the **Non-Public Sessions 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. The motion passed **3-0**.

Motion by Mauro, seconded by Price to adjourn at 7:58 pm. The motion passed **3-0**.

NEXT SELECTMEN’S MEETING – The next Selectmen’s Meeting is scheduled for November 24, 2023 commencing at 4:30 pm at the Madison Town Hall meeting room.

Respectfully Submitted,

Linda Shackford,
Town Administrator