

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **WORK SESSION**
3 **MONDAY, JUNE 18, 2018**
4 **ASHLAND ELEMENTARY SCHOOL LIBRARY**
5 **6:30 PM**
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9 **PLEDGE OF ALLEGIANCE**

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12 **CALL TO ORDER**

13 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Frances Newton,
14 Selectmen Leigh Sharps, Kathleen DeWolfe, Casey Barney and Vice Chairman Harold Lamos,
15 present. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy
16 Smith.
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19 **PUBLIC COMMENTS (Agenda items only)**

20 None
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23 **APPROVAL OF MINUTES**

24 June 4, 2018-Pg. 3, lines 4-6 remove “Chair Sawyer received a Water Event permit from Marine Patrol
25 for the boat parade and distributed copies to all interested parties such as the police departments in
26 Ashland and neighboring towns.”, replace with “Chair Sawyer has filed an application for a Water Event
27 permit from the Gilford Division of Marine Patrol for the boat parade and distributed copies to the
28 Ashland Board of Selectmen and Police and Fire Departments for the Towns of Ashland and
29 Holderness.”
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32 **MOTION:** By Selectman Sharps

33 *Approve 6/4/18 Board of Selectmen meeting minutes as amended.*

34 **SECOND:** By Selectman Barney

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

36 **MOTION PASSED**
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39 **CONSENT AGENDA**

40 Signed by Selectmen:

- 41 a. Payroll and Account Payables Manifests from 6/4/18 and 6/11/18.
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44 **DEPARTMENT HEADS**

45 **Fire Department:** Chief Heath presented packet of information on the acceptance of the new 2018
46 Toyne Engine. The new engine has been completed and should be delivered in the next few weeks.

1 Chief Heath requested that a Payment Request Form and Acceptance Certificate be signed by Chair
2 Newton and mailed to Community Leasing Partners so that the final payment can be released to
3 Toyne. The truck will be put into service after a department training period and all equipment has
4 been transferred from the truck it is replacing. Both trucks will need to be insured until the new truck
5 is put into service. Primex has been contacted regarding the Certificate of Insurance. Chief Heath
6 added that it is an outstanding piece of equipment and anticipates it serving the Town for many years.

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8 **MOTION:** By Selectman DeWolfe
9 *Approve the Payment Request Form to authorize Community Leasing Partners to release final*
10 *payment to Toyne in the amount of \$33,633.53 for 2018 Toyne Engine.*

11 **SECOND:** Selectman Sharps

12 By **VOTE:** 5-0 (All in favor)

13 **MOTION PASSED**

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15 **MOTION:** By Selectman DeWolfe
16 *Approve the Acceptance Certificate for 2018 Toyne Engine.*

17 **SECOND:** Selectman Sharps

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

19 **MOTION PASSED**

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22 **NEW BUSINESS**

23 None

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26 **OLD BUSINESS**

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

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

1 **Project List:**

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

5 **Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:**
6 TA Smith applied for the NH Clean Water State Revolving Fund (SRF) Loan Program and grant
7 from The Drinking Water & Groundwater Trust Fund (DWGTF). TA Smith spoke with the
8 engineer regarding this project and was informed the cost has increased since the 2016 bid. Part
9 of the project, the water side, has gone up from \$40/linear foot to approximately \$80/linear foot.
10 NHDES suggested going out to bid in November or December to get a clear number for the warrant
11 article.

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

15 **NH Land & Community Heritage Investment Program (LCHIP):** TA Smith distributed questionnaires
16 to the Selectboard from Christopher Williams Architects regarding the needs of the Town Hall to be
17 completed and returned to TA Smith. Norman Larson from Christopher Williams Architects would
18 like to set up a meeting with the Selectmen to discuss the questionnaire in mid-July.

19 **Town Parcel Audit-Geographic Information System (GIS) Mapping:** The Town Clerk/Tax Collector
20 has begun the process of retrieving records for CAI Technologies. The project will be starting in
21 December 2018.

22 **Town Office Building Maintenance:** TA Smith has received two quotes to replace carpeting and tile
23 flooring in the Town Office/Police Department and will review these with Chief Randall. Discussion
24 ensued on replacing or repairing the windows in the building in order to make them operable.

25 **River Walk Maintenance:** DPW has removed the excess plant growth and added bark mulch along
26 the river.

27 **Town Office Building Fire Alarm:** Mango Security has finished the installation of the smoke/heat
28 detectors and security cameras. The Police Department will be trained on the use of the security
29 camera system. This item can now be removed from the Project List.

30 **Speed Bump on Leavitt Hill Road:** DPW will be installing a crosswalk warning sign. The Police
31 Department will be increasing their presence in the area to deter speeding.

32 **Whipple House:** Selectman DeWolfe commented that it would be helpful to meet with the Historical
33 Society before lease automatically renews in December.

34 **Utility Partners:** Efficiency recommendations for Ashland Utility Department can be taken off of the
35 Project List per the Selectboard.

36 **Other Items:** Selectman DeWolfe spoke with NHDES in June of 2016 regarding the cat tail area near
37 the beach. They assured her that the area, which is important as a sediment collection area is
38 functioning the way it should be.

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41 **SELECTBOARD ITEMS**

42 **Policy Process Change:** Selectman Sharps asked the Board for a consensus to eliminate the Citizen
43 Inquiry form from the Town Office and the Town website. She suggested returning to the recourse
44 which has always been available to the public. This recourse is to contact the Town Administrator, file
45 a Right-to-Know request, or ask to be on the agenda and attend a meeting. She cited reasons for this

1 change including no legal reason to respond to any inquiry by the Board of Selectmen and that the form
2 is a courtesy form and not a legal town document or a legal town policy. Discussion followed regarding
3 the pros and cons of this. A majority of the Selectboard voiced their agreement to eliminate the form.
4 The Board agreed to work on a new revised courtesy form at the next work session.

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

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9 **LIAISON REPORTS**

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

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25 **PUBLIC COMMENT (Agenda items only)**

26 None

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28 The Board of Selectmen asked TA Smith to schedule a non-meeting with Town counsel.

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30 There being no other business, Vice Chair Lamos made **Motion to adjourn at 7:37 PM**. Selectman
31 Sharps seconded. **Roll Call Vote:** Newton, yes; Lamos, yes; Sharps, yes; DeWolfe, yes; Barney, yes.

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34 Respectfully submitted,

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37 Wendy Smith
38 June 20, 2018