

ASHLAND HOUSING STANDARDS BOARD  
January 8, 2014, 4:00 PM  
Ashland Fire House

Attendees: Eli Badger, Chair, Katie Maher, Secretary, Fran Newton, Ashland Health Officer  
Absent: Steve Heath, Ashland Fire Chief, Kendal Hughes, Vice Chair

AGENDA ITEMS

1. Call Meeting to Order 4:04PM
2. Roll Call
3. Minutes Review
  - a. Minutes were not approved
  - b. Note that to date no minutes have been voted approved by the committee
4. New Business
  - a. None
5. Old Business
  - a. Safety Inspections
    - i. Letter to Landlords
      1. Final version of letter is approved and included under separate cover
      2. Confirmed we will be using Fire Station number for the Chief and the Town Office number for the Health Officer

MOTION: To accept this final version of the letter to landlords (Katie)  
second (Fran)

AYE 3 NAY 0 PASSED

- ii. Letter Logistics
  1. Estimate over 300 apartments and 100 landlords
  2. 3/3/2014 Priority letters sent to all landlords receiving welfare rent money & buildings on Chief's list
  3. Estimate 6/2/2014 send letters to all 3 or more multi-unit landlords
  4. Estimate 9/8/2014 send letters to remaining home rentals and duplexes
  5. Letters will be sent by town of Ashland
  6. Welfare Rent recipient landlords will receive a follow up call from Welfare Officer with an inspection deadline date after which payments will stop
- iii. Inspection Goals
  1. 2014 complete all welfare rent recipient locations and a total of 75 apartment inspections
  2. All rental properties inspected once every three years

TASK: Eli discuss with Branscombe stamps, printing, letterhead/envelopes, addressing

TASK: Eli discuss priority inspections with new Welfare Officer

TASK: Eli invite Building Inspector & Welfare Officer to February Meeting in advance of first round of letter mailing to plan follow ups and assign tasks

TASK: Elis get minutes of all prior meetings posted on town web site

- b. Updated Complaint Form
  - i. Updates requested at prior meeting were not reviewed or approved
6. Non---Public Session (If Necessary)
7. Adjournment at 4:32PM

Next meeting scheduled for February 12<sup>th</sup> at 4PM at the Ashland Fire House.

Respectfully Submitted by Katie Maher, Secretary.