ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
THURSDAY, DECEMBER 27, 2018
ASHLAND TOWN OFFICE
12:00 PM

I. CALL TO ORDER

Chairman Newton called the meeting to order at 12:05 PM with Selectmen – Fran Newton, Harold Lamos, Kathleen DeWolfe, Casey Barney, and Leigh Sharps all present. Others present: Town Administrator Charles Smith Fire Chief Heath.

II. SUMMARY

The Board of Selectmen had this meeting to continue preparation of the 2019 town warrant, default budget, and address other items before the board. As such, the primary focus of the meeting was to determine appropriation requests for capital reserve funds (CRF), vote on warrant articles recommendations, and finalize the default budget. Consensus of the board was to reduce the CRF appropriation requests from last year. Other business that occurred before the board were votes on two-year end encumbrances.

III. WARRANT ARTICLE RECOMMENDATIONS

ARTICLE Thompson St road reconstruction project
To see if the Town will vote to raise and appropriate the sum of $1,799,420 for the purpose of a road and utility reconstruction project on Thompson Street, High Street, and Smith Hill Road, and to authorize the issuance of not more than $1,799,420 of bonds or notes in accordance with the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; 3/5 ballot vote required.

MOTION: Selectman DeWolfe
To recommend the Thompson St road reconstruction project bond article.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

ARTICLE Lease payment fire apparatus
To see if the town will vote to raise and appropriate the sum of One Hundred Seven Thousand Seven Hundred Eight Nine dollars ($107,789) for the second-year payment of the four-year lease purchase agreement for the Fire Department fire engine as authorized by vote on March 14, 2017.

MOTION: Selectman Sharps
To recommend the lease payment for the fire apparatus.
SECOND: Selectman DeWolfe
DISCUSSION: Chief Heath expressed the importance of passing the article. If the article didn’t pass then the fire apparatus would have to be returned and prior appropriation would be lost.

VOTE: 5-0 (All in favor)

MOTION PASSED

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

MOTION: Selectman Sharps
To recommend the lease payment for the public works loader.
SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)

MOTION PASSED

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

MOTION: Selectman Sharps
To recommend the lease payment for the transfer station mini loader.
SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)

MOTION PASSED

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

MOTION: Selectman DeWolfe
To recommend the road improvement CRF warrant article.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)

MOTION PASSED

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

MOTION: Selectman Sharps
To recommend the property tax map CRF warrant article.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman DeWolfe
To recommend the fire department CRF warrant article.
SECOND: Selectman Sharps
DISCUSSION: Chief Heath reviewed with the Board the future capital expenditure needs of the department. Funding the CRF will continue to help the infrastructure need.
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman DeWolfe
To recommend the public works CRF warrant article.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Sharps
To recommend the police department CRF warrant article.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

ARTICLE Library CRF
To see if the town will vote to raise and appropriate the sum of Twenty Thousand Dollars ($20,000) to be placed in the Ashland Library Building Capital Reserve Fund, established in 2015 for the purpose of purchasing, building and/or renovating a facility (including furnishing and equipment) for the Ashland Town Library.
MOTION: Selectman DeWolfe
To recommend the library CRF warrant article.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Lamos
To recommend the building maintenance CRF warrant article.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Sharps
To not add the emergency management CRF to the warrant.
SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Sharps
To recommend the assessment CRF warrant article.
SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Sharps
To recommend the warrant article to change to the building maintenance CRF.

SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman DeWolfe
To recommend the transfer station truck scale warrant article.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Lamos
To recommend the transfer station building structure warrant article.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman DeWolfe
To recommend the transfer station compact containers warrant article.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

ARTICLE Contingency Fund
To see if the Town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate $25,000 to go into the fund. This sum to come from fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. Majority vote required
MOTION: Selectman Barney
To recommend the contingency fund warrant article.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Sharps
To recommend the per diem firefighter warrant article.
SECOND: Selectman Lamos
DISCUSSION: Chief Heath made comment to the Board of Selectmen about the need for staffing the department to better respond to emergency calls. Due to limited staffing at the department, there are times during the general hours (800 to 1659) that aren’t responded too.
VOTE: 5-0 (All in favor)
MOTION PASSED

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

MOTION: Selectman Lamos
To recommend the conservation commission warrant article.
SECOND: Selectman DeWolfe
DISCUSSION: Board members felt now might be the time to propose membership reduction as the commission has not had full membership for years and has not had a quorum of three for most of the calendar year.
VOTE: 5-0 (All in favor)
MOTION PASSED

IV. DEFAULT BUDGET

MOTION: Selectman Lamos
To recommend the Executive default budget at $166,527.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To recommend the Election & Registration default budget at $37,827.
SECOND: Selectman Lamos
MOTION: Selectman Lamos
To recommend the Financial default budget at $96,366.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To recommend the Property Tax default budget at $22,611.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Legal default budget at $15,000.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Personnel Administration default budget at $451,743.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Land Use default budget at $13,185.
SECOND: Selectman Newton
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the General Government Buildings default budget at $38,852.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Cemetery default budget at $50.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To recommend the Insurance default budget at $82,031.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Economic Development default budget at $4.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Police Department default budget at $451,579.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Police Department detail default budget at $3,230.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To recommend the Ambulance default budget at $50,424.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Fire Department default budget at $247,556.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Building Inspector default budget at $22,531.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Emergency Management default budget at $3,000.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED
MOTION: Selectman Sharps
To recommend the Public Works default budget at $205,790.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Highway & Streets default budget at $209,761.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Barney
To recommend the Town Mechanic default budget at $61,668.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Barney
To recommend the Street Lighting default budget at $42,000.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Barney
To recommend the Transfer Station default budget at $144,385.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To recommend the Health Officer default budget at $2,354.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To recommend the Animal Control default budget at $1,200.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To recommend the General Assistance default budget at $26,710.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Parks & Recreation default budget at $49,290.
SECOND: Selectman Sharps
VOTE: 4-0-1 (Barney abstained)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Parks & Recreation Campground default budget at $9,938.
SECOND: Selectman Sharps
VOTE: 4-0-1 (Barney abstained)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Parks & Recreation Summer Program default budget at $43,335.
SECOND: Selectman Sharps
VOTE: 4-0-1 (Barney abstained)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Parks & Recreation After School Program default budget at $19,503.
SECOND: Selectman Sharps
VOTE: 4-0-1 (Barney abstained)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Parks & Recreation Community default budget at $661.
SECOND: Selectman Sharps
VOTE: 4-0-1 (Barney abstained)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Library default budget at $65,172.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Patriotic Purposes default budget at $11,189.
SECOND: Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Barney
To recommend the Conservation Commission default budget at $500.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Debt Service (Principal) default budget at $129,331.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Debt Service (Interest) default budget at $54,486.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Lamos
To recommend the Tax Anticipation Note default budget at $1.
SECOND: Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

V. YEAR END ENCUMBRANCES

MOTION: Selectman Barney
To encumber funds from the fire department vehicle maintenance line (01-4220-10-450).
SECOND: Selectman Lamos
DISCUSSION: encumbrance of funds are for service to Engine 1.
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Barney
To encumber $1,713 from Police Department line 01-4210-10-620 for ammo purchase.
SECOND: Selectman Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

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

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