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**ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
WEDNESDAY, OCTOBER 17, 2018
ASHLAND TOWN OFFICE
9:00 AM**

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I. CALL TO ORDER

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Chairman Newton called the meeting to order at 9:02 AM with a roll call. Chairman Fran Newton, Vice Chairman Harold Lamos, Selectman Leigh Sharps, Selectman Kathleen DeWolfe, and Selectman Casey Barney were all present. Others present: Town Administrator Charles Smith, Chief Heath, Deputy Bousquet, and Planning Board Chairman Badger.

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II. Purpose: continuation of department presentations for the 2019 budget.

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III. New Business: Chief Heath requested the Board of Selectmen approve a purchase order for Personal Protective Clothing for the amount \$3,703.74. Expenditure previously budgeted.

MOTION: Vice Chair Lamos

To approve the purchase order in the amount of \$3703.74 for personal protective clothing at the fire department.

SECOND: Selectman DeWolfe

VOTE: 5-0 (All in favor)

MOTION PASSED

IV. Fire Department:

- a. Chief Heath opened the discussion about the Fire Department budget with comments about the current budget and status year to date. Chief Heath noted that the department call volume is ahead of last year at this time. Chief Heath mentioned the need of fire fighters being available during the day, as there are concerns about the number of calls one person responds to and non-responses from the department based on staffing.
- b. 2019 budget notes;
- i. Salary lines increased but are based on step grades and certifications. Chief Heath and Deputy Bousquet salaries won't change.
 - ii. Detail line decreased to \$1 placeholder – line was budgeted for triathlon.
 - iii. Contract services increased a bit for installing a data access in the trucks. New access to help with emergencies.
 - iv. Fuel line was increased but overall department expects savings from new engine.
 - v. Physicals line used for medical physicals in department by staff that might not have insurance.
 - vi. Chief Heath continues to apply for grants to offset department appropriations.

1 **MOTION:** Vice Chairman Lamos
2 *To approve the Fire Department budget in the amount of \$248,447.*
3 **SECOND:** Selectman Sharps
4 **VOTE:** 5-0 (All in favor)
5 **MOTION PASSED**

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7 c. Ambulance Contract – town has an agreement with the Town of Plymouth to provide
8 ambulance services. Amount requested is an estimate from the Town of Plymouth
9 being on a fiscal year. Increase for the contract based on Consumer Price Index (CPI).

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11 **MOTION:** Vice Chairman Lamos
12 *To approve the Ambulance Contract budget in the amount of \$50,424.*
13 **SECOND:** Selectman Sharps
14 **DISCUSSION:**
15 **VOTE:** 5-0 (All in favor)
16 **MOTION PASSED**

- 17
18 d. Emergency Management – budget was over expended this calendar from the Hazard
19 Mitigation Plan. Budget also used for normal maintenance expenses with the
20 emergency generator.

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22 **MOTION:** Selectman Sharps
23 *To approve the Emergency Management budget in the amount of \$3,700.*
24 **SECOND:** Selectman DeWolfe
25 **VOTE:** 5-0 (All in favor)
26 **MOTION PASSED**

27
28 **V. Land Use**

- 29 a. Selectman Sharps recused herself from this section of the budget discussion per being
30 a member on the Planning Board. Chairman of the Planning Board Mardean Badger
31 presented the budget request.
32 b. Budget notes;
33 i. Budget covers both the Planning Board and Zoning Board of Adjustment.
34 ii. Land use requested an increase in the land use assistant line for the new
35 position.
36 iii. Legal line was discussed and requested to remain unchanged. If there was a
37 ZBA decision and the town wanted to appeal the decision, then separate
38 counsel would be needed.

39
40 **MOTION:** Selectman DeWolfe
41 *To approve the Land Use budget in the amount of \$13,185.*
42 **SECOND:** Vice Chairman Lamos
43 **VOTE:** 4-0-1 (Selectman Sharps abstained)
44 **MOTION PASSED**

1 **VI. Library**

- 2 a. Library Trustees requested an increase in salary line to pass along a \$0.50/HR for
3 staff.

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5 **MOTION:** Selectman DeWolfe
6 *To approve the Library budget in the amount of \$65,298.*
7 **SECOND:** Vice Chairman Lamos
8 **VOTE:** 5-0 (All in favor)
9 **MOTION PASSED**

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11 **VII. Personnel Administration**

- 12 a. Town Administrator Smith discussed the consolidation of employee group benefits to
13 this section of the budget. Included in this section; employee sick buy-out, health
14 insurance, retirement, disability and life insurance. Increases are based on salary
15 increases and group benefits. Insurance increases are from claims among the group
16 the town belongs to.

17
18 **MOTION:** Selectman DeWolfe
19 *To approve the Personnel Administration in the amount of \$465,538.*
20 **SECOND:** Selectman Barney
21 **VOTE:** 5-0 (All in favor)
22 **MOTION PASSED**

23
24 **VIII. Building Inspector**

- 25 a. No requested changes. Town Administrator Smith mentioned the possibility of
26 installing BMSI software for applicants. Department appropriations are offset by
27 revenue. Board to hold public hearing about increasing fees to lower the taxation.

28
29 **MOTION:** Selectman Sharps
30 *To approve the Building Inspector budget in the amount of \$22,531.*
31 **SECOND:** Chairman Newton
32 **VOTE:** 5-0 (All in favor)
33 **MOTION PASSED**

34
35 **IX. Economic Development Committee**

- 36 a. Section of the budget replaced the CIP section. Expenditure request are \$1
37 placeholders.

38
39 **MOTION:** Vice Chairman Lamos
40 *To approve the Economic Development Committee budget in the amount of \$4.*
41 **SECOND:** Selectman Sharps
42 **VOTE:** 5-0 (All in favor)
43 **MOTION PASSED**

1 **X. Health Officer**

- 2 a. As being the appointed town Health Officer – Chairman Newton recused herself from
3 the discussion. As Deputy Health Officer, Town Administrator Smith mentioned to
4 the board about becoming the new Health Officer and replacing Newton at the end of
5 the year.

6
7 **MOTION:** Selectman Sharps

8 *To approve the Health Officer budget in the amount of \$2,354.*

9 **SECOND:** Selectman DeWolfe

10 **VOTE:** 4-0-1 (Chairman Newton abstained)

11 **MOTION PASSED**

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13 **XI. Animal Control**

- 14 a. TA Smith confirmed with NH Humane Society the contract fee won't change next
15 year.

16
17 **MOTION:** Selectman Sharps

18 *To approve the Animal Control budget in the amount of \$1,200.*

19 **SECOND:** Selectman DeWolfe

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

21 **MOTION PASSED**

22
23 **XII. General Assistance**

24 **MOTION:** Selectman DeWolfe

25 *To approve the General Assistance budget in the amount of \$26,710.*

26 **SECOND:** Selectman Sharps

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

28 **MOTION PASSED**

29
30 **XIII. Patriotic Purposes**

- 31 a. Board of Selectmen agreed to reduce the Ashland Heritage Commission line \$500.

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33 **MOTION:** Vice Chairman Lamos

34 *To reduce the Ashland Heritage Commission line in the amount of \$500.*

35 **SECOND:** Selectman Sharps

36 **VOTE:** 4-0-1 (Selectman DeWolfe abstained as member of Commission)

37 **MOTION PASSED**

38
39 **MOTION:** Vice Chairman Lamos

40 *To approve the Patriotic Purposes budget in the amount of \$11,189.*

41 **SECOND:** Selectman Sharps

42 **VOTE:** 4-0-1 (Selectman DeWolfe abstained)

43 **MOTION PASSED**

- 1 **XIV. Conservation Commission**
2 a. Board agreed to reduce the Conservation Commission budget, \$500, based on
3 concerns of a quorum.
4
5 **MOTION:** Selectman DeWolfe
6 *To approve the Conservation Commission budget in the amount of \$500.*
7 **SECOND:** Selectman Barney
8 **VOTE:** 4-0-1 (Vice Chairman Lamos abstained – member of Commission)
9 **MOTION PASSED**
10
- 11 **XV. Debt Service – Principal**
12 **MOTION:** Selectman Sharps
13 *To approve the Debt Service principal budget in the amount of \$129,331.*
14 **SECOND:** Selectman Barney
15 **VOTE:** 5-0 (All in favor)
16 **MOTION PASSED**
17
- 18 **XVI. Debt Service – Interest**
19 **MOTION:** Selectman DeWolfe
20 *To approve the Debt Service interest budget in the amount of \$54,486.*
21 **SECOND:** Selectman Sharps
22 **VOTE:** 5-0 (All in favor)
23 **MOTION PASSED**
24
- 25 **XVII. Tax Anticipation Note (TAN)**
26 a. TA Smith mentioned the importance of maintaining this line for future use. TA Smith
27 also mentioned the possibility of having to request a TAN this year as the town
28 revaluation causing tax bills go out later than in previous years.
29 **MOTION:** Selectman Sharps
30 *To approve the Tax Anticipation Note budget in the amount of \$1.*
31 **SECOND:** Selectman Barney
32 **VOTE:** 5-0 (All in favor)
33 **MOTION PASSED**
34
- 35 **XVIII. Parks and Recreation**
36 a. Board of Selectmen revisited the approval of the department budget after receiving
37 information from Director Barney about the electric line.
38 **MOTION:** Selectman DeWolfe
39 *To approve the Parks and Recreation budget in the amount of \$50,261.*
40 **SECOND:** Selectman Sharps
41 **VOTE:** 4-0-1 (Selectman Barney abstained)
42 **MOTION PASSED**
43
- 44 **XIX. Other Business – Ashland Economic Development Committee appointment**
45 a. Board of Selectmen received an application for appointment to the Ashland Economic
46 Development Committee. Chairman Newton said the applicant, Anthony Adamsky,

1 had attended AEDC meetings and expressed an interest in serving on the committee.
2 Chairman Newton to follow up with Mr. Adamsky.

3
4 **MOTION:** Selectman DeWolfe
5 *To appoint Anthony Adamsky to the Ashland Economic Development Committee.*

6 **SECOND:** Vice Chairman Lamos

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

8 **MOTION PASSED**

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10 **XX.** Board of Selectmen adjourned their meeting at 11:06 AM. The minutes for this meeting were
11 transcribed by Town Administrator Charles Smith on October 18, 2018.
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