

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **WORK SESSION**
3 **MONDAY, MAY 21, 2018**
4 **ASHLAND ELEMENTARY SCHOOL LIBRARY**
5 **NON-PUBLIC SESSION 6:00 PM**
6 **WORK SESSION 6:30 PM**

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10 **NON-PUBLIC SESSION**

11 The Board of Selectmen entered **nonpublic session pursuant to RSA 91-A:3, II (c) at 6:02**
12 **P.M. and left at 6:09 P.M.** with Selectmen Newton, Sharps, and DeWolfe present. The Board
13 of Selectmen then **re-entered nonpublic session pursuant to RSA 91-A: 3, II (a) at 6:10**
14 **P.M. and left at 6:17 P.M.** The Board of Selectmen announced the part-time hiring of Police
15 Officer Samuel Derven. Selectman Lamos arrived at the start of the Board’s regular scheduled
16 meeting and Selectman Barney was absent with advanced notice.

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19 **PLEDGE OF ALLEGIANCE**

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22 **CALL TO ORDER**

23 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Frances Newton,
24 Selectmen Leigh Sharps, Kathleen DeWolfe, and Vice Chairman Harold Lamos, present. Selectman
25 Barney absent with advance notice. Others present: Town Administrator Charles Smith and
26 Administrative Assistant Wendy Smith.

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29 **PUBLIC COMMENTS (Agenda items only)**

30 None

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33 **APPROVAL OF MINUTES**

34 May 7, 2018-Pg. 2, line 39 strike “event” replace with “Civil War Ball”; pg. 3, lines 2 and 12 insert
35 “Historical Society” after “Ashland”, pg. 3, line 12 insert “band” after “Soda”; pg. 5, line 16 replace
36 “and” with “in Concord recently and attended a solar forum”, line 18 add “She will give monthly
37 updates to the public.” after the end of the last sentence.

38
39 **MOTION:** By Selectman DeWolfe
40 *Approve 5/7/18 minutes as amended.*

41 **SECOND:** By Selectman Sharps

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

43 **MOTION PASSED**
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1 **CONSENT AGENDA**

2 Signed by Selectmen:

- 3 a. Payroll and Account Payables Manifests from 5/7/18.
- 4 b. Payroll manifest from 5/14/18.
- 5 c. Tax Warrant
- 6 d. Parks & Recreation seasonal employee Personnel Action Form

7
8 **MOTION:** By Selectman DeWolfe

9 *Approve rehire of Barbara Sharrow as Parks and Recreation Summer Camp Supervisor*

10 **SECOND:** By Selectman Sharps

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

12 **MOTION PASSED**

- 13
14 e. Health Trust employee group benefits – July renewal rates have decreased.

15
16
17 **DEPARTMENT HEADS**

18 **Fire Department:** Chief Heath requested approval of NH Department of Safety, Division of
19 Homeland Security and Emergency Management Local Hazard Mitigation Plan Update grant terms
20 and authorized the Town Administrator to sign all documents related to the grant.

21
22 **MOTION:** By Vice Chair Lamos

23 *Change suggested sample meeting minute language from Town Manager to Town Administrator.*

24 **SECOND:** Selectman Sharps

25 **By VOTE:** 4-0 (All in favor)

26 **MOTION PASSED**

27
28 **MOTION:** By Selectman Sharps

29 *The Town of Ashland Board of Selectmen, in a majority vote, accepted the terms of the Hazard*
30 *Mitigation Grant Program (HMGP) as presented in the amount of \$6,000 for the Local Hazard*
31 *Mitigation Plan Update. Furthermore, the Board acknowledges that the total cost of this project will*
32 *be \$8,000, in which the Town will be responsible for a 25% match (\$2,000.00). Further, the Board*
33 *authorizes the Town Administrator to sign all documents related to the grant.*

34 **SECOND:** By Selectman DeWolfe

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

36 **MOTION PASSED**

37
38 Chief Heath reported that the new fire truck will be delivered by the end of June. Ambulance One is
39 currently being checked for possible repairs.

40
41 **Police Department:** Chief Randall informed the Board that the new cruiser has a problem with the
42 check engine light and is currently getting checked out. He also requested the approval of \$9,408.75
43 for its outfitting.

1 **MOTION:** By Selectman Sharps
2 *Approve the release of \$9,408.75 from the Police Department Capital Reserve for Replacement and*
3 *Repair of Police Vehicles.*

4 **SECOND:** By Vice Chair Lamos

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

6 **MOTION PASSED**

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9 **NEW BUSINESS**

10 **KV Partners – TAP Grant; sideway project (West St. to Gordon St.):** KV Partner Engineer Mike
11 Vignale presented a revised plan of sidewalk project. Changes to the plan included changes near West
12 Street and Gordon Street. Possibilities include the addition of Locust and Sugar Maple trees, and the
13 removal of bump outs near Gordon Street. Plans are being kept upstairs at the Town Hall for the
14 public to view.

15
16 **Lakes Region Community Developers (formerly Laconia Area Community Land Trust):** Lakes
17 Region Community Developers (LRCD) Real Estate Development Director, Sal Steven-Hubbard
18 spoke on requesting sponsorship for the Community Development Block Grant (CDBG) for the
19 financing of the redevelopment of Harvey Heights (formerly Ledgewood Estates). The application is
20 due by the end of July and a public hearing would be the next step in the process.

21
22 **MOTION:** By Selectman Sharps

23 *Approve public meeting for sponsorship of Community Development Block Grant (CDGB)*
24 *for Harvey Heights to be held on June 18, 2018.*

25 **SECOND:** By Selectman DeWolfe

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

27 **MOTION PASSED**

28
29 **Ashland Historical Society:** Katie Maher read announcement of NH Preservation Alliance award
30 the Ashland Historical Society received for the restoration of the Whitten House. She showed before
31 and after pictures of the house and thanked the volunteers and other organizations involved in the
32 restoration.

33
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35 **OLD BUSINESS**

36 **Town Administrator Updates:** TA Smith summarized his Town Administrator Update which
37 included reports from the Library, Parks and Recreation Department, Fire Department, Police
38 Department, and the Town Clerk/Tax Collector:

- 39 • The Library has many events being held in May and June which are posted on the town website.
40 They will be closed on Memorial Day.
- 41 • Director Barney and Mark Liebert of AARA met with three different companies to get estimates
42 for the playground replacement.
- 43 • The Fire Department conducted a training at the abandoned LW Packard Mill property. The
44 Police Department held their Drug Take Back Day and received 24.6 pounds of unused drugs.
- 45 • The Department of Public Works built a new shed at the beach for the Parks and Recreation
46 Department and went to the state auction on 5/19/18 to bid on a new truck. Selectman DeWolfe

1 suggested holding off on seeding the ballfield until the fall since two big events are being held
2 there this summer.

- 3 • The Tax Collector reported that property tax liens go out the end of this week and tax bills will
4 be going out by the end of the month.

5
6
7 **Project List:**

8 NHDOT-Transportation Alternative Program (TAP) Grant: See KV Partners discussion above.

9 Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:
10 Applications for NH Clean/Drinking Water State Revolving Fund (SRF) Loan Program are due
11 by June 15th, 2018. The Drinking Water & Groundwater Trust Fund (DWGTF) is a new program
12 this year and may provide further grant funding.

13 LW Packard Mill Site Brownfields project: A teleconference meeting will be taking place with
14 Nobis Engineering on 5/22/18 at 6:30 PM at the Fire Station.

15 NH Land & Community Heritage Investment Program (LCHIP): Retainer fee for the project was
16 submitted to consultant Christopher Williams Architects.

17 Town Parcel Audit-Geographic Information System (GIS) Mapping: Contract approved by Board and
18 submitted to CAI Technologies.

19 Town Personnel Policy: Suggested changes to be reviewed by staff and sent to legal counsel for
20 review before forwarding to the Board.

21 Town Office Building Maintenance: Libby Masonry completed the repairs on the “old jail building”.
22 Mango Security has started the installation of the security cameras. TA Smith has received a quote to
23 replace carpeting and flooring.

24 River Walk Maintenance: Cleanup for the Riverwalk is on the DPW project list.

25 Town Office Building Fire Alarm: Installation of the smoke/heat detectors to coincide with the
26 installation of the security cameras. Mango Security has started the installation and expects both
27 projects will be completed by the end of May.

28 Speed Bump on Leavitt Hill Road: Discussion ensued on types of speed bumps that can be installed,
29 enforcing of the speed limit and how to deter vandalism of the speed bumps.

30
31 **Lakes Region Planning Commission (LRPC) oil/propane RFP:** LRPC is offering a program
32 to municipalities for purchasing oil and propane jointly at a group rate. Discussion followed on
33 the program and was determined that donated vegetable oil will not have any affect on program
34 requirements.

35
36 **MOTION:** By Selectman Sharps

37 *The Town of Ashland authorizes the LRPC to issue a Request for Proposals (RFP) on our behalf to*
38 *take part in a regional propane and/or oil joint purchasing initiative. We understand this means*
39 *jointly issuing an RFP to purchase oil and/or propane at a group rate. We agree not to shop around*
40 *during the joint bidding process so that our group will have a stable purchasing volume for bidders*
41 *to base their bid price on. We further understand that we are under no obligation to accept the joint*
42 *bid price if it is not competitive for our town to do so.*

43 **SECOND:** By Vice Chair Lamos

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

45 **MOTION PASSED**

1
2 **NH DES State Revolving Fund (SRF) – Thompson Street Project:** TA Smith requested approval
3 to reapply for NHDES Drinking Water SRF to fund the Thompson Street road/water/sewer project.
4 The process would include applying for funding through the Drinking Water & Groundwater Trust
5 Fund (DWGTF) which is a new program. The application is due by 6/15/18. If approved, it would
6 then go to Town vote.

7
8 **MOTION:** By Selectman DeWolfe
9 *To authorize the Town Administrator on behalf of the Board of Selectmen to submit a pre-application*
10 *form with the NHDES Drinking Water State Revolving Fund (DWSRF) and Drinking Water and*
11 *Groundwater Trust Fund (DWGTF) for funding the Thompson Street road/water/sewer*
12 *reconstruction project.*

13 **SECOND:** By Selectman Sharps

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

15 **MOTION PASSED**

16
17 **NH DRA – Town of Ashland Permanent File Report:** The NH Department of Revenue
18 Administration (NH DRA) compiles a historical report of adopted town statutes. It was noted that the
19 list is incomplete and needs to be updated by the NH DRA. Sue MacLeod presented a copy of a
20 statute from 1980 on Solar Credits which was not on the list. It was suggested that the Permanent File
21 Report be posted on the Town website after it has been updated.

22
23 **Board of Selectmen-Oversight with public bodies:** Selectman DeWolfe attended NH Municipal
24 Associations “Knowing the Territory” seminar which discussed the 91A “Right to Know” statute.
25 She stressed the importance of complying with the statute. It was determined that a letter needs to be
26 sent to the Scribner Trustees regarding this matter. She suggested the Board release the 150th
27 Celebration Committee from under the Board of Selectmen’s purview and has written a draft
28 proposal. Kathleen Maher suggested writing a letter to the Historical Society if this is to take place.
29 Chair Newton will put this on the agenda for the next meeting.

30
31 **SELECTBOARD ITEMS**

32 **Land Use Assistant proposal:** Mardean Badger, Planning Board Vice-Chair, presented a proposal for
33 the hire of a land use assistant to work with applicants on applications to ensure timely and accurate
34 processing. Sue MacLeod, Planning Board Chair, brought up that land use application fees generate
35 revenue towards land use expenses as well. The cost of the position would be \$3,392.00 for seven
36 months (June to December 2018), at a rate of \$25.00/hour for 18 hours/month. Funding is as follows:
37 \$225.00 from Land Use Part-Time Assistant line 01-4191-10-110, \$1,583.00 from Land Use General
38 Expenses line 01-4191-10-610, and \$1,584.00 from Land Use Legal line 01-4191-10-330.

39
40 **MOTION:** By Selectman DeWolfe
41 *To approve the position of Land Use Assistant as described.*

42 **SECOND:** By Selectman Sharps

43 **VOTE:** 3-1 (Newman, Sharps, DeWolfe=yes; Lamos=no)

44 **MOTION PASSED**

1 **Citizen Inquiries:** A Citizen Inquiry was received regarding the inaccessibility of books being kept
2 upstairs at the Ashland Town Library. Discussion followed and it was clarified by Mardean Badger,
3 Library Trustee that when books are needed in the locked room, the library staff needs to contact the
4 Scribner Trustees for access. She went on to say that the room is kept locked because of Life Safety
5 Inspection results and the lack of a sprinkler system in that area. TA Smith will follow up with the town
6 library patron and a joint meeting will be set up with the Board of Selectmen, the Library Trustees, and
7 the Scribner Trustees to further discuss this issue.

8
9 A Citizen Inquiry was received from former Selectman Tejasinha Sivalingam which involved the
10 conduct of Selectboard members Fran Newton, Leigh Sharps, and Kathleen DeWolfe. These members
11 recused themselves, leaving only Vice Chair Lamos. The lack of a quorum resulted in no action being
12 taken.

13 14 **LIAISON REPORTS**

- 15 • Chair Newton announced that the Community Garden is open and plots are available for
16 \$10.00/plot. The sign-up sheet is at the Town Hall. TA Smith is looking into the status of
17 the HEAL budget.
- 18 • Selectman Sharps attended the Planning Board meeting at which the board considered a
19 number of applications.
- 20 • Selectman DeWolfe attended the Pemi River Local Advisory Committee (PRLAC)
21 meeting which focused on water testing. She also attended the Water and Sewer
22 Commission and the Library Trustees meetings. Selectman DeWolfe asked about sealed
23 Board of Selectmen minutes and was confirmed that sealed minutes have been reviewed
24 in a timely manner.
- 25 • Vice Chair Lamos reported that the Conservation Commission met in April but no longer
26 has enough members for a quorum. He also attended the 4th of July Committee meeting
27 and plans are going well. The Budget Committee has been reorganized. Jeanette Stewart
28 is now the Chair, David Ruell as Vice Chair and Sherrie Downing as Corresponding
29 Secretary.

30 31 **PUBLIC COMMENT (Agenda items only)**

32 Mardean Badger stressed the need of active members for the Planning and Zoning Boards as well as
33 the Conservation Commission. A discussion followed on what these boards do and their importance
34 for the Town. The Planning Board meets twice a month and the Zoning Board typically meets once a
35 month. Katie Maher asked how much time is involved to be an active member. She was informed that
36 it depends on the number of cases and the experience of the member but the average would be ten hours
37 a month for the Planning Board and less for the Zoning Board.

38
39 There being no other business, Vice Chair Lamos made **Motion to adjourn at 8:37 PM.** Selectman
40 Sharps seconded. **Roll Call Vote:** Newton, yes, Lamos, yes; Sharps, yes; DeWolfe, yes.

41
42 Respectfully submitted,

43
44
45 Wendy Smith
46 May 25, 2018