

1                                   **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**  
2                                   **WORK SESSION**  
3                                   **MONDAY, OCTOBER 15, 2018**  
4                                   **ASHLAND ELEMENTARY SCHOOL LIBRARY**  
5                                   **6:30 PM**  
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9   Prior to Work Session, a non-meeting with legal counsel (RSA 91-A: 2, I (b)) took place at 5:45 PM  
10 followed by a budget meeting with Parks and Recreation Director Ann Barney at 6:15 PM.  
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13 **PLEDGE OF ALLEGIANCE**  
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16 **CALL TO ORDER**

17 Vice Chair Lamos called the meeting to order at 6:15 PM with a roll call. Chairman Frances Newton,  
18 Selectmen Leigh Sharps, Kathleen DeWolfe, Casey Barney and Vice Chairman Harold Lamos,  
19 present. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy  
20 Smith.  
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23 **PARKS AND RECREATION BUDGET MEETING**

24 Parks and Recreation Director Ann Barney presented the Parks and Recreation budget to the  
25 Selectmen. There are increases in wages and associated lines partly due to an increase in employees  
26 resulting from an increase in campers and students. Cost for chemical toilets has decreased due to  
27 switching to a new vendor. The Selectboard asked if the electricity line will cover any increases in the  
28 cost of electricity. Director Barney will check with the Electric Department and get back to the  
29 Selectboard on this. The Selectboard inquired about the playground equipment fund raising. Director  
30 Barney informed them that \$80,000 is needed for a new playground and that she has spoken with  
31 Ashland Lumber about replacing the wood and keeping the plastic and metal parts of the existing  
32 playground equipment as an option. New playground equipment can then be added to the existing  
33 structures. Contributions can be made to the Save the Playground Fund by visiting the Facebook page  
34 “Save the Ashland Playground”.  
35

36 **MOTION:** By Selectman Sharps

37 *Accept the Parks and Recreation budget changes pending the electricity line cost.*

38 **SECOND:** By Selectman DeWolfe

39 **VOTE:** 3-0-1 (Newton-yes, DeWolfe-yes, Lamos-yes, Sharps-no, Barney-abstain)

40 **MOTION PASSED**  
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42 The Parks and Recreation budget meeting ended at 6:25 PM. Board of Selectmen Work Session  
43 convened at 6:30 PM.  
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1 **PUBLIC COMMENTS (Agenda items only)**

2 None

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5 **APPROVAL OF MINUTES**

6 October 1, 2018-Page 4, line 19 replace “would” with “may”; page 1, line 24 replace “of Community  
7 Development Finance Authority (CDFA)” with “CDBG consultant”.

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9 **MOTION:** By Selectman DeWolfe

10 *Approve 10/1/18 Board of Selectmen meeting minutes as amended.*

11 **SECOND:** By Vice Chair Lamos

12 **VOTE:** 3-2 (Newton-yes, DeWolfe-yes, Lamos-yes, Barney-no, Sharps-no)

13 **MOTION PASSED**

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16 **CONSENT AGENDA**

17 Signed by Selectmen:

- 18 a. Payroll and Account Payables Manifests from 10/1/18 and Payroll from 10/9/18.

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21 **DEPARTMENT HEADS**

22 **Parks and Recreation:** Parks and Recreation Director Barney has obtained an estimate of \$7,429.76  
23 from A.C.E. Mechanical LLC to add heating vents at the Booster Club. Currently the heat does not  
24 reach the downstairs area resulting in lack of use and freezing pipes. The addition of the heating vents  
25 will rectify this issue by increasing air circulation in the building. Selectmen Lamos asked if Director  
26 Barney had looked into heat pumps and she informed him that she had and was told the walls at the  
27 Booster Club need to be more insulated and made more energy efficient to get full benefit from a heat  
28 pump.

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30 **MOTION:** By Selectman DeWolfe

31 *To accept the estimate of \$7,429.76 from A.C.E. Mechanical LLC, for the necessary work to rectify*  
32 *the heat problem at the Booster Club, and to have the expenditure be distributed from the Town*  
33 *Building Maintenance CRF.*

34 **SECOND:** By Selectman Sharps

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

36 **MOTION PASSED**

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38 **Department of Public Works:** DPW Director Moore requested additional funds to complete paving  
39 the Depot Street sidewalk. The original Purchase Order (PO) was an estimate and during the  
40 reconstruction of Collins Street it became evident that gravel would be needed to properly crown the  
41 road. Additional pavement was also needed to properly crown the upper section of Collins Street.  
42 Collins Street is now pitched properly and will drain better.

1 **MOTION:** By Selectman DeWolfe  
2 *To add \$5,000 to Purchase Order #1806 to GMI and add Ambrose Aggregates to the purchase order*  
3 *with additional expense to be expended from the Road Improvement CRF.*

4 **SECOND:** By Selectman Sharps

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

6 **MOTION PASSED**

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9 **NEW BUSINESS**

10 **None**

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13 **OLD BUSINESS**

14 **Town Administrator Updates:** TA Smith summarized his Town Administrator Update which  
15 included reports from the Library, Parks and Recreation Department, Fire Department, Police  
16 Department, and the Town Clerk/Tax Collector.

17 Highlights include: Library Halloween story time on October 30<sup>th</sup> from 3-4 PM. Parks and  
18 Recreation Halloween Kids Night Out on Friday, October 19<sup>th</sup> 6:00-8:30 PM at the Booster Club.  
19 Cost is \$5 per child. Playground fundraising contributions can be made to the Save the Playground  
20 Fund by visiting the Facebook page “Save the Ashland Playground”. A reminder from the Police  
21 Department that there is no overnight parking on any street in Ashland from November 1<sup>st</sup> through  
22 May 1<sup>st</sup>.

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24 **Project List:**

25 **NHDOT-Transportation Alternative Program (TAP) Grant:** NHDOT will be notifying the Town  
26 regarding the Notice to Proceed Preliminary Plans.

27 **Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:**  
28 TA Smith attended the recent Water and Sewer meeting. The Water and Sewer Commissioners  
29 have agreed to move forward with the project.

30 **LW Packard Mill Site Brownfields project:** The Selectboard approved application to CDFA for  
31 a feasibility grant.

32 **NH Land & Community Heritage Investment Program (LCHIP):** Williams Architects is planning on  
33 finishing the Historic Structure report by December.

34 **Town Parcel Audit-Geographic Information System (GIS) Mapping:** CAI Technology has moved the  
35 start date up to the end of October. Once the process starts, property records will be unavailable at the  
36 Town Office for a couple of months but can still be accessed at the Grafton County Registry of Deeds.

37 **Town Office Building Maintenance:** No updates.

38 **Whipple House:** The Board of Selectmen and the Ashland Historical Society will be having a joint  
39 meeting regarding the lease on Monday, 11/5/18 at 6:00 PM before the regularly scheduled BoS  
40 meeting. PB Cam will be recording the meeting. If any changes need to be made to the Whipple  
41 House lease, the Ashland Historical Society will need to be notified by 11/30/18.

42 **Town Personnel Policy:** No updates.

43 **Building Permit Fees:** A list of proposed fee changes from the Building Inspector was given to the  
44 Selectboard for their review.

45 **Grant Opportunities:** No updates.

1 Town of Ashland Appreciation Day: Selectman DeWolfe reported that the landscaping work done by  
2 the DPW for this project was not paid for using overtime pay. The 2018 Town of Ashland  
3 Appreciation Day has been completed and can be taken off of the Project List.

4 Town Office Building Maintenance: No updates.

5 Solar Energy: No updates.

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8 **SELECTBOARD ITEMS**

- 9 • Social Media Policy: TA Smith will provide the Selectboard with a draft Social Media Policy  
10 for their review. The completion of the Social Media Policy was determined to be a high priority.
- 11 • 2019 Budget Meetings: Wednesday, 10/17/18 at 9:00 AM budget meeting. TA Smith is  
12 planning on finishing preparation of the budget and sending it on to the Budget Committee  
13 after this meeting.
- 14 • 2018 Town Meeting Important Dates list: A list of deadlines pertaining to Town Meeting was  
15 given to the Selectboard. Of note was the 1/8/19, the last date for voters to submit petitioned  
16 warrant articles to the Selectmen.
- 17 • Selectman Sharps attended the previous Planning Board meeting. There are new owners of  
18 the Mobil Station and Dots Restaurant.

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

22 None

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25 **SIGNATURE FILE**

26 Accounts Payable and Payroll Manifests for 10/15/18 signed by Selectmen.

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29 There being no further business, a motion was made by Selectman DeWolfe to enter a **nonpublic**  
30 **session pursuant to RSA 91-A:3, II (b) at 7:05 P.M.**, seconded by Selectman Sharps.  
31 Selectmen Newton, Lamos, Barney, Sharps and DeWolfe present. The Board of Selectmen **left**  
32 **nonpublic at 7:20 P.M.** A motion was made by Selectman Sharps to re-enter a **nonpublic**  
33 **session pursuant to RSA 91-A:3, II (b) at 7:22 P.M.**, seconded by Selectman Barney.  
34 Selectmen Newton, Lamos, Barney, Sharps and DeWolfe present. Selectman Sharps made **Motion**  
35 **to leave nonpublic session at 7:30 PM.** Selectman Sharps seconded. **Roll Call Vote:** Newton, yes,  
36 Lamos, yes; DeWolfe, yes, Sharps, yes; Barney, yes. The hiring of Kaitlyn Morse as the Land Use  
37 Assistant was announced. Administrative Assistant Wendy Smith gave her notice of resignation  
38 effective October 29th.

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42 Respectfully submitted,

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45 Wendy Smith  
46 October 16, 2018