

1                                   **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**  
2   **REGULAR MEETING**  
3   **MONDAY, NOVEMBER 6, 2017**  
4   **ASHLAND ELEMENTARY SCHOOL LIBRARY**  
5   **6:30 PM**  
6

7 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Fran Newton,  
8 Vice Chairman Harold Lamos, Selectman Tejasinha Sivalingam present. Selectman Leigh Sharps  
9 present at 6:40 PM. Casey Barney absent with advance notice. Others Present: Town Administrator  
10 Charles Smith and Administrative Assistant Wendy Smith.

11  
12 Upon the opening of the meeting, Chair Newton reflected on the recent tragedy in Texas.

13  
14 **PUBLIC COMMENT**

15 Roberta Hoerter asked for information on the Ashland Sewer and Water Department’s new septage  
16 receiving building. She was informed that the Planning Board held a public hearing for the building  
17 and that the Board of Selectmen vote on this has been taken off the Agenda because the engineer for the  
18 Commission was unable to attend tonight’s meeting.

19  
20 **MINUTES**

21 October 16, 2017- Pg. 2, ln. 12 add “Based on his readings of NHMA’s The Basic Law of Budgeting,  
22 and the GFOA minimum recommendations, Selectman Sivalingam proposed that \$440,065 be used to  
23 off-set taxes.” Pg. 2, ln. 21 add “The discussion stated the intent of the motion which was to allow for  
24 optional appearance in the Town Office by all selectmen during the off-weeks, and that documents  
25 would be available for review throughout the duration of each accounts payable cycle.” Pg. 3, ln. 43  
26 replace word “salt” with “water” and add “into the salt shed” after the word “runoff”.

27  
28 Discussion concerning the intent of the motion to pay accounts payable every two weeks concurrent  
29 with the Selectboard meeting followed.

30  
31 **MOTION:** By Vice Chair Lamos

32 *Approve 10/16/17 minutes as amended.*

33 **SECOND:** By Selectman Sivalingam

34 **VOTE:** 3-0-1 (**Yes:** Newton, Lamos, Sivalingam; **Abstain:** Sharps)

35 **MOTION PASSED**

36  
37 October 30, 2017- Pg. 1, ln. 36 add “Chair Newton said all contracts are reviewed or removed as  
38 appropriate from default budgets each year and Selectmen have the final review.”

39  
40 **MOTION:** By Selectman Sivalingam

41 *Approve 10/30/17 minutes as amended.*

42 **SECOND:** By Vice Chair Lamos

43 **VOTE:** 4-0 (**All in Favor**)

44 **MOTION PASSED**

1 **CONSENT AGENDA**

- 2 • General Fund Manifest and Payroll Manifest for the weeks of October 23, 2017 to October 30,  
3 2017 signed by Selectmen. Selectman Sharps asked TA Smith what percentage of the budget  
4 is left and was told that expenditure reports will be going out after this week's accounts payable  
5 is complete.
- 6 • CDBG/CDFA Environmental Review form: The Phase 1 Environmental Site Assessment  
7 completed on Ledgewood Estates determined no significant environmental impact from the  
8 project.
- 9 • NH Dept. of Revenue Administration (DRA) Equalization Municipal Assessment Data  
10 Certificate. The NH DRA sets the equalization ratio which is the adjustment of assessed values  
11 to calculate the estimated 100% market value of the municipality.  
12

13 **DEPARTMENT HEADS**

14 **Police Department:** Chief Randall announced the Police Department has been offered a donation of  
15 \$541.00 to cover the cost of protective equipment when dealing with drug overdoses. The Board and  
16 the Chief expressed their gratitude to the anonymous donor. The process of accepting a donation was  
17 determined. Chief Randall also thanked all the departments and the school for helping to make the  
18 Halloween parade a success as well as the businesses who participated.

19 **Town Clerk:** A charge of \$5.00 was proposed for Notary services for non-residents. The Town Clerk  
20 reached out to other towns and found that many towns already charge for notary services in order to  
21 create more revenue.  
22

23 **MOTION:** By Selectman Sharps

24 *To approve charge of \$5.00 for non-resident Notary services.*

25 **SECOND:** By Selectman Sivalingam

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

27 **MOTION PASSED**  
28

29 **Parks and Recreation:** Director Barney presented a thank you letter for Jeremy Hiltz of Jeremy Hiltz  
30 Excavating, Inc. for rectifying the drainage issue at the Booster Club. She brought up that a selectman  
31 questioned the permitting requirements for this job and that Mr. Hiltz took offense. She added that the  
32 previous Board of Selectmen determined that permitting was not necessary because the work constituted  
33 only landscaping. Chair Newton and Selectman Sharps conveyed their personal apologies and their  
34 thanks to Mr. Hiltz for all of his time and donations to the Town of Ashland. Selectman Sivalingam  
35 also expressed his thanks to Mr. Hiltz and Director Barney for arranging this volunteer work.  
36

37 **MOTION:** By Selectman Sivalingam

38 *To sign the thank you letter as read for Mr. Hiltz.*

39 **SECOND:** By Selectman Sivalingam

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

41 **MOTION PASSED**  
42

43 The letter will be sent out after obtaining all the Selectboard signatures.  
44

45 **Town Administrator:** Announced the hiring of Finance Officer, Julie Converse who started in  
46 October. Her schedule is Monday, Tuesday and Wednesday and her salary is \$34,000/year.

1 **OLD BUSINESS**

- 2 • Ashland 4<sup>th</sup> of July Committee: Fran Wendelboe read from the Ashland 4<sup>th</sup> of July Committee  
3 (A4JC) October 11, 2017 meeting minutes in which a motion was passed to establish a stand-  
4 alone committee under the Town of Ashland. The Heritage Commission presented protocol for  
5 the A4JC transition from Heritage Commission (HC) to the Board of Selectmen (BOS). The  
6 first step of which is for the BOS to establish 4<sup>th</sup> of July Committee reporting to the BOS. The  
7 Ashland Heritage Commission’s minutes were included in the agenda packet which record the  
8 passing of a motion made to abide by the A4JC potential transition to a Town Committee as  
9 approved by the Ashland BOS and recommend it happen by December 31, 2017. Should a  
10 fund transfer to a Board of Selectmen–controlled non-lapsing account not occur prior to  
11 receiving invoices by January 1, 2018, the Heritage Commissioners shall continue to expend  
12 from the Fourth of July account in the Heritage Fund as has been previously established.  
13 Ms. Wendelboe spoke with Terry Knowles of the NH Division of Charitable Trust who said  
14 that the funds raised are private funds because they are raised by donations from community  
15 members and are protected. She added that the Treasurer of the Town of Ashland is in charge  
16 of the funds and transactions have to go through her. Fran Newton responded that the BOS  
17 needs to make sure that it is certified in the records that it is a non-lapsing fund and agrees it is  
18 a charitable donation which should not go towards any other purpose. Sue McLeod spoke on  
19 behalf of Ashland Heritage Commission and said that Terry Knowles is from Division of  
20 Charitable Trust who deals with non-profit entities. This is public monies, therefore the Town  
21 Treasurer releases funds to the Selectmen as requested by the Board or Committee it represents.  
22 David Ruell interjected that since much of the money received can be considered revenue to  
23 pay for the expenses of the Fourth of July the non-lapsing fund has to be for all funds raised.  
24 Further discussion followed regarding adoption of by-laws. Chair Newton requested a copy of  
25 the A4JC’s bylaws in order to further discuss issues brought up.

26  
27 **MOTION:** By Selectman Sivalingam  
28 *To establish the 4<sup>th</sup> of July Committee effective December 1, 2017 with committee members*  
29 *appointed by the BOS who will be responsible for the planning, funding, executing and*  
30 *reporting of all Ashland Fourth of July activities in compliance and communication with the*  
31 *BOS and with further details to be decided at a future date.*

32 **SECOND:** By Vice Chair Lamos

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

34 **MOTION PASSED**

35  
36 There was a consensus of the Board that acceptance of the 4<sup>th</sup> of July Committee is contingent  
37 upon agreement upon rules and procedure of the committee and the BOS is comfortable with  
38 the way it is set up. There will be a 4<sup>th</sup> of July Committee meeting at St. Marks, Wednesday  
39 11/8/17 at 7:00 PM. BOS representation of the A4JC was clarified in the following motion:

40  
41 **MOTION:** By Selectman Sivalingam  
42 *Establish Vice Chair Lamos as the primary BOS representative and Selectman Sharps as*  
43 *secondary BOS representative to the Ashland Fourth of July Committee.*

44 **SECOND:** By Chair Newton

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

46 **MOTION PASSED**

1  
2 **NEW BUSINESS**

3 Ashland Sewer – Construction of new septage receiving building vote postponed due to the  
4 Water and Sewer Commission’s engineer not being able to attend this meeting.  
5

6 **SELECTBOARD ITEMS**

- 7 • Zoning Board of Adjustment Full Member Appointment – Kathleen DeWolfe:  
8

9 **MOTION:** By Selectman Sharps

10 *Nominate Kathleen DeWolfe as a full member of the Zoning Board, expiring 4/30/20.*

11 **SECOND:** By Vice Chair Lamos

12 **VOTE:** 4-1 (Yes: Newton, Lamos, Sharps; No: Sivalingam)

13 **MOTION PASSED**  
14

15 Discussion took place and Chair Newton swore in Ms. DeWolfe.  
16

- 17 • Zoning Board of Adjustment Alternate Member Appointment – Sherry Downing:  
18

19 **MOTION:** By Vice Chair Lamos

20 *Nominate Sherry Downing as an alternate member of the Zoning Board, expiring 4/30/20.*

21 **SECOND:** By Selectman Sharps

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

23 **MOTION PASSED**  
24

25 Ms. Downing decided to wait until she goes to a Zoning Board meeting before being sworn in.  
26

- 27 • Appointment of DPW Director Craig Moore as Lakes Region Planning Committee (LRPC)  
28 Transportation Advisory Committee (TAC) Alternate  
29

30 **MOTION:** By Selectman Sivalingam

31 *Appoint DPW Director Craig Moore as LRPC TAC alternate.*

32 **SECOND:** By Vice Chair Lamos

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

34 **MOTION PASSED**  
35

- 36 • Planning Board member removal: The Planning Board is requesting that a member be removed  
37 from the Planning Board due to nonattendance. TA Smith sent Erica Hebert a certified letter  
38 regarding this matter but received no response. BOS announced vacancy on Planning Board.  
39

40 **MOTION:** By Selectman Sharps

41 *Remove Erica Hebert from the Planning Board on the grounds of neglective duty per NH*  
42 *RSA 673:13.*

43 **SECOND:** By Vice Chair Lamos

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

45 **MOTION PASSED**  
46

- 1 • **Approve 2018 Deliberative Session dates:**

2  
3 **MOTION:** By Selectman Sivalingam

4 *Approve Deliberative Session dates of February 3<sup>rd</sup> 2018 with February 10<sup>th</sup> 2018 snow date.*

5 **SECOND:** By Vice Chair Lamos

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

7 **MOTION PASSED**

- 8  
9 • Other Items: Selectman Sharps reported on Planning Board meeting where they met with  
10 LRPC representative, Mike Izard to prepare proposed aquifer protection ordinance and on a  
11 second Planning Board meeting in which they discussed PSU student involvement on  
12 projects. She also attended the Pemi River Local Advisory Committee meeting. Their next  
13 meeting will be on November 29. She attended the Heritage Committee meeting of October  
14 10, 2017.

15 Chair Newton reported that the Economic Development Committee will be having their fall  
16 meeting on November 29 from 10:00 AM to 12:00 PM at the Legion Hall. Invitations will be  
17 going out to Town officials, PSU professors and students.

18 Selectman Sivalingam asked about a letter which was received by the Town Office and the  
19 Selectmen from the Town Library Trustees. Town Library Trustee, David Ruell clarified that  
20 the intent of the letter was to clarify State Library laws regarding autonomy of the library.  
21

22 **PUBLIC COMMENT**

23 None

24  
25 There being no other business, Selectman Sivalingam made a motion to adjourn, Selectman Sharps  
26 seconded, all in favor. Meeting adjourned at 7:35 PM.

27  
28 Respectfully submitted,

29  
30 Wendy Smith

31 November 8, 2017