

**TOWN OF ASHLAND
BOARD OF SELECTMEN
PUBLIC HEARING AND REGULAR MEETING
MONDAY, JANUARY 7TH at 6:30 PM
ASHLAND ELEMENTARY SCHOOL LIBRARY**

- I. PLEDGE OF ALLEGIANCE**
- II. PUBLIC HEARING**
 - a. At precisely 6:30 p.m. the Board of Selectmen will open the public hearing on the special warrant article that requires a bond; the Thompson Street, Smith Hill Road, and High Street, road and utility reconstruction project.
- III. CALL TO ORDER**
- IV. PUBLIC COMMENT (Agenda items only)**
- V. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 12/17, 12/27
- VI. NEW BUSINESS**
 - a. Selection of consultant for Harvey Estates CDBG grant
- VII. OLD BUSINESS**
- VIII. SELECTBOARD ITEMS**
- IX. PUBLIC COMMENT (Agenda items only)**
- X. SIGNATURE FILE**
- XI. NON-PUBLIC SESSION**
 - a. Pursuant to RSA 91-A: 3, II (a)

Posted on 1/4/2019 at the Town Office building and town website

The Ashland Board of Selectmen reserve the right to enter nonpublic session when necessary according to the provisions of RSA 91-A. Any person with a disabling condition who wishes to attend this public meeting and needs to be provided reasonable accommodations to participate, please contact the Ashland Town Office at 603-968-4432 so accommodations can be made. It is asked that such requests be made with prior notice.

1 ASHLAND BOARD OF SELECTMEN
2 MEETING MINUTES
3 MONDAY, DECEMBER 17th, 2018
4 ASHLAND ELEMENTARY SCHOOL LIBRARY
5 6:30 PM
6

7 I. CALL TO ORDER
8

9 Chairman Newton called the meeting to order at 6:30 PM with Selectmen – Fran Newton,
10 Harold Lamos, Kathleen DeWolfe, and Casey Barney, all present, Selectman Leigh Sharps
11 was absent with advanced noticed. Others present: Town Administrator Charles Smith.
12

13 II. APPROVAL OF MINUTES
14

15 MOTION: Selectman DeWolfe
16 *To approve the Board of Selectmen meeting minutes from December 3rd, 2018.*

17 SECOND: Selectman Barney

18 VOTE: 4-0 (All in favor)

19 MOTION PASSED
20

21 MOTION: Selectman DeWolfe

22 *To approve the Board of Selectmen meeting minutes from December 12th, 2018.*

23 SECOND: Chairman Newton

24 DISCUSSION: Selectman Lamos requested a change to line #11 the word “early” as
25 the meeting did not start until 12:30 P.M.

26 VOTE: 2-0-2 (All in favor – Lamos and Barney abstained; not present for meeting)

27 MOTION PASSED
28

29 III. NEW BUSINESS

- 30 a. **2019 Town Warrant Articles and Default Budget** – Town Administrator Smith
31 presented to the Board of Selectmen a draft of 2019’s town warrant and default
32 budget. The Board of Selectmen reviewed the warrant articles, excluding petition
33 warrant articles as those aren’t due until January 8th. TA Smith mentioned how many
34 of the requested monetary articles are carried over from last years warrant.
35 Department Heads explained the need for continued funding of the Capital Reserve
36 Funds (CRF). New articles proposed at the meeting were;
- 37 i. Capital infrastructure needs at the Transfer Station; a new truck scale, structure
38 for storage, and compact containers, these appropriation requests also ask for
39 the amount to come from unassigned fund balance and won’t have taxation.
 - 40 ii. To prepare for the next town wide property revaluation a new CRF has been
41 requested to be on the warrant, request appropriation is \$20,000. Board
42 reduced the line item in the budget that funds the revaluation from \$33,000 to
43 the requested amount. Tax impact would be a \$13,000 reduction.
 - 44 iii. Board was presented an article to change the Building Maintenance and
45 Repair Fund to the “Building Maintenance and Grounds Capital Reserve

- 1 Fund.” Requested change would allow the Board to expend CRF on town
2 buildings and land.
- 3 iv. Contingency fund; this warrant article would only be legal for one calendar
4 year and to be continued it would take a revote of the legislative body. If
5 approved, the article would allow for the requested appropriation to be transfer
6 from the unassigned fund balance and be used for unanticipated expenses. If
7 the appropriation wasn’t completely used the remaining balance would lapse
8 back into the general fund.
- 9 v. Default Budget – the Board of Selectmen scheduled a meeting on December
10 27th at 12PM in the Town Office to discuss the default budget and continue
11 discussion about the warrant articles.

12
13 **IV. OLD BUSINESS**

- 14 a. **Town Administrator updates** – general update report from the town departments for
15 the month of November was discussed with the Board of Selectmen.
- 16 b. **Project List** – updates on Board of Selectmen projects.
- 17 i. NHDOT – TAP grant; TA and DPW Director me with KV Partners and
18 NHDOT District 3 about the engineering design for the sidewalk project on
19 Rt. 3.
- 20 ii. Ashland Properties/L.W. Packard Mill Site – town was awarded a \$12,000
21 feasibility grant from CDFA to study potential use of the property.
- 22 iii. LCHIP grant (Town Office building) – an extension to complete the study was
23 requested and agreed to by LCHIP.
- 24 iv. Building Permit fees – the Planning Board agreed to a joint meeting with the
25 Selectmen about the potential increase to fees.
- 26 v. Solar Energy – ReVision Energy attend a recent Board meeting and discussed
27 the benefits of solar energy.

28 **V. SELECTBOARD ITEMS**

- 29 a. **Town counsel support** – before discussion on the topic began, Chairman Newton
30 immediately recused herself. TA Smith mention how the town faces litigation on a
31 “right-to-know” claim and two Selectmen received dismissal claims. TA Smith asked
32 for a vote from remaining Board members on legal support for their fellow board
33 members.

34
35 **MOTION:** Selectman DeWolfe

36 *To continue support per legal advice until further notice.*

37 **SECOND:** Selectman Barney

38 **VOTE:** 2-0-1 (Vice Chairman Lamos abstained)

39 **DISCUSSION:** Selectman Barney felt support should be regardless on who the
40 litigation is against. We should stand by our public officials or else nobody might run
41 for public office if we decided against support. Selectman DeWolfe concurred with
42 Selectman Barney.

43 **MOTION PASSED**
44

- 1 b. **Lakes Region Planning Commission (LRPC) memo to Federal Communication**
2 **Commission (FCC)** – LPRC requested support from the town in sending a memo to
3 FCC about correcting the 4G LTE cell service coverage maps in the Lakes Region.
4 Board agreed to the memo and signed.
5 c. **Christmas Night in Ashland** – the Selectmen thanked all those involved that helped
6 with this wonderful event.
7 d. Board requested the Town Administrator send a memo/email to the Ashland 150th
8 Committee about end of year activities for the committee.
9 e. “Restoration of Books” encumbrance; board voted to encumber \$2,000 for the
10 restoration of historic books in the town office. Town Clerk provided the board an
11 invoice to restore the books.
12

13 **MOTION:** Selectman DeWolfe

14 *To encumber \$2,000 from line item 01-4130-10-611 for the restoration of books.*

15 **SECOND:** Selectman Barney

16 **VOTE:** 4-0 (All in favor)

17 **MOTION PASSED**

18
19 **VI. NON-PUBLIC SESSION**

20
21 **MOTION:** Selectman DeWolfe

22 *To enter nonpublic session under RSA 91-A:3, II (a).*

23 **SECOND:** Selectman Sharps

24 **VOTE:** 4-0 (All in favor)

25 **MOTION PASSED**

26 The Board of Selectmen entered nonpublic session at 7:14 P.M. and reconvened at
27 7:37 P.M. Board announced a \$1/hour salary increase for the DPW Foreman position.
28

29 **VII. Board of Selectmen adjourned their meeting at 7:38 P.M.**

30
31 *These minutes were written by Town Administrator Charles Smith on December 19, 2018.*
32
33
34

1 **DISCUSSION:** Chief Heath expressed the importance of passing the article. If the article
2 didn't pass then the fire apparatus would have to be returned and prior appropriation would be
3 lost.

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

5 **MOTION PASSED**

6
7 **ARTICLE** Public Works loader

8 To see if the town will vote to raise and appropriate the sum of Twenty-Seven Thousand
9 One Hundred Forty-Two dollars (\$27,142) for the second payment of the five-year lease
10 purchase for the Public Works loader.

11
12 **MOTION:** Selectman Sharps

13 *To recommend the lease payment for the public works loader.*

14 **SECOND:** Selectman DeWolfe

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

16 **MOTION PASSED**

17
18 **ARTICLE** Transfer station mini loader

19 To see if the town will vote to raise and appropriate the sum of Five Thousand Three
20 Hundred Ninety-One dollars (\$5,391) for the final payment of the four-year lease
21 purchase of the Transfer Station mini loader as authorized by vote on March 10, 2015.

22
23 **MOTION:** Selectman Sharps

24 *To recommend the lease payment for the transfer station mini loader.*

25 **SECOND:** Selectman DeWolfe

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

27 **MOTION PASSED**

28
29 **ARTICLE** Road Improvements CRF

30 To see if the town will vote to raise and appropriate the sum of One Hundred Thousand
31 Dollars (\$100,000) to be placed into the Road Improvements Capital Reserve Fund
32 established in 2012 for the purpose of repairing roads

33
34 **MOTION:** Selectman DeWolfe

35 *To recommend the road improvement CRF warrant article.*

36 **SECOND:** Selectman Sharps

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

38 **MOTION PASSED**

39
40 **ARTICLE** Property Tax Map (GIS) CRF

41 To see if the Town will vote to raise and appropriate the sum of Thirty-Nine Thousand
42 Three Hundred (\$39,300) to be added to the Property Tax Map CRF. This sum to come
43 from the fund balance and no amount to be raised from taxation.

44
45 **MOTION:** Selectman Sharps

46 *To recommend the property tax map CRF warrant article.*

1 **SECOND:** Selectman Lamos

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

3 **MOTION PASSED**

4
5 **ARTICLE** Fire Department CRF

6 To see if the town will vote to raise and appropriate the sum of Twenty-Five Thousand
7 Dollars (\$25,000) to be added into the Fire Department Capital Reserve Fund established
8 in 2013 for the purpose of repairing or purchasing fire department vehicles.

9
10 **MOTION:** Selectman DeWolfe

11 *To recommend the fire department CRF warrant article.*

12 **SECOND:** Selectman Sharps

13 **DISCUSSION:** Chief Heath reviewed with the Board the future capital expenditure needs of
14 the department. Funding the CRF will continue to help the infrastructure need.

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

16 **MOTION PASSED**

17
18 **ARTICLE** Public Works CRF

19 To see if the town will vote to raise and appropriate the sum of Twenty-Five Thousand
20 Dollars (\$25,000) to be added into the Department of Public Works Capital Reserve Fund
21 established in 2016 for the purpose of vehicle or equipment purchase, replacement or
22 repairs.

23
24 **MOTION:** Selectman DeWolfe

25 *To recommend the public works CRF warrant article.*

26 **SECOND:** Selectman Sharps

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

28 **MOTION PASSED**

29
30 **ARTICLE** Police Department CRF

31 To see if the town will vote to raise and appropriate the sum of Twenty-Five Thousand
32 Dollars (\$25,000) to be placed into the Police Department Capital Reserve Fund
33 established in 2013 for the purpose of repairing or purchasing Police Department
34 vehicles.

35
36 **MOTION:** Selectman Sharps

37 *To recommend the police department CRF warrant article.*

38 **SECOND:** Selectman Lamos

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

40 **MOTION PASSED**

41
42 **ARTICLE** Library CRF

43 To see if the town will vote to raise and appropriate the sum of Twenty Thousand Dollars
44 (\$20,000) to be placed in the Ashland Library Building Capital Reserve Fund, established
45 in 2015 for the purpose of purchasing, building and/or renovating a facility (including
46 furnishing and equipment) for the Ashland Town Library.

1 **MOTION:** Selectman DeWolfe
2 *To recommend the library CRF warrant article.*

3 **SECOND:** Selectman Sharps

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

5 **MOTION PASSED**

6
7 **ARTICLE** Building Maintenance CRF

8 To see if the town will vote to raise and appropriate the sum of Thousand Dollars
9 (\$5,000) to be added into the Building Maintenance and Repair Capital Reserve Fund for
10 the purpose of maintaining and repairing all Town Buildings.

11
12 **MOTION:** Selectman Lamos

13 *To recommend the building maintenance CRF warrant article.*

14 **SECOND:** Selectman Barney

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

16 **MOTION PASSED**

17
18 **ARTICLE** Emergency Management CRF

19 To see if the town will vote to raise and appropriate the sum of Two Thousand Dollars
20 (\$2,000) to be added to the Emergency Management Capital Reserve Fund for the
21 purpose of covering expenses as needed during the activation of the towns' Emergency
22 Operation Plan.

23
24 **MOTION:** Selectman Sharps

25 *To not add the emergency management CRF to the warrant.*

26 **SECOND:** Selectman DeWolfe

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

28 **MOTION PASSED**

29
30 **ARTICLE** Establish assessment CRF

31 To see if the town will authorize the establishment of a capital reserve fund to meet our
32 constitutional and statutory requirement that assessments are at full and true value at least
33 as often as every fifth year. Furthermore, to raise and appropriate the sum of \$20,000
34 towards this purpose and appoint the Selectmen as agents to expend from the fund. It is
35 anticipated that a revaluation will take place in 2024.

36
37 **MOTION:** Selectman Sharps

38 *To recommend the assessment CRF warrant article.*

39 **SECOND:** Selectman DeWolfe

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

41 **MOTION PASSED**

42 **ARTICLE** Change Building Maintenance CRF

43 To see if the town will vote to change the purpose of the existing Building Maintenance
44 and Repair Fund to the Building Maintenance and Grounds Capital Reserve Fund.

45
46 **MOTION:** Selectman Sharps

1 *To recommend the warrant article to change to the building maintenance CRF.*

2 **SECOND:** Selectman DeWolfe

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

4 **MOTION PASSED**

5
6 **ARTICLE** Transfer station truck scale

7 To see if the Town will vote to raise and appropriate the sum of Fifty-Five Thousand
8 Dollars (\$55,000) for the purpose of installing a new truck scale at the Transfer Station.
9 This sum to come from the fund balance and no amount to be raised from taxation.

10
11 **MOTION:** Selectman DeWolfe

12 *To recommend the transfer station truck scale warrant article.*

13 **SECOND:** Selectman Sharps

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

15 **MOTION PASSED**

16
17 **ARTICLE** Transfer station building structure

18 To see if the Town will vote to raise and appropriate the sum of Forty-Three Thousand
19 Four Hundred Dollars (\$43,400) for the purpose of erecting a building structure for
20 storage at the Transfer Station. This sum to come from the fund balance and no amount
21 to be raised from taxation.

22
23 **MOTION:** Selectman Lamos

24 *To recommend the transfer station building structure warrant article.*

25 **SECOND:** Selectman Barney

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

27 **MOTION PASSED**

28
29 **ARTICLE** Transfer station compact containers

30 To see if the Town will vote to raise and appropriate the sum of Seventeen Thousand
31 Five Hundred Dollars (\$17,500) for the purpose of purchasing two compact containers at
32 the Transfer Station. This sum to come from the fund balance and no amount to be raised
33 from taxation.

34
35 **MOTION:** Selectman DeWolfe

36 *To recommend the transfer station compact containers warrant article.*

37 **SECOND:** Selectman Sharps

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

39 **MOTION PASSED**

40
41 **ARTICLE** Contingency Fund

42 To see if the town will vote to establish a contingency fund for the current year for
43 unanticipated expenses that may arise and further to raise and appropriate \$25,000 to go
44 into the fund. This sum to come from fund balance and no amount to be raised from
45 taxation. Any appropriation left in the fund at the end of the year will lapse to the general
46 fund. Majority vote required

1
2 **MOTION:** Selectman Barney
3 *To recommend the contingency fund warrant article.*

4 **SECOND:** Selectman Lamos

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

6 **MOTION PASSED**

7
8 **ARTICLE** Per-diem firefighters

9 To see if the town will vote to raise and appropriate the sum of Fifty-Five Thousand
10 dollars (\$55,000) to be added to the Fire Department salary line for the purpose of
11 staffing two per diem firefighters (no benefits) during the day time at the fire station.

12
13 **MOTION:** Selectman Sharps

14 *To recommend the per diem firefighter warrant article.*

15 **SECOND:** Selectman Lamos

16 **DISCUSSION:** Chief Heath made comment to the Board of Selectmen about the need for
17 staffing the department to better respond to emergency calls. Due to limited staffing at the
18 department, there are times during the general hours (800 to 1659) that aren't responded too.

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

20 **MOTION PASSED**

21
22 **ARTICLE** Conservation Commission

23 To see if the town will reduce the Ashland Conservation Commission membership from
24 five to three.

25
26 **MOTION:** Selectman Lamos

27 *To recommend the conservation commission warrant article.*

28 **SECOND:** Selectman DeWolfe

29 **DISCUSSION:** Board members felt now might be the time to propose membership
30 reduction as the commission has not had full membership for years and has not had a quorum
31 of three for most of the calendar year.

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

33 **MOTION PASSED**

34
35 **IV. DEFAULT BUDGET**

36
37 **MOTION:** Selectman Lamos

38 *To recommend the Executive default budget at \$166,527.*

39 **SECOND:** Selectman Barney

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

41 **MOTION PASSED**

42
43 **MOTION:** Selectman Sharps

44 *To recommend the Election & Registration default budget at \$37,827.*

45 **SECOND:** Selectman Lamos

1 **VOTE:** 5-0 (All in favor)
2 **MOTION PASSED**
3
4 **MOTION:** Selectman Lamos
5 *To recommend the Financial default budget at \$96,366.*
6 **SECOND:** Selectman Barney
7 **VOTE:** 5-0 (All in favor)
8 **MOTION PASSED**
9
10 **MOTION:** Selectman Sharps
11 *To recommend the Property Tax default budget at \$22,611.*
12 **SECOND:** Selectman Lamos
13 **VOTE:** 5-0 (All in favor)
14 **MOTION PASSED**
15
16 **MOTION:** Selectman Lamos
17 *To recommend the Legal default budget at \$15,000.*
18 **SECOND:** Selectman Sharps
19 **VOTE:** 5-0 (All in favor)
20 **MOTION PASSED**
21
22 **MOTION:** Selectman Lamos
23 *To recommend the Personnel Administration default budget at \$451,743.*
24 **SECOND:** Selectman Barney
25 **VOTE:** 5-0 (All in favor)
26 **MOTION PASSED**
27
28 **MOTION:** Selectman Lamos
29 *To recommend the Land Use default budget at \$13,185.*
30 **SECOND:** Selectman Newton
31 **VOTE:** 5-0 (All in favor)
32 **MOTION PASSED**
33
34 **MOTION:** Selectman Lamos
35 *To recommend the General Government Buildings default budget at \$38,852.*
36 **SECOND:** Selectman Barney
37 **VOTE:** 5-0 (All in favor)
38 **MOTION PASSED**
39 **MOTION:** Selectman Lamos
40 *To recommend the Commentary default budget at \$50.*
41 **SECOND:** Selectman Sharps
42 **VOTE:** 5-0 (All in favor)
43 **MOTION PASSED**
44
45 **MOTION:** Selectman Sharps
46 *To recommend the Insurance default budget at \$82,031.*

1 **SECOND:** Selectman Lamos
2 **VOTE:** 5-0 (All in favor)
3 **MOTION PASSED**
4
5 **MOTION:** Selectman Lamos
6 *To recommend the Economic Development default budget at \$4.*
7 **SECOND:** Selectman Sharps
8 **VOTE:** 5-0 (All in favor)
9 **MOTION PASSED**
10
11 **MOTION:** Selectman Lamos
12 *To recommend the Police Department default budget at \$451,579.*
13 **SECOND:** Selectman Barney
14 **VOTE:** 5-0 (All in favor)
15 **MOTION PASSED**
16
17 **MOTION:** Selectman Lamos
18 *To recommend the Police Department detail default budget at \$3,230.*
19 **SECOND:** Selectman Sharps
20 **VOTE:** 5-0 (All in favor)
21 **MOTION PASSED**
22
23 **MOTION:** Selectman Sharps
24 *To recommend the Ambulance default budget at \$50,424.*
25 **SECOND:** Selectman Lamos
26 **VOTE:** 5-0 (All in favor)
27 **MOTION PASSED**
28
29 **MOTION:** Selectman Lamos
30 *To recommend the Fire Department default budget at \$247,556.*
31 **SECOND:** Selectman Barney
32 **VOTE:** 5-0 (All in favor)
33 **MOTION PASSED**
34
35 **MOTION:** Selectman Lamos
36 *To recommend the Building Inspector default budget at \$22,531.*
37 **SECOND:** Selectman Barney
38 **VOTE:** 5-0 (All in favor)
39 **MOTION PASSED**
40
41 **MOTION:** Selectman Lamos
42 *To recommend the Emergency Management default budget at \$3,000.*
43 **SECOND:** Selectman Barney
44 **VOTE:** 5-0 (All in favor)
45 **MOTION PASSED**
46

1 **MOTION:** Selectman Sharps
2 *To recommend the Public Works default budget at \$205,790.*
3 **SECOND:** Selectman Lamos
4 **VOTE:** 5-0 (All in favor)
5 **MOTION PASSED**
6
7 **MOTION:** Selectman Lamos
8 *To recommend the Highway & Streets default budget at \$209,761.*
9 **SECOND:** Selectman Barney
10 **VOTE:** 5-0 (All in favor)
11 **MOTION PASSED**
12
13 **MOTION:** Selectman Barney
14 *To recommend the Town Mechanic default budget at \$61,668.*
15 **SECOND:** Selectman Sharps
16 **VOTE:** 5-0 (All in favor)
17 **MOTION PASSED**
18
19 **MOTION:** Selectman Barney
20 *To recommend the Street Lighting default budget at \$42,000.*
21 **SECOND:** Selectman Sharps
22 **VOTE:** 5-0 (All in favor)
23 **MOTION PASSED**
24
25 **MOTION:** Selectman Barney
26 *To recommend the Transfer Station default budget at \$144,385.*
27 **SECOND:** Selectman Sharps
28 **VOTE:** 5-0 (All in favor)
29 **MOTION PASSED**
30
31 **MOTION:** Selectman Sharps
32 *To recommend the Health Officer default budget at \$2,354.*
33 **SECOND:** Selectman Barney
34 **VOTE:** 5-0 (All in favor)
35 **MOTION PASSED**
36
37 **MOTION:** Selectman Sharps
38 *To recommend the Animal Control default budget at \$1,200.*
39 **SECOND:** Selectman Barney
40 **VOTE:** 5-0 (All in favor)
41 **MOTION PASSED**
42
43 **MOTION:** Selectman Sharps
44 *To recommend the General Assistance default budget at \$26,710.*
45 **SECOND:** Selectman Barney
46 **VOTE:** 5-0 (All in favor)

1 **MOTION PASSED**

2
3 **MOTION:** Selectman Lamos
4 *To recommend the Parks & Recreation default budget at \$49,290.*

5 **SECOND:** Selectman Sharps
6 **VOTE:** 4-0-1 (Barney abstained)

7 **MOTION PASSED**

8
9 **MOTION:** Selectman Lamos
10 *To recommend the Parks & Recreation Campground default budget at \$9,938.*

11 **SECOND:** Selectman Sharps
12 **VOTE:** 4-0-1 (Barney abstained)

13 **MOTION PASSED**

14
15 **MOTION:** Selectman Lamos
16 *To recommend the Parks & Recreation Summer Program default budget at \$43,335.*

17 **SECOND:** Selectman Sharps
18 **VOTE:** 4-0-1 (Barney abstained)

19 **MOTION PASSED**

20
21 **MOTION:** Selectman Lamos
22 *To recommend the Parks & Recreation After School Program default budget at \$19,503.*

23 **SECOND:** Selectman Sharps
24 **VOTE:** 4-0-1 (Barney abstained)

25 **MOTION PASSED**

26
27 **MOTION:** Selectman Lamos
28 *To recommend the Parks & Recreation Community default budget at \$661.*

29 **SECOND:** Selectman Sharps
30 **VOTE:** 4-0-1 (Barney abstained)

31 **MOTION PASSED**

32
33 **MOTION:** Selectman Lamos
34 *To recommend the Library default budget at \$65,172.*

35 **SECOND:** Selectman Barney
36 **VOTE:** 5-0 (All in favor)

37 **MOTION PASSED**

38 **MOTION:** Selectman Lamos
39 *To recommend the Patriotic Purposes default budget at \$11,189.*

40 **SECOND:** Selectman Sharps
41 **VOTE:** 5-0 (All in favor)

42 **MOTION PASSED**

43
44 **MOTION:** Selectman Barney
45 *To recommend the Conservation Commission default budget at \$500.*

46 **SECOND:** Selectman Lamos

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

2 **MOTION PASSED**

3
4 **MOTION:** Selectman Lamos

5 *To recommend the Debt Service (Principal) default budget at \$129,331.*

6 **SECOND:** Selectman Barney

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

8 **MOTION PASSED**

9
10 **MOTION:** Selectman Lamos

11 *To recommend the Debt Service (Interest) default budget at \$54,486.*

12 **SECOND:** Selectman Barney

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

14 **MOTION PASSED**

15
16 **MOTION:** Selectman Lamos

17 *To recommend the Tax Anticipation Note default budget at \$1.*

18 **SECOND:** Selectman Barney

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

20 **MOTION PASSED**

21
22 **V. YEAR END ENCUMBRANCES**

23
24 **MOTION:** Selectman Barney

25 *To encumber funds from the fire department vehicle maintenance line (01-4220-10-450).*

26 **SECOND:** Selectman Lamos

27 **DISCUSSION:** encumbrance of funds are for service to Engine 1.

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

29 **MOTION PASSED**

30
31 **MOTION:** Selectman Barney

32 *To encumber \$1,713 from Police Department line 01-4210-10-620 for ammo purchase.*

33 **SECOND:** Selectman Lamos

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

35 **MOTION PASSED**

36
37 **VI. Board of Selectmen adjourned their meeting at 1:50 P.M.**

38
39 *These minutes were written by Town Administrator Charles Smith on December 28, 2018.*

**Donna Kerwin Lane
CDBG Consultant
60 Ragged Cove Lane
Conway, New Hampshire 03818
344-7505 cell
donnalanebdbg@roadrunner.com**

December 4, 2018

Town of Ashland - CDBG Administration
PO Box 517
20 Highland Street
Ashland, NH 03217

Dear Charlie and Select Board,

Thank you for the opportunity to submit my CDBG administrative proposal for the Harvey Heights/Ledgewood Estates CDBG Rehabilitation Project. Property improvements to include life safety improvements, energy improvements, roof replacements, etc.

Specific administrative services to include the environmental review records, maintenance of records, accounting, meetings, compliance with labor regulations, reporting and other federal adherence required by the CDBG Grant Agreement.

I have enclosed my resume outlining my 35 years of exclusive CDBG Administration. I have administered well over 200 CDBG projects, including 25+ housing rehabilitation projects similar to this project. I have also been engaged by NH Community Development Finance Authority (and prior to their Administration of CDBG, by the NH Office of State Planning) to conduct the CDBG Implementation Workshop trainings for all New Hampshire CDBG projects for over 10 years.

I believe I'm well qualified to administer your CDBG project. In addition, I am quite familiar with the project as I wrote the CDBG application for it.

Thank you for your time and consideration.

Sincerely,
Donna Lane
Donna Lane

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ADMINISTRATION PROPOSAL

I propose the administration of, in a satisfactory and proper manner, as determined and as specifically authorized by the Municipality and or Community Development Finance Authority and Community Development Block Grant regulations, that work and those activities in and with respect to the Harvey Heights/Ledgewood Estates CDBG Rehabilitation Project, as identified and more particularly described in Exhibit A of the Community Development Block Grant Agreement (proposed) between the Town of Ashland and the Community Development Finance Authority.

Specific services to include:

Maintenance/Coordination of the Environmental Review Record,
Maintenance of records (on CDBG's GMS system), including financial records,
Preparation of payment requests (claims),
Coordination of Engineer/Architect services, including contracting,
Attending meetings,
Preparation of Code of Ethics and Financial Management Plan for Town approval,
Labor compliance, including Davison-Bacon Wage Rate requirements,
Preparation and submission of semi-annual reports to CDFA,
Preparation and submission of close-out report,
Provide auditors with information and respond to any questions,
Along with any other federal adherence required by the CDBG Grant Agreement.

I have been writing applications for, and administering CDBG projects, for over 35 years in New Hampshire.

Compensation for Administration of the Project will be Fifteen Thousand Five Hundred Fifty Dollars (\$15,500) lump-sum (no additional expenses) for the complete project. This fee does not include Audit, Advertising, or Legal expenses. Services will be billed, not more often than monthly, and will reflect work performed for that period.

Submitted,

Donna Lane

Donna Lane

CDBG Consultant

60 Ragged Cove Lane

Conway, New Hampshire 03818

(603)344-7505

donnalanecdbg@roadrunner.com

Donna Kerwin Lane
CDBG Consultant
60 Ragged Cove Lane
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344-7505 Tel
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EDUCATION

E.D.F.P., Economic Development Finance Professional, 1995;
National Development Council
M.B.A., Plymouth State College, 1989; Magna Cum Laude.
Plymouth, New Hampshire
B.S., Niagara University, 1981; Magna Cum Laude.
Niagara University, New York

PROFESSIONAL ACTIVITY

Since 1982: **Community Development Block Grant Consultant**

Administration of over 200 CDBG completed Projects, valued at over \$100,000,000.
Responsible for financial management, federal regulation adherence, recordkeeping, and reporting of CDBG projects.

Economic Development Projects include business expansions, machinery and equipment purchases, and infrastructure improvements. Administration of Regional Development Capacity Building Projects.

Public Facilities Projects include municipal water and wastewater systems, community centers, senior centers, daycare centers, and handicap accessibility.

Housing Rehabilitation Projects include affordable housing and single family acquisition and rehabilitation, as well as infrastructure improvements in support of affordable housing.

Municipalities previously or presently contracted with to administer CDBG projects:
Belmont, Berlin, Bethlehem, Boscawen, Bradford, Brentwood, Bristol, Campton, Canaan, Charlestown, Conway, Derry, Enfield, Epping, Errol, Exeter, Franklin, Gilford, Gorham, Greenland, Haverhill, Laconia, Littleton, Madbury, Milton, Newmarket, Northfield, Bristol, Ossipee, Pittsfield, Plymouth, Rumney, Salem, Seabrook, Stratford, Tamworth, Tilton, Warner, Warren, Whitefield, Wolfeboro, Belknap County, Carroll County, Coos County, Grafton County, Hillsborough County, Rockingham County, Strafford County and Sullivan County.

Performed CDBG Training Workshop for the New Hampshire Office of State Planning in 1993 & 1994. Performed CDBG Training Workshop for Community Development Finance Authority in 2004 – 2018.