ASHLAND BOARD OF SELECTMEN MEETING MINUTES
WORK SESSION
MONDAY, APRIL 16, 2018
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:30 PM

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS (Agenda items only)
None

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

MOTION: By Selectman Sharps
Approve 4/2/18 minutes as amended.
SECOND: By Vice Chair Lamos
VOTE: 4-0-1 (Yes: DeWolfe, Barney, Sharps, Lamos; Abstain: Newton)
MOTION PASSED

CONSENT AGENDA
Signed by Selectmen:
   a. Payroll and Account Payables Manifests from 4/2/18.
   b. Payroll manifest from 4/9/18.

NEW BUSINESS
Ashland Economic Development Committee (AEDC) - L.W. Packard Mill building: Steve Felton, Chairperson of the AEDC gave an overview of the L.W. Packard Mill building Brownfields project and introduced Tim Andrews of Nobis Engineering. Mr. Andrews spoke on the environmental studies which have been conducted at the site by Nobis. The project involves the Heath owned buildings of the
mill complex, which consist of the main mill building and the old boiler house. A Phase I Environmental Site Assessment (ESA) has been completed in order to identify environmental concerns. A Phase II ESA had already been completed on the boiler house property but there was no prior data on the main building. A Hazardous Materials Building Assessment was conducted as well as surface and subsurface monitoring. NH Department of Environmental Services (NHDES) and the Environmental Protection Agency (EPA) have reviewed the reports. DES has requested more sampling which will be conducted the first week in May. These investigations have been done at no cost to the Town. Steve Felton added that the potential exists to obtain Brownfields funding for planning, structural assessment of building, cleanup, etc. which are not available unless the building is owned by the Town. The possibility of conducting a Charrette focusing on the Mill building specifically with Plan NH was suggested. Plan NH can do a presentation at a Board of Selectmen meeting. It was determined that there is a need to seek legal advice to identify potential issues before getting started. The next Economic Development Committee meeting is on April 24th at 6:30 PM.

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

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

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

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

Police Department:
Chief Randall requested approval for decal bid for new cruiser. Three bids were received, the lowest being from JD Design.
MOTION: By Selectman DeWolfe

Approve JD Design bid of $381 for decaling new cruiser.

SECOND: By Selectman Sharps

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

MOTION PASSED

OLD BUSINESS

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

Project List:

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

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

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

LW Packard Mill Site Brownfields project: Discussed above.

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

MOTION: By Selectman DeWolfe

Move forward with Christopher P. Williams proposal for Historic Structure Report for the LCHIP grant.

SECOND: By Selectman Sharps

VOTE: 5-0 (All in favor)

MOTION PASSED
Town Personnel Policy: Staff will be reconvening to review wording changes.

Old Jail Building: Libby Masonry forwarded Town required insurance and tax ID information and informed Town that the project will be starting in the spring.

NEW BUSINESS

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

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

MOTION: By Vice Chair Lamos
To approve the removal of twelve trees at 6 Collins Street to expand the parking lot.
SECOND: By Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

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

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

MOTION: By Selectman Sharps
To approve the proposal from Mango Security in the amount of $13,165 from the Town Building Maintenance Capital Reserve Fund (CRF) for the installation of smoke and heat detectors at the Town Office building.
SECOND: By Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: By Vice Chair Lamos
To approve the proposal from Mango Security in the amount of $17,080. $4,200 from the Police Department equipment purchase line (01-4210-10-452), $10,000 from the General Government Building repair/replace upgrades line (01-4194-10-611), and $2,880 from the Town Building
Maintenance Capital Reserve Fund (CRF) for the installation of security cameras at the Town Office building and Ashland Police Department.

SECOND: By Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: By Selectman Barney
To approve the proposal from CAI Technologies, a three year agreement in the amount of $117,900 for the purpose of upgrading the Town tax maps and creation of the Town’s geographic information system.
SECOND: By Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: By Selectman Sharps
To approve Town Administrator Smith to send a formal letter to Steve Whitley stating the Board of Selectmen have no objection to the joint motion but don’t have committed funds in the budget.
SECOND: By Vice Chair Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

SELECTBOARD ITEMS
Board appointments: There are a number of board appointments expiring at the end of April. Chair Newton suggested having a special meeting on 4/30/18 at 6:30 to consider all candidates for the vacancies at one time. Selectman Sharps made a motion to approve the special meeting, Selectman DeWolfe seconded for discussion. Discussion involved the need of clear term limits and the need of letters of intent from the volunteers. The existing structure of the Capital Improvement Program Committee (CIP) was discussed. TA Smith will have the Town Clerk update the appointment sheet and post.
Ashland Heritage Commission appointment-Kendall Hughes: Discussion occurred as to term length and timing of appointment.
MOTION: By Vice Chair Lamos
To approve the appointment of Kendall Hughes as a member of the Heritage Commission for a three year term ending on April 30, 2021.

SECOND: By Selectman Sharps

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

MOTION PASSED

LIAISON REPORTS

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

PUBLIC COMMENT

None

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

Respectfully submitted,

Wendy Smith

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    Kendall Hughes, Vice Chair
Bob Baker, Treasurer        Jeanette Lyford Stewart, Secretary

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