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

I. CALL TO ORDER

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.

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

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

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

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

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

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

V. Land Use

Selectman Sharps recused herself from this section of the budget discussion per being a member on the Planning Board. Chairman of the Planning Board Mardean Badger presented the budget request.

Budget notes:

i. Budget covers both the Planning Board and Zoning Board of Adjustment.

ii. Land use requested an increase in the land use assistant line for the new position.

iii. Legal line was discussed and requested to remain unchanged. If there was a ZBA decision and the town wanted to appeal the decision, then separate counsel would be needed.

MOTION: Selectman DeWolfe
To approve the Land Use budget in the amount of $13,185.
SECOND: Vice Chairman Lamos
VOTE: 4-0-1 (Selectman Sharps abstained)
MOTION PASSED
VI. Library
   a. Library Trustees requested an increase in salary line to pass along a $0.50/HR for staff.

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

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

   MOTION: Selectman DeWolfe
   To approve the Personnel Administration budget in the amount of $465,538.
   SECOND: Selectman Barney
   VOTE: 5-0 (All in favor)
   MOTION PASSED

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

   MOTION: Selectman Sharps
   To approve the Building Inspector budget in the amount of $22,531.
   SECOND: Chairman Newton
   VOTE: 5-0 (All in favor)
   MOTION PASSED

IX. Economic Development Committee
   a. Section of the budget replaced the CIP section. Expenditure request are $1 placeholders.

   MOTION: Vice Chairman Lamos
   To approve the Economic Development Committee budget in the amount of $4.
   SECOND: Selectman Sharps
   VOTE: 5-0 (All in favor)
   MOTION PASSED
X. Health Officer
   a. As being the appointed town Health Officer – Chairman Newton recused herself from
      the discussion. As Deputy Health Officer, Town Administrator Smith mentioned to
      the board about becoming the new Health Officer and replacing Newton at the end of
      the year.

      MOTION: Selectman Sharps
      To approve the Health Officer budget in the amount of $2,354.
      SECOND: Selectman DeWolfe
      VOTE: 4-0-1 (Chairman Newton abstained)
      MOTION PASSED

XI. Animal Control
   a. TA Smith confirmed with NH Humane Society the contract fee won’t change next
      year.

      MOTION: Selectman Sharps
      To approve the Animal Control budget in the amount of $1,200.
      SECOND: Selectman DeWolfe
      VOTE: 5-0 (All in favor)
      MOTION PASSED

XII. General Assistance
      MOTION: Selectman DeWolfe
      To approve the General Assistance budget in the amount of $26,710.
      SECOND: Selectman Sharps
      VOTE: 5-0 (All in favor)
      MOTION PASSED

XIII. Patriotic Purposes
   a. Board of Selectmen agreed to reduce the Ashland Heritage Commission line $500.

      MOTION: Vice Chairman Lamos
      To reduce the Ashland Heritage Commission line in the amount of $500.
      SECOND: Selectman Sharps
      VOTE: 4-0-1 (Selectman DeWolfe abstained as member of Commission)
      MOTION PASSED

      MOTION: Vice Chairman Lamos
      To approve the Patriotic Purposes budget in the amount of $11,189.
      SECOND: Selectman Sharps
      VOTE: 4-0-1 (Selectman DeWolfe abstained)
      MOTION PASSED
XIV. Conservation Commission
   a. Board agreed to reduce the Conservation Commission budget, $500, based on concerns of a quorum.

   MOTION: Selectman DeWolfe
   To approve the Conservation Commission budget in the amount of $500.
   SECOND: Selectman Barney
   VOTE: 4-0-1 (Vice Chairman Lamos abstained – member of Commission)
   MOTION PASSED

XV. Debt Service – Principal
   MOTION: Selectman Sharps
   To approve the Debt Service principal budget in the amount of $129,331.
   SECOND: Selectman Barney
   VOTE: 5-0 (All in favor)
   MOTION PASSED

XVI. Debt Service – Interest
   MOTION: Selectman DeWolfe
   To approve the Debt Service interest budget in the amount of $54,486.
   SECOND: Selectman Sharps
   VOTE: 5-0 (All in favor)
   MOTION PASSED

XVII. Tax Anticipation Note (TAN)
   a. TA Smith mentioned the importance of maintaining this line for future use. TA Smith also mentioned the possibility of having to request a TAN this year as the town revaluation causing tax bills go out later than in previous years.

   MOTION: Selectman Sharps
   To approve the Tax Anticipation Note budget in the amount of $1.
   SECOND: Selectman Barney
   VOTE: 5-0 (All in favor)
   MOTION PASSED

XVIII. Parks and Recreation
   a. Board of Selectmen revisited the approval of the department budget after receiving information from Director Barney about the electric line.

   MOTION: Selectman DeWolfe
   To approve the Parks and Recreation budget in the amount of $50,261.
   SECOND: Selectman Sharps
   VOTE: 4-0-1 (Selectman Barney abstained)
   MOTION PASSED

XIX. Other Business – Ashland Economic Development Committee appointment
   a. Board of Selectmen received an application for appointment to the Ashland Economic Development Committee. Chairman Newton said the applicant, Anthony Adamsky,
had attended AEDC meetings and expressed an interest in serving on the committee.
Chairman Newton to follow up with Mr. Adamsky.

**MOTION:** Selectman DeWolfe
To appoint Anthony Adamsky to the Ashland Economic Development Committee.
**SECOND:** Vice Chairman Lamos
**VOTE:** 5-0 (All in favor)
**MOTION PASSED**

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