I. CALL TO ORDER

Selectman Frances Newton called the meeting to order at 6:30 P.M. with a roll call vote; Selectmen Leigh Sharps, Kathleen DeWolfe, Casey Barney, and Eli Badger all signified they were present. Also present for this meeting was Town Administrator Charles Smith.

II. NON-PUBLIC SESSION

MOTION: Selectman Sharps
To enter nonpublic session under RSA 91-A:3, II (a).
SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)
MOTION PASSED

Board of Selectmen entered nonpublic session at 6:34 p.m. and reconvened at 6:40 p.m. After reconvening Selectman Sharps made the following motion:

MOTION: Selectman Sharps
To appoint Charles Smith as the interim Town Manager pending contract negotiations.
SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)
MOTION PASSED

III. SELECTBOARD ITEMS – the Selectmen reorganized following the Tuesday, March 12th, 2019 town vote.

MOTION: Selectman Sharps
To appoint Selectman Frances Newton as the Chairman of the Board.
SECOND: Selectman DeWolfe
VOTE: 5-0 (All in favor)
MOTION PASSED

MOTION: Selectman Sharps
To appoint Selectman Kathleen DeWolfe as Vice Chairman of the Board.
SECOND: Selectman Badger
VOTE: 5-0 (All in favor)
MOTION PASSED
MOTION: Chairman Newton

To appoint Selectman Eli Badger as the Selectmen ex officio to the Ashland Budget Committee.

SECOND: Selectman Sharps

VOTE: 5-0 (All in favor)

MOTION PASSED

MOTION: Selectman Sharps

To appoint Selectman Casey Barney as the Select Board Alternate ex officio to the Ashland Budget Committee.

SECOND: Chairman Newton

VOTE: 5-0 (All in favor)

MOTION PASSED

MOTION: Selectman Sharps

To appoint Selectman Kathleen DeWolfe as the Ex Officio member to the Ashland Planning Board.

SECOND: Selectman Badger

VOTE: 5-0 (All in favor)

MOTION PASSED

MOTION: Selectman Sharps

To appoint Chairman Newton as the Alternate Ex Officio member to the Ashland Planning Board.

SECOND: Selectman DeWolfe

VOTE: 5-0 (All in favor)

MOTION PASSED

MOTION: Selectman Sharps

To appoint Chairman Newton as the representative to the Ashland Economic Development Committee.

SECOND: Selectman Badger

VOTE: 5-0 (All in favor)

MOTION PASSED

Squam Lake Watershed and Solar Energy – consensus of the Board agreed to Selectman Sharps being the point person on solar energy projects and as the liaison to Squam Lake Watershed.
IV. APPROVAL OF MINUTES

MOTION: Selectman DeWolfe
   To approve the Board of Selectmen meeting minutes from March 4th, 2019.

SECOND: Selectman Sharps

DISCUSSION: Selectman Badger clarified the reference about RSA 674. Selectman DeWolfe added to the minutes her overview of the PRLAC meeting she attended on February 25th

VOTE: 3-0-1 (Chairman Newton abstained; absent for meeting)

MOTION PASSED

V. NEW BUSINESS

a. Warren Street Architects – Board members were presented a scope of work from Warren Street Architects for a study to be done on the future use of the L.W. Packard Mill building. Focus of the scope of services are not to exceed $10,000 and include planning, design assistance including architecture, structural, mechanical and electrical engineering. Funding for the scope of work is from a previously awarded CDFA feasibility grant. Total award for the grant was $12,000 with $2,000 to be expended for a grant administrator.

MOTION: Selectman DeWolfe
   To hire Warren Street Architects for the feasibility grant to study the L.W. Packard Mill building.

SECOND: Selectman Sharps

VOTE: 5-0 (All in favor)

MOTION PASSED

b. Melanson Heath – accounting firm, who has conducted the town financial audit for the previous three years forwarded an engagement letter to the Board for completing the 2018 town audit. Melanson Heath also completes the financial audit for the town enterprise funds (Water & Sewer, Electric). Estimated fee for the town audit is $15,000.

MOTION: Selectman DeWolfe
   To hire Melanson Heath to complete the 2018 town financial audit.

SECOND: Selectman Sharps

VOTE: 5-0 (All in favor)

MOTION PASSED

c. Commerford, Nieder, Perkins (CNP) appraisal and assessment services – CNP is the town vendor for property assessing. CNP submitted two contracts for upcoming services; first being a calendar year contract, second a three-year contract (2019-2021). Both have escape clauses. CNP assessing rates are to stay the same in 2019. Current rates are $90/hour for assessing and $56 for pickups (new property value changes). Pickups in 2020 and 2021 will increase to $57. Per state law towns are required to
assess property values. CNP’s contract was previously submitted to State of New Hampshire Department of Revenue Administration (DRA) for review. DRA recommended two changes; 1) adding intermediate dates for completion of certain service, 2) provide a list of the personnel and their DRA certified designation prior to starting the project. Both are to be considered in new agreement.

d. **MOTION**: Selectman DeWolfe  
*To hire Commerford, Nieder, Perkins (CNP) for assessment services.*  
**SECOND**: Selectman Sharps  
**VOTE**: 5-0 (All in favor)  
**MOTION PASSED**

VI. **OLD BUSINESS** – Town Manager updated the Board of Selectmen with ongoing projects. As part of the list was building permit fees. Board members agreed to schedule the public hearing to update the fees prior to their April 1\(^{st}\), 2019 meeting. Hearing to start at 6 p.m. in the Ashland Elementary School library.

VII. **SELECTBOARD ITEMS**

a. **Whipple House lease agreement** – the Board of Selectmen did not agree with the proposed revisions from the Ashland Historical Society for the new lease agreement for the Whipple House. The Board requested the Town Manager write a memo to AHS about this disagreement and to set a 30-day timeframe on coming to an agreement.

b. **Ashland 150\(^{th}\) Celebration and fiscal agents** – at a previous Board meeting the Town Manager was asked to follow up with legal counsel about new information from the Ashland Historical Society with them setting up the account for the 150\(^{th}\) Celebration. Question posed was whether this development established them as fiscal agents? Board agreed to allow Town Manager Smith to read the legal opinion, which in summary, did not change the previous opinion – the donations/funds needed to be accounted for as town funds. Board agreed to forward the email to the Ashland 150\(^{th}\) Celebration Chairman and voted to dissolve the 150\(^{th}\) committee and retain the committee minutes on the town website; minutes to be retained under RSA 33-A; 3 (a).

**MOTION**: Selectman DeWolfe  
*To dissolve the 150\(^{th}\) Committee and retain the minutes.*  
**SECOND**: Selectman Sharps  
**VOTE**: 5-0 (All in favor)  
**MOTION PASSED**

c. Town Manager Smith announced the hiring of the towns’ new Finance Officer/HR Coordinator Robyn Pallis.
d. **Preservation Easement application** – the town received a preservation easement application from a property owner of a historical agricultural structure. The Board has 60 days to respond to the application (RSA 79-D), which in exchange for a tax break the owner of the property agrees that it will maintain property and grant the municipality an easement that restricts the property owner to change or develop the property. Board of Selectmen are to make a final decision on the application at their April 1st, 2019 meeting.

VIII. **NON-PUBLIC SESSION**

**MOTION:** Selectman Sharps

*To enter nonpublic session under RSA 91-A;3, II (b).*

**SECOND:** Selectman DeWolfe

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

**MOTION PASSED**

Board of Selectmen entered nonpublic session at 7:25 p.m. and reconvened at 7:51 p.m. After reconvening Selectman DeWolfe made a motion to hire a new police officer Elizabeth Scrafford. Board also agreed to make a conditional offer to a second police officer.

IX. Board of Selectmen adjourned their meeting at 7:52 p.m.

*Town Manager Charles Smith wrote these meeting minutes on March 19, 2019.*