

1                                   **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**  
2   **WORK SESSION**  
3   **TUESDAY, FEBRUARY 20, 2018**  
4   **ASHLAND ELEMENTARY SCHOOL LIBRARY**  
5   **6:30 PM**  
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8   **PLEDGE OF ALLEGIANCE**  
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10 **CALL TO ORDER**

11 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Frances Newton,  
12 Selectmen Leigh Sharps, Casey Barney, and Vice Chairman Harold Lamos, present. Others present:  
13 Town Administrator Charles Smith and Administrative Assistant Wendy Smith.  
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15 Chair Newton reflected on the recent school shooting in Parkland, Florida with a moment of silence.  
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17 **PUBLIC HEARING**

18 Chair Newton opened the Public Hearing on Petition Article 25 to rescind RSA 40:13 (SB2) at 6:33  
19 PM. Chair Newton opened up comments to the Board. There were none as the Board has already  
20 voted on this article. Chair Newton opened up comments to the public. Kathleen DeWolfe felt this  
21 article is problematic due to a lack of volunteering interest in the moderator position which is very  
22 important in a Town Meeting situation. She also prefers the privacy of a voting booth. Joe Mazzone  
23 asked what the difference between the two options are. Chair Newton and Selectman Sharps  
24 explained that if SB2 is rescinded there would be a Town Meeting instead of a Deliberative Session.  
25 Voting on articles would occur at the Town Meeting instead of by ballot. Voting for officers would  
26 still take place by ballot voting. Pat Mazzone brought up that in a non-SB2 town a person wouldn't be  
27 able to vote on issues with an absentee ballot. There being no further comments, Chair Newton closed  
28 the Public Hearing on Petition Article 25 at 6:37 PM.

29 Chair Newton opened the Public Hearing on Petition Article 26 to adopt RSA 40:14-b, delegation of  
30 default budget to Budget Committee at 6:37 PM. Chair Newton opened up comments to the Board  
31 and the public. Chair Newton explained the budget review process and how the default budget works.  
32 Ginger Grant asked why the default budget shouldn't go to the Budget Committee. Chair Newton  
33 said her opinion is that the Board of Selectmen work directly with the Department Heads and  
34 therefore have a better handle on the needs of the town. Vice Chair Lamos said that as the  
35 Selectboard liaison to the Budget Committee, a problem with this article is the Budget Committee  
36 would have to do the default budget for Electric, Water and Sewer, and the School as well as the  
37 Town budget. Kathleen DeWolfe added that people are not running for the Budget Committee.  
38 Further discussion ensued regarding the budget review process. Mardean Badger brought up that in  
39 the past the Budget Committee only did the Town default budget. Chair Newton clarified that if the  
40 article passed the Board of Selectmen would have input on the operating budget but not the default  
41 budget. Kathleen DeWolfe felt the Budget Committee was positive about giving the responsibility  
42 back to the Board of Selectmen when RSA 40:14-b was rescinded in the past. There being no further  
43 comments, Chair Newton closed the Public Hearing on Petition Article 26 at 6:45 PM.  
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45 **PUBLIC COMMENTS (Agenda items only)**

46 None

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**APPROVAL OF MINUTES**

February 5, 2018-Page 2, line 26 add “Net metering was also discussed” after “needs.”; page 3, line 3 strike “working” replace with “discussion” after word “included”; page 3, line 3 strike “in order to donate acreage to the” replace with “for a land donation to the state” after the word “lines”; page 3, line 10 add “It was also noted the Board will not read people’s opinions nor give meeting announcements unless they’re the town’s at public Board of Selectmen meetings.” After the word “session”.

**MOTION:** By Selectman Barney  
*Approve 2/5/18 minutes as amended.*  
**SECOND:** By Vice Chair Lamos  
**VOTE:** 4-0 (All in favor)  
**MOTION PASSED**

**CONSENT AGENDA**

Signed by Selectmen:  
a. Payroll and Account Payables Manifests from 2/5/18.  
b. Payroll manifest from 2/12/18.

**DEPARTMENT HEADS**

**Fire Department:**

Deputy Warden Appointment of Lt. Kendall Hughes: Chief Heath explained that a Deputy Warden has a two year term which is automatically renewed upon following training requirements and has the authority to issue fire permits.

**MOTION:** By Selectman Sharps  
*Approve Kendall Hughes as Deputy Warden.*  
**SECOND:** By Selectman Barney  
**VOTE:** 4-0 (All in favor)  
**MOTION PASSED**

Homeland Security Emergency Management Grant: Chief Heath asked permission to make purchase of ballistic protective equipment and medical supplies for EMS personnel use in an active shooter event. The grant allows for reimbursement of up to \$6,000 for this equipment.

**MOTION:** By Vice Chair Lamos  
*Approve purchase of Homeland Security Grant equipment.*  
**SECOND:** By Selectman Sharps  
**VOTE:** 4-0 (All in favor)  
**MOTION PASSED**

**OLD BUSINESS**

1 **Town Administrator Updates:** TA Smith summarized his Town Administrator Update which  
2 included reports from the Fire Department, Library, Town Clerk/Tax Collector, Parks and Recreation  
3 Department, and the Department of Public Works. TA Smith announced the Town elections will take  
4 place on March 13, 2018. The Department of Public Works thanked the Water and Sewer  
5 Department for the use of one of their pickup trucks as well as the Town of New Hampton for their  
6 offer of the use of their reserve plow truck. The DPW has purchased a loading chute for their snow  
7 blower which is estimated to save the town more than \$3,000 per year due to loading snow more  
8 quickly.  
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10 **Project List:**

11 NDOT – Transportation Alternatives Program (TAP) Grant (Rt. 3/25 sidewalk project):  
12 Surveying for the projects started February 7<sup>th</sup>.

13 Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer  
14 Replacement: TA Smith clarified that though the project cost is 1.7 million, it will  
15 potentially be broken up into appropriations of \$17,000 per year.

16 Geographic Information System (GIS) Mapping: No updates.

17 LW Packard Mill Site Brownfields project: Nobis Engineering completed the draft report  
18 of the Hazardous Building Materials Assessment and found nothing “surprising or  
19 unmanageable given the age and use of the structures.” Once comments/questions from  
20 stakeholders are received/answered, Nobis will release the final report. A joint meeting  
21 with the Economic Development Committee and the Board of Selectmen needs to be  
22 scheduled to discuss this project further.

23 Town Buildings Telecommunications: Certified Computer Systems has completed the switch  
24 over to fiber optic cable at the Town Offices and the Police Department. The Town  
25 Government building now runs off of fiber optic cable.

26 Town Office Building Maintenance: Walkthroughs to replace the carpet in the Town Office  
27 and tile at the Police Department took place. Also had walkthrough with mason to repair “old  
28 jail”. A check from Primex has already been received for this project. The mason will be  
29 replacing damaged brick work with historic bricks. A meeting with Mango Security has been  
30 scheduled regarding installation of security cameras and the next steps with fire alarm system.

31 Town Personnel Policy: Town Administrator, Tax Collector, DPW Director and Police Chief  
32 had initial meeting for overview of current policy and suggested changes.

33 Lakes Region Planning Commission (LRPC) Culvert Analysis: No updates.  
34

35 **Ashland 4<sup>th</sup> of July Committee budget:** Chair Newton said it looks like the committee did a  
36 thorough job with their budget. The Board would like to have more explanation of the Unanticipated  
37 Expenses Town Budget line on page two.  
38

39 **NEW BUSINESS**

40 **Department Head Credit Cards:** TA Smith presented Credit Card Policy and explained that  
41 Department Heads have been using their own credit cards in order to purchase supplies at lower costs  
42 and then getting reimbursed. It would be easier to keep track of purchases by using a credit card as  
43 opposed to getting reimbursed. Selectman Sharps brought up that expenditures over \$1,500 need

1 Selectboard permission and the Credit Card Policy states an expenditure limit of \$750. It was  
2 suggested to change the expenditure limit on the Credit Card Policy to \$1,500.

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5 **MOTION:** By Vice Chair Lamos  
6 *To raise the Credit Card Policy expenditure limit from \$750 to \$1,500.*

7 **SECOND:** By Selectman Sharps

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

9 **MOTION PASSED**

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12 **MOTION:** By Vice Chair Lamos  
13 *To approve the Credit Card Policy as amended*

14 **SECOND:** By Selectman Sharps

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

16 **MOTION PASSED**

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19 **SELECTBOARD ITEMS**

20 None

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22 **LIAISON REPORTS**

- 23 • Selectman Sharps reported on the Heritage Committee meeting and photo project.  
24 Squamstock has been scheduled for June 9<sup>th</sup> and June 23<sup>rd</sup> as a backup date. Squamstock  
25 is a celebration of when Ashland broke off with Holderness and will involve the  
26 Holderness and Ashland schools. There will be a presentation on the Town Hall relating  
27 to its preservation and need of updating at St. Marks on March 1st at 7:00 PM.  
28 Discussion of crosswalk use and safety on Main Street was discussed. The school  
29 superintendent will be attending the School Committee meeting on March 6<sup>th</sup> at 7:00 PM.  
30 to discuss school safety procedures. Police Chief Randall spoke on the need of the  
31 Ashland police to having a fob to enter schools instantly as opposed to the current  
32 procedure of punching in a code for access. This would save valuable time and be safer in  
33 the case of an active shooter situation.
- 34 • Vice Chair Lamos reported on January Conservation Committee meeting. Volunteer  
35 projects, a poster display and the need for more Conservation Committee members was  
36 reported. Kathleen DeWolfe added that the NHDES is updating the Shoreline Protection  
37 regulations.
- 38 • Selectman Barney reported on the Water and Sewer Department meeting in which they  
39 met with Nobis Engineering and a solar company. An energy audit was also conducted.  
40 There will be an Information Session for warrant articles pertaining to the Water and  
41 Sewer Department on February 28 at 6:30 PM at the Fire Department. This meeting will  
42 be filmed by PBTv also.
- 43 • Chair Newton announced that there will be an Economic Development Meeting on  
44 Tuesday, February 27 at 6:30 PM to discuss next steps of the Brownfields report.

- 1 • Joe Mazzone announced the HEAL Bicycle Recycling Program would be starting again  
2 on March 1st. There have been 347 bicycles refurbished and distributed to local residents  
3 since the start of the program.
- 4 • TA Smith announced that NHDOT will be paving from Rt. 104 down Rt. 132 to the  
5 railway tracks.

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8 **PUBLIC COMMENT**

9 None

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11 There being no other business, Vice Chair Lamos made **Motion to go into Non-Public Pursuant to RSA**  
12 **91-A:3, II (b) at 7:29 PM.** Selectman Sharps seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos,  
13 yes; Sharps, yes.

14

15 Board of Selectmen left nonpublic at 7:41 PM. **Reentered Non-Public Pursuant to RSA 91-A:3, II (a) at**  
16 **7:41 PM. and reconvened at 7:57 PM. Reentered Non-Public Pursuant to RSA 91-A:3, II (a) at 7:59**  
17 **PM. and reconvened at 8:01 PM.**

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20 Respectfully submitted,

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23 Wendy Smith

24 February 22, 2018