

1                                   **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**  
2   **WORK SESSION**  
3   **MONDAY, AUGUST 21, 2017**  
4   **ASHLAND FIRE STATION**  
5   **6:00 PM**

6  
7 Chairman Newton called the meeting to order at 6:00 PM with a roll call. Chairman Fran Newton, Selectmen  
8 Tejasinha Sivalingam, Casey Barney, and Vice Chairman Harold Lamos, present. Leigh Sharps arrived at 6:25  
9 PM. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy Smith.

10  
11 **PLEDGE OF ALLEGIANCE**

12  
13 **PUBLIC HEARING**

14 Called to order at 6:05 PM.

15  
16 For acceptance of an additional appropriation from the NH Department of Transportation Highway Block  
17 Grant: Town has received an additional \$48,654.35 from the NH Highway Block Grant. Chairman Newton  
18 opened the public hearing for discussion. Eli Badger asked if the additional appropriation could be used to fund  
19 Smith Hill and was answered it could be. Selectboard discussion followed on purpose of fund and where it  
20 would be held. The funds are to be held in a nonlapsing fund, to be spent within the calendar year, and be used  
21 on road repairs.

22  
23 **Chairman Newton closed the public hearing at 6:15 PM.**

24  
25 **MOTION:** By Selectman Barney  
26 *Accept additional funds from NH Highway Block Grant.*

27 **SECOND:** By Vice Chair Lamos

28 **VOTE:** 4-0

29 **MOTION PASSED**

30  
31  
32 **PUBLIC COMMENT**

33 There were no public comments on agenda items.

34  
35 **APPROVAL OF MINUTES**

36 **August 7, 2017-** Approved as written.

37  
38 **MOTION:** By Vice Chair Lamos  
39 *Approve the minutes of August 7, 2017 as written.*

40 **SECOND:** By Selectman Barney

41 **VOTE:** 3-0-1 (**Yes:** Newton, Barney, Lamos; **Abstained:** Sivalingam)

42 **MOTION PASSED**

43  
44 **August 15, 2017-**Amendments: Pg. 1, Ln. 43-Add “unanimously” between agreed and to. Pg. 3, Ln. 22-Add  
45 “\$33,000 to” between to and coincide. Pg. 3, Ln. 3-Sentence starting with Selectman changed to: Selectman  
46 Sivalingam suggested a compromise of moving a portion of the funding from the salary line to executive  
47 training, to offset its proposed salary elimination.

1 **MOTION:** By Selectman Sivalingam  
2 *Approve the minutes of August 15, 2017 as amended.*

3 **SECOND:** By Vice Chair Lamos

4 **VOTE:** 4-0 (All in favor)

5 **MOTION PASSED**

6

7 **June 7, 2017-Amendments:** Pg. 1, Ln. 16-Change \$58,931 to \$58,993. Pg. 1, Ln. 31 and 32-Add “with funding  
8 to be distributed from the Road Improvement Capital Reserve Fund.” after the word bid.

9

10 **MOTION:** By Vice Chair Lamos

11 *Approve the minutes of June 7, 2017 as amended.*

12 **SECOND:** By Selectman Sivalingam

13 **VOTE:** 3-0-1 (**Yes:** Newton, Sivalingam, Lamos; **Abstained:** Barney)

14 **MOTION PASSED**

15

16 **CONSENT AGENDA**

17 Signed by majority of Selectmen:

18 a. General Fund and Payroll Manifests

19 b. Memo to Trustees of Trust Funds– Public Works CRF disbursement/purchase of grader.

20 c. Notice of Intent to Excavate

21 d. Department of Revenue – MS 535

22 e. Town Clerk letter from Secretary of State announcing special election.

23

24 **DEPARTMENT HEADS**

25 **Fire Department:** Chief Heath asked for direction from the Board in terms of options regarding ambulance  
26 billing. The previous company who did ambulance transport billings, Comstar, dropped the Fire Department last  
27 year. The Fire Department researched options and brought forth a proposed contract with the company they feel  
28 is the most qualified and cost effective. Funding can come out of the general budget though not included in this  
29 year’s budget or the one-time start-up expense can from account that was established in 2005 for using revenue  
30 from Ambulance transports. Wording of warrant article says funds are to be used for apparatus or equipment. In  
31 the past, the Fire Department has routinely used money from this account to pay for the percentage due to  
32 Comstar. Discussion followed regarding whether to go forward with the new contract. Selectman Sivalingam  
33 was concerned that a three-year contract taken out of the general fund was akin to an appropriation. Chief  
34 Heath said that this is a one-time set up fee and in the future the payments to the company would come from the  
35 moneys collected by the billing company. Possibility of using an in-state company was discussed. This  
36 company was the only qualified one with less than 10% fee.

37

38 **MOTION:** By Vice Chair Lamos

39 *Proceed with contract as described.*

40 **SECOND:** By Selectman Barney

41 **VOTE:** 4-0 (All in favor)

42 **MOTION PASSED**

43

44 Second item discussed was where the funds are to be taken out of. The Warrant Article was read and discussion  
45 followed regarding the wording of the article and the definition of surplus. Whatever money collected goes in  
46 and % fee is expended, the revenue pays for the expense. Selectman Lamos stated that a contractual obligation  
47 constitutes an apparatus therefore the funds could come out the Ambulance Fund, Chair Newton agreed.  
48 Selectman Sivalingam would like more information.

49

50

51

1 **MOTION:** By Vice Chair Lamos  
2 *Approve new contract funds of \$2,500 to come out of Ambulance Fund.*  
3 **SECOND:** By Selectman Barney  
4 **VOTE:** 4-0-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Abstained:** Sivalingam)  
5 **MOTION PASSED**

6  
7 **PUBLIC HEARING**

8 **Informational packets on the CDBG public hearings was available**  
9 Called to order at 6:30 PM.

10  
11 Proposed Harvey Heights Renovations: Chair Newton read -Community Development Block Grant funds  
12 are available to municipalities through the NH Community Development Finance Authority. Up to  
13 \$500,000 annually is available on a competitive basis for public facility and housing projects, up to  
14 \$500,000 for economic development projects and up to \$350,000 for emergency activities. All projects  
15 must directly benefit low and moderate-income persons. Up to \$12,000 per study is available for Planning  
16 Grants. This is a proposed application to the Community Development Finance Authority for up to  
17 \$500,000 in Community Development Block Grant funds. The town will retain some of the CDBG funds  
18 to cover administrative expenses and sub-grant the bulk of the funds to Laconia Area Community Land  
19 Trust, Inc. for rehabilitation of 40 existing units of affordable housing at Harvey Heights (also known as  
20 LedgeWood Estates Apartments), LedgeWood Lane (off Avery Street) in Ashland, New Hampshire. The  
21 rehabilitation project will improve health and safety conditions on the property, provide energy efficiency  
22 and renewable energy upgrades to enhance long-term affordability, and improve the exterior appearance  
23 of the property. The apartments will remain affordable for low and moderate-income individuals for a  
24 minimum of 20 years.

25 This project conforms with Ashland’s Housing and Community Development Plan’s Goal of:

26 Encourage varied stock of safe, sanitary, decent and affordable housing for persons of all age and income  
27 groups. (Short-term and Long-term goal).

28 Public Comments Requested Discussion followed on the types of renovations which are being planned for this  
29 low-income to moderate-income housing development. Donna Lane, Community Development Block Grant  
30 (CDBG) consultant and Sal Hubbard, Housing Development Director of the Laconia Area Community Land  
31 Trust, Inc. (LACLT) answered questions from the Board and the public regarding renovations, tenant  
32 displacement, and the obligation of remaining subsidized low-moderate income housing for 20 – 99 years. The  
33 renovations would include at least two American with Disability Act (ADA) compliant units and would include  
34 a sprinkler system. It was agreed that this project would improve the safety and health aspects of the property.

35  
36 Public Hearing closed at 6:40 PM.

37  
38 **PUBLIC HEARING**

39 Called to order at 6:42 PM.

40  
41 Housing and Community Development Plan: Chair Newton read - The proposed Housing and Community  
42 Development Plan that outlines short and long-term goals for the Town. No changes have been made  
43 since the Plan was discussed in 2013.

44

45

1 TOWN OF ASHLAND

2 HOUSING AND COMMUNITY DEVELOPMENT PLAN

3  
4 The Town of Ashland commits to the following goals to meet its Housing and Community Development  
5 needs:

6 **Goal:** Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and  
7 income groups. (Short-term and Long-term goal).

8 **Goal:** Encourage economic development activities to increase quality industrial and commercial  
9 development. Encourage the expansion and retention of employment opportunities for residents. (Short-  
10 term and Long-term goal).

11 **Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary and that  
12 meet DES regulations. (Short-term and Long-term goal).

13 **Goal:** Preserve and promote the town’s historically and culturally significant structures. (Short-term and  
14 Long-term goal).

15 **Goal:** Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-  
16 term goal).

17 As a matter of policy, Ashland will minimize the involuntary displacement of households from their  
18 neighborhoods.

19 These goals are consistent with the Town of Ashland’s Master Plan and local ordinances.

20 Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with  
21 national objectives and shall, at a minimum, provide improved housing in accordance with Section 8  
22 standards, be used for public facility projects, employment opportunities, or feasibility studies. All  
23 CDBG funded projects, shall primarily benefit low and moderate-income persons or households, and shall  
24 not benefit moderate income persons or households to the exclusion of low income persons or  
25 households.

26 Public Comments Requested: Selectman Sivalingam recommended this go to warrant article due to the far-  
27 reaching implications of the project and how it ties into the Master Plan.

28 Public Hearing closed at 6:47 PM.

29  
30 **PUBLIC HEARING**

31 Called to order at 6:48 PM.

32  
33 Residential Antidisplacement and Relocation Plan: Chair Newton read - This plan outlines measures, under  
34 the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of  
35 persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or  
36 relocation they would follow this plan. The plan outlines the measures they would take to find  
37 comparable, suitable housing for persons (or businesses) displaced or relocated.

1 Temporary relocation will be required during this project. While units are undergoing rehabilitation, if  
2 the household needs to be temporarily moved they will be moved to an empty unit on-site, a trailer on-  
3 site, an off-site LACLT unit, or to a local hotel/motel. LACLT will pay all temporary relocation costs.  
4

5 Public Comments Requested: There were questions about relocation Sal Hubbard answered the project is  
6 anticipated to be starting in the spring of 2018 and LACLT will assist in ensuring that children affected will be  
7 able to get to school. Their goal is to keep the tenants on the property and will have a key logistics person.  
8 Selectman Sivalingam recommended this go to warrant article due to the far-reaching implications of the project  
9 and how it ties into the Master Plan.

10 Public Hearing closed at 6:50 PM.  
11

12 **MOTION:** By Selectman Sharps  
13 *Adopt Town of Ashland Housing and Community Development Plan.*

14 **SECOND:** By Vice Chair Lamos

15 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

16 **MOTION PASSED**  
17

18 **MOTION:** By Selectman Sharps

19 *Adopt Residential Antidisplacement and Relocation Assistance Plan.*

20 **SECOND:** By Vice Chair Lamos

21 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

22 **MOTION PASSED**  
23

24 **MOTION:** By Selectman Sharps

25 *Approve submittal of the CDBG application.*

26 **SECOND:** By Vice Chair Lamos

27 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

28 **MOTION PASSED**  
29

30 **MOTION:** By Vice Chair Lamos

31 *Authorize the Chairman to sign and submit the application and upon approval of the CDBG application*  
32 *authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract*  
33 *and any amendments thereto.*

34 **SECOND:** By Selectman Sharps

35 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

36 **MOTION PASSED**  
37

38 **DEPARTMENT HEADS, continued.**

39 **Police Department:** Chief Randall spoke on the need of Taser replacement and asked for Board approval with  
40 a five-year contract totaling \$1,822. Payments are to be made from the Police Department Equipment line.  
41 Discussion followed as to whether a multiple year contract should be considered, being an appropriation, and  
42 voted on as a Warrant Article. Majority of those involved in discussion agreed this multi-year contract is  
43 considered cost and time effective and is a safety issue, therefore should not be voted on.  
44  
45  
46  
47  
48  
49

1 **MOTION:** By Selectman Sharps  
2 *Approve the request to purchase new Tasers from Police Department Equipment lone.*

3 **SECOND:** By Selectman Barney

4 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

5 **MOTION PASSED**

6

7 **Public Works Department:**

8 Interim Public Works Director Moore discussed crack sealing Highland Street at a cost of \$7,600. A tentative  
9 start date in October 2017. This part of Highland Street will not be paved by the state in 2020, as the state owns  
10 part of the road and in the future intends on reconstructing the road before giving it back to the town.

11 Discussion followed regarding the importance of doing the project, the involvement of volunteers and  
12 scheduling.

13

14 **MOTION:** By Selectman Sharps

15 *Approve \$7,600 for crack sealing on Highland Street with funds coming out of the Highway Summer  
16 Maintenance line.*

17 **SECOND:** By Selectman Barney

18 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

19 **MOTION PASSED**

20

21 **NEW BUSINESS**

22 **Ashland 150<sup>th</sup> Committee:** Jane Sawyer gave an update on the plans for the 150<sup>th</sup> celebration. License plates for  
23 the celebration have been ordered, and a town-wide yard sale is on 9/16/17.

24

25 **Fourth of July Committee:** Fran Wendelboe, Committee Chair presented the case for the Fourth of July  
26 Committee being a standalone committee and no longer under the Heritage Commission. Chair Newton  
27 determined it would be inappropriate for the Board of Selectmen to act until the Fourth of July Committee has a  
28 meeting with the Heritage Commission about being standalone. Discussion regarding this matter followed.

29

30 **MOTION:** By Selectman Sivalingam

31 *For the Board of Selectmen to extend a formal invitation by way of Town Administrator to the  
32 Heritage Committee and the Fourth of July Committee to meet to discuss separation.*

33 **SECOND:** By Vice Chair Lamos

34 Discussion followed regarding motion.

35 **VOTE:** 2-3 (**Yes:** Lamos, Sivalingam; **No:** Newton, Barney, Sharps,)

36 **MOTION FAILED**

37

38

39 **OLD BUSINESS**

40 **Project List:**

41 Transportation Alternatives Program (TAP) grant: TA Smith forwarded RFQ's onto the Board of  
42 Selectmen for initial review. Town received RFQ's from seven firms. Selectboard will have an  
43 initial review and determine how many to interview.

44 Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:

45 TA Smith attended the public hearing for Clean Water SRF (CWSRF) Priority List. Town to  
46 receive letter from NHDES Grants Management certifying our project made the priority list and  
47 next steps. Town will need to vote on the approval to enter into agreement with the NHDES -  
48 CWSRF.

49 Geographic Information System (GIS) Mapping: TA Smith will contact CAI Technologies about  
50 making a presentation to the Board.

1 LW Packard Mill Site Brownfields project: Economic Development group met, next step is  
2 moving forward with the Brownfields portion of the project. Nobis Engineering submitted to  
3 NHDES the Field Task Work Plan (FTWP)/Site Specific QAPP Addendum for completion of a  
4 Phase II Environmental Site Assessment (ESA) and Hazardous Building Materials Survey at the  
5 former LW Packard Mill. Both projects are to be conducted concurrently and included into one  
6 FTWP.

7 Riverwalk: Public Works to begin work prior to end of year.

8 Town Office building fire alarm system: TA Smith will follow up with Mango Security to get time  
9 frame of work.

10 Town of Ashland Appreciation Day scheduled for 9/11/17: Town received the stone memorial for  
11 former Board of Selectmen Norman DeWolfe. Rain date for the appreciation day is 9/12/17.

12 Town Office building maintenance: Cracks in Town Hall parking lot need to be seal coated. Interim  
13 DPW Director Moore met with three contractors. He recommended going with the lowest bidder. Seal  
14 coating the parking lot will improve the lot and provide a solid base for repaving in the future. TA has  
15 been researching having the windows at the Town Office building refurbished, but not many firms are  
16 available. Selectman Lamos recommended contacting a business in Ashland who does historic  
17 woodworking.

18  
19 **MOTION:** By Vice Chair Lamos

20 *Approve Andrade seal coating bid of \$1,917.74 to sealcoat the Town Office parking lot. Funded from*  
21 *Highway Summer Maintenance line.*

22 **SECOND:** By Selectman Sharps

23 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

24 **MOTION PASSED**

25  
26 LRPC Culvert Analysis: LRPC field technicians have completed the field work for the road plan  
27 and culver assessment. Expectations are LRPC will have report done by the end of August.

28 Town Telecommunications: Next Generation ran the fiber optic cable to the Town Office. First  
29 Light will be connecting fiber optic cable, this should be completed by the first week in October.

30 Ashland Electric Department New Building: New building is leaking water into the DPW salt  
31 shed. Board of Selectmen have requested a vegetative swale in the past which has not been done.  
32 Interim DPW Director Moore said the recent heavy rains haven't contributed to runoff and he is  
33 planning on attending the Electric Commission meeting of 8/29/17.

34 Building Permit fees: Planning Board will not be putting together a Warrant Article.

35  
36 **Ames Brook Campground sewer line:**

37 Options are to have the Town vote on the matter or hold two public hearings.

38  
39 **MOTION:** By Chair Newton

40 *Hold two public hearings as soon as possible for acceptance of sewer line.*

41 **SECOND:** By Vice Chair Lamos

42 **VOTE:** 5-0 (All in favor)

43 **MOTION PASSED**

1 **North Ashland Road car inquiry:**

2 Discussion ensued regarding the problem of multiple cars parking illegally in this area.

3  
4 **MOTION:** By Vice Chair Lamos

5 *To grant authority to Highway Department to put up No Parking within Right of Way and to*  
6 *send letter informing the residents of this.*

7 **SECOND:** By Selectman Sharps

8 **VOTE:** 4-0-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Abstained:** Sivalingam)

9 **MOTION PASSED**

10  
11 **SELECTBOARD ITEMS**

12 • **Meeting Order Policy:**

13 Discussion ensued regarding Meeting Order Policy brought forth by Selectman Sivalingam.

14  
15 **MOTION:** By Selectman Sivalingam

16 *Accept official policy on maintaining order as read in minutes.*

17 **SECOND:** By Vice Chair Lamos

18 **VOTE:** 2-3 (**Yes:** Lamos, Sivalingam; **No:** Newton, Barney, Sharps,)

19 **MOTION FAILED**

20  
21 • **Update Nondiscrimination Policy:** Selectman Sivalingam presented suggestion to add Gender Identity  
22 to nondiscrimination policy.

23  
24 **MOTION:** By Selectman Sivalingam

25 *Add Gender Identity to Nondiscrimination policy.*

26 **SECOND:** By Vice Chair Lamos

27 **VOTE:** 5-0 (**All in favor**)

28 **MOTION PASSED**

29  
30 • **Next Board of Selectmen meeting:**

31 Meetings will now be taking place at the Ashland Elementary School. Next meetings are 9/11/17 and  
32 9/18/17 at 6:30 PM.

33  
34  
35 **LIASON REPORTS**

- 36 • Selectman Sharps reported on the Pemi River Local Advisory Committee meeting. They went into  
37 nonpublic regarding Northern Pass.
- 38 • Selectman Sivalingam reported on the Electric Commission meeting. Reported the Commission  
39 would like the DPW Director hiring process to be completed by end of September to prepare for  
40 winter.
- 41 • Chair Newton reported on the Economic Development Meeting. The meeting was very positive  
42 and included several mill owners, NHDES, EPA and LRPC.
- 43 • Vice Chair Lamos reported on Fourth of July Committee meeting. There are thirteen new members.
- 44 • Selectman Sharps reported on the Planning Board meeting. Discussed zoning ordinances and met  
45 with the Water and Sewer Department.
- 46 • Vice Chair Lamos reported on the Budget Committee meeting. Planning on having budgets ready  
47 by 9/1/17. Scheduling meetings has been a challenge.



1           **MOTION:** By Vice Chair Lamos  
2           *Authorize TA Smith to reach out to the Chairman of the Budget Committee to work out a*  
3           *meeting schedule.*

4           **SECOND:** By Selectman Sharps

5           **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Opposed:** Sivalingam)

6           **MOTION PASSED**

7  
8           **PUBLIC COMMENT**

9           Chief Randall reported that one of his officers was hit by a car over the weekend and was out of work for a  
10           few days. He is doing fine now.

11  
12           There being no other business, Chair Newton made **Motion to go into Non-Public Pursuant to RSA 91-A:3,**  
13           **II (a) at 8:52PM.** Selectman Barney seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos, yes;  
14           Sivalingam, no, Sharps, no.

15  
16           Board of Selectmen adjourned their meeting at 9:10 PM.

17  
18           Respectfully submitted,

19  
20           Wendy Smith  
21           August 25, 2017