

1                                   **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**  
2   **WORK SESSION**  
3   **MONDAY, OCTOBER 16, 2017**  
4   **ASHLAND ELEMENTARY SCHOOL LIBRARY**  
5   **6:30 PM**  
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7 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Fran Newton, Selectmen  
8 Tejasinha Sivalingam, Casey Barney, and Vice Chairman Harold Lamos, present. Leigh Sharps absent with  
9 advance notice. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy  
10 Smith.

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12 **PLEDGE OF ALLEGIANCE**

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14 **PUBLIC COMMENT**

15 There were no public comments on agenda items at this time.  
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17 **APPROVAL OF MINUTES**

18 **October 2, 2017-** Amendments: Pg. 2, ln. 7 replace word “rank” with “consolidate Board of Selectmen rating  
19 scores”, insert “results to Board of Selectmen” after word “send” delete “Chair Newton his results”; Pg. 3, ln. 22  
20 insert “Electric Commissioner” in front of Jamie Lyford and delete “of the Electric Department”; Pg. 3, lns. 30  
21 and 31 switch “Electric Commission” with “Board of Selectmen” and other grammatical corrections.  
22

23 **MOTION:** By Selectman Sivalingam  
24 *Approve the minutes of October 2, 2017 as amended.*

25 **SECOND:** By Vice Chair Lamos

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

27 **MOTION PASSED**  
28

29 **October 11, 2017-**Board of Selectmen Meeting  
30

31 **MOTION:** By Selectman Sivalingam  
32 *Approve the minutes of October 11, 2017 as written.*

33 **SECOND:** By Selectman Barney

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

35 **MOTION PASSED**  
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37 **CONSENT AGENDA**

38 Signed by majority of Selectmen:

- 39       a. General Fund and Payroll Manifests from week of 10/9/17.  
40

41 **DEPARTMENT HEADS**

42 **Parks and Recreation Department:** Chair Newton read Recreation Director Barney’s request for permission  
43 from the Board to use a form recommended by the Town attorney which would allow background checks be  
44 obtained from other entities for potential employees and volunteers. The background checks would have to  
45 have been done within the past twelve months. Discussion followed regarding whether savings would be  
46 reflected in the budget and it was determined that it would be difficult to predict the savings and necessary to  
47 include the expense in the budget.  
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1 **MOTION:** By Vice Chair Lamos  
2 *Approve Director Barney's request to allow use of form to obtain background checks from potential*  
3 *employees who have had a background check done within the last twelve months.*  
4 **SECOND:** By Selectman Barney  
5 **VOTE:** 3-1 (Yes: Newton, Barney, Lamos; No: Sivalingam)  
6 **MOTION PASSED**

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8 **Town Administrator:**

9 • **Use of unassigned fund balance to set tax rate:** TA Smith explained what an unassigned fund  
10 balance is. The Department of Revenue Administration allows an unassigned fund balance be used to  
11 fund an emergency request, a warrant article, or to reduce the tax rate. Discussion followed regarding  
12 the best use of Ashland's unassigned fund balance and the pros and cons of the different proposals.  
13 Based on his readings of NHMA's The Basic Law of Budgeting, and the GFOA minimum  
14 recommendations, Selectman Sivalingam proposed that \$440,065 be used to off-set taxes.  
15

16 **MOTION:** By Vice Chair Lamos  
17 *Allow \$250,000 of the unassigned fund balance be used to reduce the 2018 tax rate.*  
18 **SECOND:** By Selectman Barney  
19 **VOTE:** 3-1 (Yes: Newton, Barney, Lamos; No: Sivalingam)  
20 **MOTION PASSED**

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22 • **Two week accounts payable schedule:** TA Smith proposed changing our current one week accounts  
23 payable schedule to a two week schedule. Discussion ensued regarding the merits of both methods.  
24 The discussion stated the intent of the motion which was to allow for optional appearance in  
25 the Town Office by all selectmen during the off-weeks, and that documents would be  
26 available for review throughout the duration of each accounts payable cycle.  
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28 **MOTION:** By Vice Chair Lamos  
29 *Go to a two week accounts payable cycle concurrent with Board of Selectmen meeting schedule.*  
30 **SECOND:** By Selectman Barney  
31 **VOTE:** 3-1 (Yes: Newton, Lamos, Barney; No: Sivalingam)  
32 **MOTION PASSED**

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34 • **Scribner Trustee:** TA Smith informed the Board that resident Alfred Salvoni was appointed as a  
35 Scribner trustee this past spring and still needs to be approved by the Board.  
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37 **MOTION:** By Selectman Sivalingam  
38 *Approve Alfred Salvoni as a Scribner trustee.*  
39 **SECOND:** By Vice Chair Lamos  
40 **VOTE:** 4-0 (All in favor)  
41 **MOTION PASSED**

42  
43 • **Zoning Board appointments:** TA Smith read statement from Eli Badger regarding the need of having  
44 a full Zoning Board. Discussion followed on how to fill the vacant positions. The possibility of  
45 making the positions elected as opposed to appointed, the use of advertising and putting flyers in the tax  
46 bills were suggested.  
47

48 TA informed the Board that he would be attending the annual International City/County Managers Association  
49 (ICMA) conference October 20 to October 25. He told the Board that the default budget needs to start being

1 prepared as well as the warrant. The last notice needs to be posted by January 9, 2018. A meeting needs to be  
2 set up in early November to go over the default budget.

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4 **OLD BUSINESS**

5 **Project List:**

6 NDOT – TAP Grant (Rt. 3/25 sidewalk project): The Board of Selectmen interviewed three  
7 engineering firms and will be announcing their selection.

8 Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:  
9 TA Smith will be attending a State Revolving Fund (SRF) workshop on 11/20/17 on reporting  
10 requirements, the disbursement process and warrant article preparation.

11 Geographic Information System (GIS) Mapping: Board of Selectmen met with CAI  
12 Technologies, who handle land use data, on 9/25/17. Funding possibilities were discussed  
13 including using part of the unassigned fund balance or establishing a capital reserve fund through  
14 a warrant article. Selectmen Sivalingam supported funding through a warrant article.

15 LW Packard Mill Site Brownfields project: Nobis Engineering was scheduled to conduct  
16 groundwater monitoring the week of 10/9/17. A final report should be received by the end of  
17 October.

18 Town Buildings Telecommunications: Certified Computer Systems will be responding to Firstlight  
19 regarding whether one or two LANs will be installed into the Town Office building. Vice Chair Lamos  
20 stated that if only one LAN is installed, it can be prioritized for the Police Department.

21 Lakes Region Planning Commission (LRPC) Culvert Analysis: DPW Director Moore submitted  
22 prioritization list to LRPC. Mr. Moore stated he hasn't received any feedback from LRPC yet.

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24 **NEW BUSINESS**

25 Chief Randall announced that Drug Takeback Day will be on Saturday, 10/28/17 from 10:00 AM to 2:00 PM.  
26 Residents can bring their unwanted drugs to the Police Department for proper disposal. Halloween trick or  
27 treating in Ashland will take place on 10/31/17 from 5:00 to 7:00 PM. Chief Randall reminded the public that  
28 there is no parking on Ashland streets starting 11/1/17 to 5/1/17 from 1:00 AM to 5:00 AM. This includes the  
29 Memorial Park, Town Hall and the Mechanic Street parking lots. Memorial Park parking lot allows parking  
30 until the first snow.

31 Personal protection kits: A company offers a kit which contain the needed items for \$20.00/kit. Twelve kits  
32 would be needed for personnel, cruisers, and the booking room. Carry bags for the kits can be bought at  
33 Ashland Lumber for \$23.00/bag. Cost would be twelve kits for \$239.88 and twelve bags for 276.00 for a total  
34 of 515.88. Chief Randall will be contacting Leigh Sharps.

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37 **SELECTBOARD ITEMS**

- 38 • **Electric Department building:** Liaison Sivalingam met with the Electric Commissioners at two  
39 meetings. He reported that the Commission informed him that the Select Board's inability to make a  
40 decision in a timely manner on the proposed design makes the Electric Department unable to obtain a  
41 contractor before winter and the project will have to be done in the spring. The Electric Department  
42 will still be financing the project and are willing to meet with the Board of Selectmen for further  
43 discussion. Chair Newton stated that the Electric Department has had the spring and the summer to  
44 address the problem. Hay bales were supposed to be used to help alleviate the runoff and are still not in  
45 place. Mitigation of the water runoff into the salt shed problem and disposal of contaminated soil are a  
46 concern of the Selectmen and needs to be addressed. A meeting will be set up to further discuss this  
47 situation.

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**LIAISON REPORTS**

- Ashland Transportation Advisory Committee (ATAC) Liaison Selectman Sivalingam asked if DPW Director Moore will be attending LRPC TAC meetings and will be involved with the ATAC Committee. TA Smith advised on waiting until the Culvert Analysis reports are received from LRPC.
- Chair Newton attended the Water and Sewer meeting as a substitute liaison and informed the Board that the Water and Sewer Department is working on the quarterly reports.
- Vice Chair Lamos stated that a bridge on Winter Street needs to be reevaluated and a baseline needs to be done before winter. DPW Director Moore will evaluate the situation.

**PUBLIC COMMENT**

There were no public comments on agenda items at this time.

There being no other business, Vice Chair Lamos made **Motion to go into Non-Public Pursuant to RSA 91-A:3, II (a) at 7:54 PM**. Selectman Barney seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos, yes; Sivalingam, yes.

Board of Selectmen adjourned their meeting at 8:21 PM.

Respectfully submitted,

Wendy Smith  
October 17, 2017