ASHLAND BOARD OF SELECTMEN MEETING MINUTES
WORK SESSION
MONDAY, JUNE 18, 2018
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:30 PM

PLEDGE OF ALLEGIANCE

CALL TO ORDER
Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Frances Newton, Selectmen Leigh Sharps, Kathleen DeWolfe, Casey Barney 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
June 4, 2018-Pg. 3, lines 4-6 remove “Chair Sawyer received a Water Event permit from Marine Patrol for the boat parade and distributed copies to all interested parties such as the police departments in Ashland and neighboring towns.”, replace with “Chair Sawyer has filed an application for a Water Event permit from the Gilford Division of Marine Patrol for the boat parade and distributed copies to the Ashland Board of Selectmen and Police and Fire Departments for the Towns of Ashland and Holderness.”

MOTION: By Selectman Sharps
Approve 6/4/18 Board of Selectmen meeting minutes as amended.
SECOND: By Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

CONSENT AGENDA
Signed by Selectmen:

DEPARTMENT HEADS
Fire Department: Chief Heath presented packet of information on the acceptance of the new 2018 Toyne Engine. The new engine has been completed and should be delivered in the next few weeks.
Chief Heath requested that a Payment Request Form and Acceptance Certificate be signed by Chair Newton and mailed to Community Leasing Partners so that the final payment can be released to Toyne. The truck will be put into service after a department training period and all equipment has been transferred from the truck it is replacing. Both trucks will need to be insured until the new truck is put into service. Primex has been contacted regarding the Certificate of Insurance. Chief Heath added that it is an outstanding piece of equipment and anticipates it serving the Town for many years.

**MOTION:** By Selectman DeWolfe

*Approve the Payment Request Form to authorize Community Leasing Partners to release final payment to Toyne in the amount of $33,633.53 for 2018 Toyne Engine.*

**SECOND:** Selectman Sharps

By VOTE: 5-0 (All in favor)

**MOTION PASSED**

**MOTION:** By Selectman DeWolfe

*Approve the Acceptance Certificate for 2018 Toyne Engine.*

**SECOND:** Selectman Sharps

By VOTE: 5-0 (All in favor)

**MOTION PASSED**

**NEW BUSINESS**

None

**OLD BUSINESS**

**Town Administrator Updates:** TA Smith summarized his Town Administrator Update which included reports from the Library, Parks and Recreation Department, Fire Department, Department of Public Works, and the Town Clerk/Tax Collector. The following are some of the highlights:

- The Library has many events being held in June and July which are posted on the town website. The Friends of the Library’s Summer Book Sale will be held on Saturday, July 7th from 9:00 AM to 2:00 PM.
- The Parks and Recreation summer camp will start on June 25th and run for 7 weeks. The beach will open on June 18th and be open from 11:00 AM to 4:00 PM.
- The Fire Department will do a CPR training in the future and asked for those interested to email Chief Heath.
- The Department of Public Works installed the 150th banners with the help of the Electric Department. Director Moore thanked the Water and Sewer Department for the use of their new roller and trailer. Selectman DeWolfe requested that Director Moore contact NHDOT regarding Town maintenance of land owned by the state.
- Tax bills are due on 7/2/18.
**Project List:**

NHDOT-Transportation Alternative Program (TAP) Grant: The engineering phase of this project is moving along. KV Partner Engineer Mike Vignale may be attending the next Board of Selectmen meeting.

Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement: TA Smith applied for the NH Clean Water State Revolving Fund (SRF) Loan Program and grant from The Drinking Water & Groundwater Trust Fund (DWGTF). TA Smith spoke with the engineer regarding this project and was informed the cost has increased since the 2016 bid. Part of the project, the water side, has gone up from $40/linear foot to approximately $80/linear foot.

NHDES suggested going out to bid in November or December to get a clear number for the warrant article.

LW Packard Mill Site Brownfields project: A public joint informational meeting will be taking place with the Ashland Economic Development Committee, Nobis Engineering, LRPC, Chief Heath, and other factions on 6/19/18 at 9:00 AM at the Fire Station.

**SELECTBOARD ITEMS**

Policy Process Change: Selectman Sharps asked the Board for a consensus to eliminate the Citizen Inquiry form from the Town Office and the Town website. She suggested returning to the recourse which has always been available to the public. This recourse is to contact the Town Administrator, file a Right-to-Know request, or ask to be on the agenda and attend a meeting. She cited reasons for this
change including no legal reason to respond to any inquiry by the Board of Selectmen and that the form is a courtesy form and not a legal town document or a legal town policy. Discussion followed regarding the pros and cons of this. A majority of the Selectboard voiced their agreement to eliminate the form. The Board agreed to work on a new revised courtesy form at the next work session.

**Work Session Change:** Selectman DeWolfe suggested changing the Work Session format to be more of a planning session for the Regular Meeting agenda items. Changing the seating arrangement to encourage collaboration was also considered.

**LIAISON REPORTS**

- Selectman Sharps attended the Planning Board meeting at which they agreed to a three month extension of temporary Used Vehicle Sales business on Mill Pond Road. They also discussed the Land Use Assistant Ad. Selectman Sharps is working on two warrant articles relating to solar power. She will be meeting with the Electric Department to discuss net metering.
- Selectman DeWolfe attended the Pemi River Local Advisory Committee (PRLAC), Water and Sewer Commission and the Library Trustees meetings. See posted minutes of these meetings for details.
- Vice Chair Lamos attended the 4th of July Committee meeting and asked for more volunteers for parking and field activities. He also attended the Budget Committee meeting.
- Selectman Barney attended the Electric Department meeting. The department is researching different metering systems to save on man hours.

**PUBLIC COMMENT (Agenda items only)**

None

The Board of Selectmen asked TA Smith to schedule a non-meeting with Town counsel. There being no other business, Vice Chair Lamos made **Motion to adjourn at 7:37 PM.** Selectman Sharps seconded. **Roll Call Vote:** Newton, yes, Lamos, yes; Sharps, yes; DeWolfe, yes; Barney, yes.

Respectfully submitted,

Wendy Smith

June 20, 2018