

**BOARD OF SELECTMEN
TOWN OF MADISON
August 20, 2024
MINUTES**

Selectmen Present – John Arruda, Adam Price, Joy Gray

Others Present –Town Administrator Linda Shackford; Chief Robert King; Lieutenant Jim Hayford; Town Clerk/Tax Collector/Fire Chief Michael Brooks; Administrative Assistant Kate Young; Rec Director Heather O'Donnell; Videographer Kasia Scontsas; members of the public

Where and When Posted – Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 27, 2023.

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

Pledge of Allegiance: Price led those in attendance in reciting the Pledge.

APPROVAL OF MINUTES:

Motion by Arruda, seconded by Gray to approve the minutes of the August 6, 2024 meeting as written. The motion passed **3-0**.

Motion by Gray, seconded by Arruda to approve the non-public minutes of the August 6, 2024 meeting made public as written. The motion passed **3-0**.

APPROVAL OF MANIFEST:

Motion by Arruda, seconded by Gray to approve the Manifest of August 19 - 26, 2024 in the amount of \$440,150.90. The manifest breakdown is as follows: \$45,457.78 for accounts payable; \$40,888.17 for payroll; \$12,275.62 for payroll liabilities; \$16,529.33 for NH Retirement System; and \$325,000 for Madison Schools. The motion passed **3-0**.

PUBLIC COMMENTS:

Kathy Koziell of 7 Lakeview Drive asked the Board to re-address non-compliance STR cases suggesting the Board continue to move forward with them. Koziell stated that two of the eight STR properties that stopped have started renting again.

Paulette Lowry asked what company will be repairing the Veteran's Monument and where will it be repaired. The Board deferred to Brooks who answered NH Monument in Hookset NH with a quarry in Barre Vermont performing the repairs.

Lowry announced that since there is no longer a Veterans Advisory Committee it will now be the responsibility of the public works to take over the weeding of the pavers to the monument. Price acknowledged her comment.

Nicole Nordlund presented donations totaling just under \$70 towards the repairs of the raft at the Foot of the Lake beach while thanking Lucas Jesseman and Jessie Martin for their talents and time offered in the repairs. Gray offered her appreciation to all involved.

DISCUSSION ITEMS/NEW BUSINESS:

Recognition of Chief King's Service – Arruda offered, on behalf of the Board of Selectmen, town staff and the public, his appreciation for Chief King's 16 years of service to the Town of Madison and their residents. Arruda said Chief King has always been a pleasure to work with and he enjoyed his humor. Arruda presented Chief King with a Certificate of Appreciation and an engraved wooden box.

Lieutenant Hayford presented the retiring Chief King with a plaque that expressed the department's appreciation for Chief King's service and leadership.

A round of applause from all in attendance reinforced the sentiments of Arruda and Hayford.

Oath of Office as Chief of Police for Jim Hayford – The Board signed an Oath of Office for Jim Hayford appointing him to the position of Chief of Police. Town Clerk Brooks administered an oath of office to Hayford while he was surrounded by his wife and two sons. A round of applause from all in attendance expressed everyone's support for Hayford's promotion to Chief of Police.

2021 Tax Deeding – Tax Collector Brooks brought to the Board the remaining two properties that did not rectify their 2021 tax lien:

Map 205 Lot 025: The owner has a payment agreement with the Selectmen that from previous discussion with the Board will be granted a waiver. The Board was in agreement with the waiver.

Map 116 Lot 067: The owner has not responded to certified letters and Brooks did attempt to contact the owner by phone to no avail. This is a vacant parcel.

Motion by Price, seconded by Arruda to take by Tax Deed Map 116 Lot 067. The motion passed **3-0**. Brooks will excuse himself to print the appropriate documents and return later in the meeting to add the deed and waiver to signature items.

Tre Simpson Eagle Scout Project Update – Simpson approached the Board with an update and request for signoff of his work done at Atkinson Park. For his Eagle Scout Project Simpson explained he restored the park, and added pea stone and a bench. This restoration took place with help from others and donations collected by Simpson. In addition to his originally proposed project, Simpson added a sign that will include history of the park which has been obtained with help from the Historical Society. The sign has solar lighting. Simpson had pictures of the park that he gave to the Board. Gray offered her knowledge of the park's history making note that it is a Class VI road. The Board thanked Simpson for his work on the park.

Motion by Price, seconded by Arruda to sign the approval report for Simpson Eagle Scout project. The motion passed **3-0**.

Big Pea Porridge Watershed Protective Association – Peter Kondrat and Jim Torpey approached the Board asking for a letter of support for a 319 grant. Kondrat presented pictures that show silt going into Big Pea Porridge Pond after every violent rain storm event. Letters are being requested from Conway, VDOE and Rock House Mountain.

Kondrat explained that during the 2-to-3-year project window, any work that the Town performs as their regular maintenance in that area can go towards the match required for the grant; this would not add any costs to the budget.

Gray asked what kind of assistance the Town can offer. Kondrat stated that general maintenance to fix roads in the area, that includes re-crowning the road, maintaining ditches, check dams and sediment catches. Silt socks that line the ditches are beginning to deteriorate and could use replacement.

Motion by Price, seconded by Gray to sign a letter of commitment out of session, due to the need for the letter before the Board's next meeting, with wording as suggested by Kondrat. The motion passed **3-0**.

Rec Revolving Fund: Field Hockey Goalie Equipment \$825.00 – O'Donnell explained the need for field hockey goalie gear noting that last year the team borrowed a set. Donations have been received to offset the cost. The Board was in favor of the expenditure from the Rec Revolving Fund and will sign the Request for Payment in the signature items.

OLD BUSINESS:

Bond Information – L. Shackford did more research regarding the bond process finding that the Town would follow the July scheduled, not January. A public hearing would have to be held around the same time as the annual Budget Hearing with a solid number being needed for the repairs on the dam. L. Shackford will reach out to Shawn Bergeron about beginning the process for an RFP.

Process for Rec Field Trip Money and Square Fees – L. Shackford explained the method for how to handle the collection of field trip entrance fees. Having consulted with our DRA advisor it was decided that the Rec Revolving Fund is not approved for that use. Taking DRA's advice, L. Shackford reached out to the auditors and was told that to rectify the issue for this year, deposit the funds in a field trip income line and pay the credit card bill charges from that income line; in theory it should be a wash but the Square fees will have to be taken into consideration. Next year there will need to be a gross appropriation made with a line in the Rec Program budget that would pay for field trip entrance cost and be offset in the general fund with the collection of same.

The Square payment method charges fees on each transaction which the Town absorbs. Gray has done a little research into a different procedure for how to have the customer pay the Square fees. Gray suggested leaving the procedure as is through the end of the year with the possibility of holding a public hearing, if necessary, before basketball signups. Brooks noted that his office uses Invoice Cloud and the customer pays any fees over and above the actual transaction. Brooks offered to research if they offer a similar service to Square.

Selectman Gray's List – The raft is back in operation with volunteer work performed by Jess Martin to secure the ladder. Martin has suggestions to make the raft better and will supply an estimated cost before the next Selectmen's meeting. Gray also mentioned:

- Has there been an update on the progress of the cable contract? L. Shackford has not heard recently and will reach out for an update;
- The Advisory Budget Committee (ABC) proposes formation of a CIP working group that would consist of a member from the ABC, the Planning Board and Selectboard. The group would not make any decisions, simply gather information. Brooks suggested that

Town Counsel be asked about the legality of such a group because by statute the CIP is the Planning Board's responsibility, without input from the ABC. Gray explained the ABC's offer to help and would like to offer the Planning Board the ABC's support. Price is willing to bring this proposal to the Planning Board after having received Town Counsel's opinion. L. Shackford will reach out to Counsel;

- Gray will be contacting the new school transportation company about the cost for the Rec trips. The understanding was that the transportation costs for the Rec trips would be the same as last year with the old company. The trip costs being charged are higher and were not anticipated for the budget for this year.

Selectman Arruda's List – The drawdown is on target at 63.8% of the year with 63.9% of the budget spent. The overall collections at the Transfer Station are up 4.2% over last year; with \$5 bag collection at \$4,469 year to date.

Selectman Price's List – Thanks was expressed for the commendable actions of the first responders to the fire on Charlotte Point over the weekend.

Administrator's List – No items.

Department Heads' Lists:

Town Clerk/Tax Collector/Fire Chief Brooks – Brooks also commended his department and the two members of the department that were able to quickly stop the advance of the Charlotte Point Road fire with Brooks adding that the mutual aid response was awesome; the likely cause was a charging lithium battery. Brooks also mentioned:

- The fire department responded to seven calls on Saturday with one being an 8-hour long propane emergency;
- The tax deed is set to go and has been added to the signature items;
- Motor vehicle registrations are at a record pace this year. Brooks notices a large number of new residents and second homeowners changing residency;
- The FEMA paperwork is almost done for the second Colby Hill Road aspect and then it will move on to the Modoc Hill Road culvert replacement.

Chief Hayford – Hayford noted the busy pace of the department with Sgt. Martin and himself in the middle of a criminal investigation along with their road patrols. Hayford also mentioned:

- An offer from Effingham to purchase the 2021 Silverado as a command vehicle has been made. Hayford would like to replace the pick-up with another Tahoe, with the equipment being able to transfer over. Research shows a fair market value of \$30,000 as a sale price for the Silverado. Price asked if Hayford would ask for a new cruiser as a warrant article next year versus having a shared cruiser. Hayford explained that the wear and tear on a shared cruiser shaves years off its useful life and prefers having dedicated cruisers. Price and Arruda are in favor of the sale with the receipt of a formal offer from Effingham. Gray questioned the sale without a bid process. The rules for selling the cruiser without a bid process will be researched before selling the vehicle. L. Shackford will do the research.

Rec Director O'Donnell – O'Donnell expressed her thanks to all that supported the Rec Program this summer, it was a great season. Regarding transportation that Gray mentioned, O'Donnell can see Rec campers being dropped off and picked up at the beach on those days instead of relying on bus transportation next year. O'Donnell also mentioned:

- Fall sports begins September 4th, which includes soccer, field hockey and flag football;
- A request of the DPW to pull out the soccer nets was made with J. Shackford obliging;

- Ossipee has offered a field hockey goal that O'Donnell will look into obtaining.

DPW Director Shackford – A list was received from Shackford that itemized their accomplishments over the last two weeks with Price saying it looks good. Shackford also mentioned:

- They should be finishing up the culvert replacement on Allard Hill Road tomorrow; and
- The new trash truck is working out great.

SIGNATURE ITEMS:

Manifest

Payroll & Accounts Payable Checks

Application for Current Use: Riss 251-008

Purchase Requisition 2024-GGB-002 Rotten Rock Logging & Tree \$2,970.00

- J. Shackford explained that three trees are dead with several dead limbs at the tops of the trees are hazards at the Foot of the Lake beach.

5:58 PM Motion by Price, seconded by Arruda to enter **Non-Public Session per RSA 91-A:3II (b)** The hiring of any person as a public employee.

Roll Call Vote: Arruda – aye; Gray – aye; Price – aye

6:18 PM Motion by Price, seconded by Arruda to return to public session and seal the minutes of **Non-Public Session per RSA 91-A:3II (b)** The hiring of any person as a public employee.

Roll Call Vote: Gray – aye; Arruda – aye; Price - aye

Motion by Gray, seconded by Arruda to adjourn at 6:18 pm. The motion passed **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting is scheduled for September 3, 2024 commencing at 4:30 pm at Town Hall.

Respectfully Submitted,

Linda Shackford,
Town Administrator