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**ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, NOVEMBER 5TH, 2018
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:00 PM**

I. CALL TO ORDER

Chairman Newton called the meeting to order at 6:00 PM 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.

- II. ASHLAND HISTORICAL SOCIETY – Whipple House lease:** prior to the start of the Board meeting with the Ashland Historical Society, Selectmen Sharps was excused from the discussion for a personal conflict. Members of the Ashland Historical Society were introduced and given a copy of a proposed new lease for the Whipple House. Board members discussed changes to the lease, which was prepared by town counsel. Ashland Historical Society intends to review the changes at their next meeting. Ashland Historical Society requested the Board consider proposing a revised warrant article for the lease. Board voted on the changes to wording of the lease. Town Administrator to send copy of the new lease to Ashland Historical Society.

MOTION: Selectman DeWolfe
To strike the word “operation” (item #4) in the Town of Ashland lease with the Ashland Historical Society and the Whipple House property.

SECOND: Selectman Barney

VOTE: 4-0 (All in favor)

MOTION PASSED

MOTION: Selectman DeWolfe
To add the words building and lands (item #4) in the Town of Ashland lease with the Ashland Historical Society and the Whipple House property.

SECOND: Selectman Barney

VOTE: 4-0 (All in favor)

MOTION PASSED

MOTION: Vice Chairman Lamos
To change the line (second to last sentence, first paragraph) to “which the building stands” in the Town of Ashland lease with the Ashland Historical Society and the Whipple House property.

SECOND: Chairman Newton

VOTE: 4-0 (All in favor)

MOTION PASSED

1 **MOTION:** Vice Chairman Lamos
2 *To add the word “improvements” (item #4 – replaces the word operation) in the Town of*
3 *Ashland lease with the Ashland Historical Society and the Whipple House property.*
4 **SECOND:** Chairman Newton
5 **VOTE:** 4-0 (All in favor)
6 **MOTION PASSED**

7
8 **III. APPROVAL OF MINUTES**
9

- 10 a. October 10th, 2018 Board of Selectmen meeting minutes – no changes.

11
12 **MOTION:** Selectman DeWolfe
13 *To approve the Board of Selectmen meeting minutes from October 10th, 2018 as*
14 *written.*

15 **SECOND:** Selectman Sharps

16 **VOTE:** 4-0-1 (All in favor – Selectman Barney absent at meeting)

17 **MOTION PASSED**
18

- 19 b. October 15th, 2018 Board of Selectmen meeting minutes; change pg. 4 line 37; scratch
20 *“as well as the notice given by”* and replace with *“Administrative Assistant Wendy*
21 *Smith gave her notice of resignation effective October 29th.”*
22

23 **MOTION:** Selectman DeWolfe
24 *To approve the Board of Selectmen meeting minutes from October 15th, 2018 with*
25 *changes.*

26 **SECOND:** Selectman Sharps

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

28 **MOTION PASSED**
29

- 30 c. October 17th, 2018 Board of Selectmen meeting minutes; change word “salary” page 1
31 line 37 to “salaries” and word “off” to “on” – page 3 line 14.
32

33 **MOTION:** Selectman Sharps

34 *To approve the Board of Selectmen meeting minutes from October 17th, 2018 with*
35 *changes.*

36 **SECOND:** Selectman Barney

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

38 **MOTION PASSED**
39

40 **IV. TAX ANTICIPATION NOTE/LINE OF CREDIT –**

- 41 a. Town Administrator Smith reaffirmed to the Board that our property assessment
42 revaluation for 2018 is behind schedule and caused a delay setting the tax rate. Not
43 being able to set the tax rate also delays tax bills being sent out, which has a
44 compound effect on tax collection payments to the Trustees of the Trust Funds, School
45 District, and Grafton County. To prepare for the payments and potential of having a
46 cash flow shortfall, Finance and Treasurer recommended an application with the bank

1 for a Tax Anticipated Note/Line of Credit, just in case. TA Smith mentioned the full
2 \$1,000,000 would not be taken at once, instead on a needed basis, the amount is a
3 max, and expectations are the line would be amortized by the end of January 2019 –
4 after all the tax bills are received.

5
6 **MOTION:** Selectman Sharps

7 *To approve a tax anticipated note/line of credit application with the bank for*
8 *\$1,000,000.*

9 **SECOND:** Selectman Barney

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

11 **MOTION PASSED**
12
13

- 14 **V. La Catrina Authentic Mexican Cuisine liquor license** – new business in town has applied
15 for a liquor license with the state. As part of the application process the State Liquor
16 Commission requests a recommendation from the Board of Selectmen. Board did not object.
17 Signed memo to be sent to state.
18

19 **MOTION:** Selectman Sharps

20 *To recommend the La Catrina Authentic Mexican Cuisine liquor license to the Liquor*
21 *Commission.*

22 **SECOND:** Selectman Barney

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

24 **MOTION PASSED**
25

26 **VI. Certified Computer Solutions**

- 27 a. Annual contract – TA Smith forwarded the annual contract with Certified Computer
28 Solutions, town IT service provider. Fiscal year contract. Increase from 2017-2018
29 was \$67.
30

31 **MOTION:** Selectman Sharps

32 *To approve the contract with Certified Computer Solutions for IT services in the*
33 *amount of \$7,672.*

34 **SECOND:** Selectman DeWolfe

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

36 **MOTION PASSED**
37

- 38 b. Town Office workstation upgrade – TA Smith mentioned that the workstations are on
39 a rotating schedule every five years. This request to upgrade was made in the 2019
40 budget, but cashflow has been freed up from the recent employee resignation,
41 allowing the project to be moved to the end of 2018. Budget request for 2019 to be
42 removed. Certified Computer Solutions to complete the installation.
43

44 **MOTION:** Vice Chairman Lamos

45 *To approve the estimate of \$6,750 for upgrading the Town Office computer*
46 *workstations.*

1 **SECOND:** Selectman Sharps
2 **VOTE:** 5-0 (All in favor)
3 **MOTION PASSED**

4
5 **VII. Social Media Policy** –TA Smith was previously asked by Selectmen to draft policy for social
6 media sites, as town does not have policy on usage. Selectmen DeWolfe thought the policy
7 would be great for informational purposes. Chairman Newton expressed the importance of
8 social media policy, like having “insurance.”

9
10 **MOTION:** Selectman DeWolfe
11 *To approve the social media policy.*
12 **SECOND:** Selectman Barney
13 **VOTE:** 4-1 (Vice Chairman Lamos voted “nay”)
14 **MOTION PASSED**

15
16
17 **VIII. Health Officer appointment** – TA Smith had previously offered to take on the position due
18 to time constraints for Chairman Newton. Application for appointment to be sent to NH
19 Division of Public Health Services. Expectations new appointment can begin in December.

20
21 **MOTION:** Selectman DeWolfe
22 *To appoint Town Administrator Smith as the Health Officer.*
23 **SECOND:** Selectman Sharps
24 **VOTE:** 5-0 (All in favor)
25 **MOTION PASSED**

26
27 **IX. Select Board Items** – Selectman Sharps gave the Board of Selectmen an update from the on
28 goings at the Ashland Planning Board.

29
30 **X. Ashland Zoning Board of Adjustment** – TA Smith explained to the Board how the ZBA
31 has a pending application and had no Chairman to appoint Alternate Alan Cilley to full
32 member of the ZBA. Board had a general discussion about the need to fill the remaining
33 positions.

34
35 **MOTION:** Selectman DeWolfe
36 *To appoint Alan Cilley as a full member of the Ashland Zoning Board of Adjustment.*
37 **SECOND:** Selectman Barney
38 **VOTE:** 5-0 (All in favor)
39 **MOTION PASSED**

1 **XI. Non-public sessions**

2
3 **MOTION:** Selectman Sharps
4 *To enter nonpublic session under RSA 91-A;3, II (a).*

5 **SECOND:** Selectman DeWolfe

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

7 **MOTION PASSED**

8 Board of Selectmen entered nonpublic session at 7:16 PM. Board reconvened at 7:32 PM and
9 announced Chief Heath on call pay - \$25/night.

10
11 **MOTION:** Selectman DeWolfe
12 *To enter nonpublic session under RSA 91-A;3, II (a).*

13 **SECOND:** Selectman Sharps

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

15 **MOTION PASSED**

16 Board of Selectmen entered nonpublic session at 7:33 PM. Board reconvened at 7:39 PM and
17 announced Chief Randall plans to retire June 30, 2019.

18
19 **MOTION:** Selectman Sharps
20 *To enter nonpublic session under RSA 91-A;3, II (c).*

21 **SECOND:** Selectman Barney

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

23 **MOTION PASSED**

24 Board of Selectmen entered nonpublic session at 7:44 PM. Board reconvened at 7:55 PM.
25 Minutes were sealed.

26
27 **MOTION:** Selectman Sharps
28 *To enter nonpublic session under RSA 91-A;3, II (c).*

29 **SECOND:** Vice Chairman Lamos

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

31 **MOTION PASSED**

32 Board of Selectmen entered nonpublic session at 7:56 PM. Board reconvened at 8:00 PM and
33 announced, a letter to be sent to property owner on N. Ashland Rd. about living arrangement
34 in RV.

35
36 **XII.** Board of Selectmen adjourned their meeting at 8:01 PM. The minutes for this meeting were
37 transcribed by Town Administrator Charles Smith on November 6, 2018.
38
39
40