

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **WORK SESSION**
3 **MONDAY, APRIL 16, 2018**
4 **ASHLAND ELEMENTARY SCHOOL LIBRARY**
5 **6:30 PM**
6
7

8 **PLEDGE OF ALLEGIANCE**
9

10
11 **CALL TO ORDER**

12 Chairman Newton called the meeting to order at 6:32 PM with a roll call. Chairman Frances Newton,
13 Selectmen Leigh Sharps, Casey Barney, Kathleen DeWolfe, and Vice Chairman Harold Lamos,
14 present. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy
15 Smith.
16

17
18 **PUBLIC COMMENTS (Agenda items only)**

19 None
20
21

22 **APPROVAL OF MINUTES**

23 April 2, 2018-Pg. 2, line 36 insert “vehicle” after “utility”, line 42 insert “vehicle” after “utility”, pg. 3,
24 line 1 insert “on voting day” after “support”; pg. 3, line 7 strike “should be considered” replace with
25 “is”; line 8, strike “and the part of the original payment of \$150” replace with “or a separate expense”;
26 line 34 replace “Planning Board” with “Board of Selectmen”, line 35 replace “overriding” with “asking
27 that the Board of Selectmen override”; line 36 replace “Road” with “Lane”; line 41 replace “override”
28 with “appeal”; pg. 4, line 37 insert “of the Heritage Commission” after “consensus”, line 44 replace
29 “was” with “as”.
30

31 **MOTION:** By Selectman Sharps

32 *Approve 4/2/18 minutes as amended.*

33 **SECOND:** By Vice Chair Lamos

34 **VOTE:** 4-0-1 (**Yes:** DeWolfe, Barney, Sharps, Lamos; **Abstain:** Newton)

35 **MOTION PASSED**
36

37 **CONSENT AGENDA**

38 Signed by Selectmen:

- 39 a. Payroll and Account Payables Manifests from 4/2/18.
40 b. Payroll manifest from 4/9/18.
41

42 **NEW BUSINESS**

43 **Ashland Economic Development Committee (AEDC) -L.W. Packard Mill building:** Steve Felton,
44 Chairperson of the AEDC gave an overview of the L.W. Packard Mill building Brownfields project and
45 introduced Tim Andrews of Nobis Engineering. Mr. Andrews spoke on the environmental studies
46 which have been conducted at the site by Nobis. The project involves the Heath owned buildings of the

1 mill complex, which consist of the main mill building and the old boiler house. A Phase I
2 Environmental Site Assessment (ESA) has been completed in order to identify environmental concerns.
3 A Phase II ESA had already been completed on the boiler house property but there was no prior data
4 on the main building. A Hazardous Materials Building Assessment was conducted as well as surface
5 and subsurface monitoring. NH Department of Environmental Services (NHDES) and the
6 Environmental Protection Agency (EPA) have reviewed the reports. DES has requested more sampling
7 which will be conducted the first week in May. These investigations have been done at no cost to the
8 Town. Steve Felton added that the potential exists to obtain Brownfields funding for planning, structural
9 assessment of building, cleanup, etc. which are not available unless the building is owned by the Town.
10 The possibility of conducting a Charrette focusing on the Mill building specifically with Plan NH was
11 suggested. Plan NH can do a presentation at a Board of Selectmen meeting. It was determined that
12 there is a need to seek legal advice to identify potential issues before getting started. The next Economic
13 Development Committee meeting is on April 24th at 6:30 PM.

14
15 **MOTION:** By Selectman Sharps
16 *Continue the process of finding legal answers and where the Town stands in this process.*
17 **SECOND:** By Selectman DeWolfe
18 **VOTE:** 5-0 (All in favor)
19 **MOTION PASSED**

20
21
22 **DEPARTMENT HEADS**

23 **Department of Public Works:**
24 DPW Director Moore asked for the Board of Selectman’s approval to go into contract with John
25 Deere for the purchase of new loader. Director Moore recommended the John Deere bid over the
26 other bids received. He also has received interest in bidding for the old loader and is considering
27 going out to bid with a minimum bid of \$10,000. Monies received would be transferred to the new
28 loader to lower the appropriation.

29
30 **MOTION:** By Selectman DeWolfe
31 *Approve going out to bid for sale of old loader.*
32 **SECOND:** By Vice Chair Lamos
33 **VOTE:** 5-0 (All in favor)
34 **MOTION PASSED**

35
36 **MOTION:** By Vice Chair Lamos
37 *Approve contract negotiations with John Deere for new loader.*
38 **SECOND:** By Selectman Sharps
39 **VOTE:** 5-0 (All in favor)
40 **MOTION PASSED**

41
42 **Police Department:**
43 Chief Randall requested approval for decal bid for new cruiser. Three bids were received, the lowest
44 being from JD Design.

45
46

1 **MOTION:** By Selectman DeWolfe
2 *Approve JD Design bid of \$381 for decaling new cruiser.*
3 **SECOND:** By Selectman Sharps
4 **VOTE:** 4-0-1 (**Yes:** DeWolfe, Barney, Sharps, Newton; **Abstain:** Lamos)
5 **MOTION PASSED**

6
7
8 **OLD BUSINESS**

9 **Town Administrator Updates:** TA Smith summarized his Town Administrator Update which
10 included reports from the Library, Parks and Recreation Department, Fire Department, and updates on
11 the Town website. The Library reported many events being held in April which are posted on the town
12 website including a Teen night on Friday 4/27/18 from 6:30-8:30 PM. The Parks and Recreation
13 Department also have many events in April with the April vacation camp being held April 23-27. The
14 department received a generous donation towards a new playground at the ball park of \$10,000 from
15 Stoney Lonesome Farm, who has agreed to match funds up to \$10,000. The Fire Department reported
16 that the new truck will be delivered in late May or June. The Town website has been recently updated
17 which includes new pages for “Employment” and “Appointments”

18
19 **Project List:**

20
21 NHDOT – Transportation Alternatives Program (TAP) Grant (Rt. 3/25 sidewalk project): TAP
22 survey has been completed and sent to engineer. KV Partners have been scheduled to attend
23 Board of Selectmen’s May 7th meeting for presentation of a conceptual plan.

24 Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer
25 Replacement: NHDES has been notified that the Warrant Article for State Revolving
26 Fund funding did not pass by the required 3/5 majority and the Town will not be moving
27 forward with financing at this time.

28 Geographic Information System (GIS) Mapping: TA Smith met with CAI Technology
29 about next steps. CAI will be forwarding the contract. Expected start date of the project
30 won’t be until January 2019. The Town Office to pull land designs to help speed up the
31 project. CAI will provide updates to the Town and Board of Selectmen as the project
32 continues.

33 LW Packard Mill Site Brownfields project: Discussed above.

34 NH Land & Community Heritage Investment Program (LCHIP): Fee proposal was received
35 from Christopher P. Williams Architecture for Historic Structure Report. Chair Newton
36 suggested creating a subcommittee of members from the Heritage Committee, the Historical
37 Society, and the Board of Selectmen. Selectman DeWolfe expressed interest to be a
38 representative from the Board of Selectman.

39
40 **MOTION:** By Selectman DeWolfe
41 *Move forward with Christopher P. Williams proposal for Historic Structure Report for the*
42 *LCHIP grant.*
43 **SECOND:** By Selectman Sharps
44 **VOTE:** 5-0 (**All in favor**)
45 **MOTION PASSED**

1 Town Personnel Policy: Staff will be reconvening to review wording changes.
2 Old Jail Building: Libby Masonry forwarded Town required insurance and tax ID
3 information and informed Town that the project will be starting in the spring.
4
5

6 **NEW BUSINESS**

7 Lakes Region Planning Commission (LRPC) Transportation Advisory Committee (TAC): Ashland
8 representative David Toth led discussion regarding State Highway funding and presented information
9 on the subject from LRPC Highway Funding Fact Sheet on the various ways maintenance and
10 improvements for state highways are funded.

11 Ashland Water & Sewer Department: Water and Sewer Commissioner David Toth requested
12 permission to remove twelve trees at 6 Collins Street to expand the parking lot.
13

14 **MOTION:** By Vice Chair Lamos

15 *To approve the removal of twelve trees at 6 Collins Street to expand the parking lot.*

16 **SECOND:** By Selectman Barney

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

18 **MOTION PASSED**
19

20 Ashland 150th Committee: Committee Chair Jane Sawyer gave an update on the 150th Celebration and
21 extended an invitation to the Board of Selectmen to join the parade. Chair Newton read the invitation
22 and will have legal look over the attached letter. Ms. Sawyer attended the recent Heritage Commission
23 meeting and reported that the Ashland 150th Committee has no objection to Squamstock being held at
24 the Holderness Science Center on 7/1/18. She will be meeting with DPW Director Moore and Mark
25 Liebert to do a walk-through of the Riverwalk.

26 Mango Security-Smoke Detectors: The finalization of the fire alarm system installation was discussed
27 and determined to be necessary to protect the Town Hall building and contents.
28

29 **MOTION:** By Selectman Sharps

30 *To approve the proposal from Mango Security in the amount of \$13,165 from the Town Building
31 Maintenance Capital Reserve Fund (CRF) for the installation of smoke and heat detectors at the
32 Town Office building.*

33 **SECOND:** By Selectman Barney

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

35 **MOTION PASSED**
36

37 Mango Security-Security Cameras: The security cameras at the Town Office building and the Police
38 Department do not provide adequate coverage of the front desk, outside the Town Office building and
39 for the Police Department with their booking process and interviews. It was determined that the system
40 needs to be upgraded.
41

42 **MOTION:** By Vice Chair Lamos

43 *To approve the proposal from Mango Security in the amount of \$17,080. \$4,200 from the Police
44 Department equipment purchase line (01-4210-10-452), \$10,000 from the General Government
45 Building repair/replace upgrades line (01-4194-10-611), and \$2,880 from the Town Building*

1 ***Maintenance Capital Reserve Fund (CRF) for the installation of security cameras at the Town Office***
2 ***building and Ashland Police Department.***

3 **SECOND:** By Selectman Sharps

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

5 **MOTION PASSED**

6
7 CAI Technologies-Digital parcel map proposal: Warrant Article #20 was voted on to establish a
8 Property Tax Map Capital Reserve Fund in order to upgrade the Town tax maps. Discussion followed
9 regarding this project which will be starting in January. The goal is for the project to be funded
10 completely from the unassigned fund balance. Funding for the project will be spread out over three
11 years and will not exceed \$39,300 per year.

12
13 **MOTION:** By Selectman Barney

14 ***To approve the proposal from CAI Technologies, a three year agreement in the amount of \$117,900***
15 ***for the purpose of upgrading the Town tax maps and creation of the Town's geographic information***
16 ***system.***

17 **SECOND:** By Selectman Sharps

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

19 **MOTION PASSED**

20
21 Water and Sewer Department: Selectman Sharps reported that the Water and Sewer Department
22 received a letter regarding the Northern Pass project from Steve Whitley, the Town legal counsel
23 regarding filing a joint motion as an intervener with other towns which needs a response by 4/20/18.
24 Discussion followed in which it was agreed that the Board of Selectmen does not object to the motion
25 but will not be joining as monies have not been budgeted for this.

26
27 **MOTION:** By Selectman Sharps

28 ***To approve Town Administrator Smith to send a formal letter to Steve Whitley stating the Board of***
29 ***Selectmen have no objection to the joint motion but don't have committed funds in the budget.***

30 **SECOND:** By Vice Chair Lamos

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

32 **MOTION PASSED**

33
34 **SELECTBOARD ITEMS**

35 Board appointments: There are a number of board appointments expiring at the end of April. Chair
36 Newton suggested having a special meeting on 4/30/18 at 6:30 to consider all candidates for the
37 vacancies at one time. Selectman Sharps made a motion to approve the special meeting, Selectman
38 DeWolfe seconded for discussion. Discussion involved the need of clear term limits and the need of
39 letters of intent from the volunteers. The existing structure of the Capital Improvement Program
40 Committee (CIP) was discussed. TA Smith will have the Town Clerk update the appointment sheet
41 and post.

42 Ashland Heritage Commission appointment-Kendall Hughes: Discussion occurred as to term length
43 and timing of appointment.

1 **MOTION:** By Vice Chair Lamos
2 *To approve the appointment of Kendall Hughes as a member of the Heritage Commission for a three*
3 *year term ending on April 30, 2021.*

4 **SECOND:** By Selectman Sharps

5 **VOTE:** 4-1 (Yes: Barney, Sharps, Lamos, Newton; No: DeWolfe)

6 **MOTION PASSED**

7

8

9 **LIAISON REPORTS**

- 10 • Selectman Sharps reported on the most recent Planning Board meeting
11 • Selectman DeWolfe attended the NH Department of Transportation meeting on 4/6 with
12 TA Smith. She also attended the Water and Sewer work session and the Heritage
13 Commission meeting.
14 • Chair Newton attended the Economic Development Committee meeting.
15 • Selectman Barney attended the Electric Department Commissioners meeting and reported
16 that electricity is needed in the new building for a fire alarm. It was a miscommunication
17 that the building was not to have electricity.

18

19 **PUBLIC COMMENT**

20 None

21

22 There being no other business, Vice Chair Lamos made **Motion to adjourn at 9:23 PM.** Selectman
23 Sharps seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos, yes; Sharps, yes; DeWolfe, yes.

24

25

26 Respectfully submitted,

27

28

29 Wendy Smith

30 April 19, 2018



PLEASE JOIN US!

**ASHLAND NH 150th CELEBRATION PARADE
SATURDAY, JULY 28, 2018, 2 PM**

The Ashland 150th Celebration Committee would be honored to have you join our parade.

Line up will be at noon behind the Ashland Fire Station on Mill Street. The parade will kick off at 2 pm and proceed down Main Street with a reviewing and announcing stand at the center of town by the town library and end at the L W Packard Ballfield. Local PBTv3 will be filming and we hope to have copies of the broadcast available for sale at a later date.

By participating in the parade, each entrant specifically consents to being photographed and/or videotaped for the benefit of the Committee. The Committee and the Town of Ashland is not liable for any injury or damage to any property, public or private, caused by or to any entry. A day of family events and entertainment is planned at the ballfield after the parade ending in fireworks at dusk.

Confirmation of your intention to attend would be appreciated as well as any information for announcing purposes. All line-up numbers will be available at the fire station by 11 am on the day of the parade. Please email the Committee at ashlandnh150@yahoo.com or by U. S. mail to PO Box 15, Ashland NH 03217 to register or with any questions.

Thank you for helping us celebrate!

Ashland 150th Celebration Committee

Jane Lyford Sawyer, Chair

Bob Baker, Treasurer

Kendall Hughes, Vice Chair

Jeanette Lyford Stewart, Secretary
