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**ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, JUNE 3, 2019
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:30 PM**

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I. CALL TO ORDER

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Chairman Newton called the Board of Selectmen meeting to order at 6:30 p.m. with a roll call; Vice Chairman Kathleen DeWolfe, Selectman Casey Barney, Selectman Eli Badger, and Selectman Leigh Sharps were all present. Town Manager Charles Smith was also in attendance.

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II. PUBLIC COMMENT

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- a. Katie Maher – made a comment about the historical importance of the Whipple House and Whitten House. Katie Maher said these assets should be appraised so the public knows their value.
 - b. Susan MacLeod – commented about the use of the Whipple House and the process of disbursing town property (Whipple House).

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III. APPROVAL OF MINUTES

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MOTION: Vice Chairman DeWolfe

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To approve the Board of Selectmen meeting minutes from May 9, 2019.

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SECOND: Selectman Badger

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DISCUSSION: N/A

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VOTE: 3-0-2 (Selectmen Sharps and Barney abstained – absent for meeting)

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MOTION PASSED

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MOTION: Vice Chairman DeWolfe

To approve the Board of Selectmen meeting minutes from May 16, 2019 as written.

SECOND: Selectman Sharps

VOTE: 4-0-1 (Selectman Barney abstained – absent for meeting)

MOTION PASSED

MOTION: Vice Chairman DeWolfe

To approve the Board of Selectmen meeting minutes from May 20, 2019.

SECOND: Selectman Sharps

VOTE: 4-0-1 (Chairman Newton abstained – absent for meeting)

MOTION PASSED

1 **MOTION:** Vice Chairman DeWolfe

2 *To approve the Board of Selectmen meeting minutes from May 23, 2019.*

3 **SECOND:** Selectman Sharps

4 **VOTE:** 4-0-1 (Selectman Barney abstained – absent for meeting)

5 **MOTION PASSED**

6 **IV. NEW BUSINESS**

- 7 a. **Posting pursuant to 91-A;** Vice Chairman DeWolfe presented to the Selectmen
8 policy about posting for public meetings. Vice Chairman DeWolfe recommended
9 meetings be posted on the town website, town office bulletin board and another public
10 place. Selectman Sharps countered the policy by conferring that policy was already
11 written through the state law. Selectman Barney clarified for others by suggesting the
12 board was adopting a procedure not policy.

13
14 **MOTION:** Vice Chairman DeWolfe

15 *To implement a procedure which public bodies in the Town of Ashland post their*
16 *meetings on the town website, town office, and various public places.*

17 **SECOND:** Selectman Sharps

18 **VOTE:** 5-0

19 **MOTION PASSED**

- 20
21 b. **Ashland Historical Society – Whipple House lease agreement**

- 22 i. Vice Chairman DeWolfe opened the conversation about the Whipple House
23 lease agreement with a historical overview on how the town acquired the
24 property and agreed to a lease. In 1970 the Town accepted the property and
25 established the Ashland Historical Commission to supervise the property. A
26 lease agreement with the Ashland Historical Society (AHS) was approved in
27 1976 and has stayed in effect since. From government structure changes in
28 2015 when the town created a Heritage Commission, the Board of Selectmen
29 started the process to amend the lease agreement, in part the Ashland
30 Historical Commission as the overseer of the property no longer existed.
31 Overall, concerns of the Board have been maintenance issues with the
32 building. Board proposed a new lease at the end of 2018, which has not yet
33 been signed by AHS, as they have concerns with the restrictions around
34 “corporate use” of the expenditures from the subtenant rent. Selectmen have
35 preferred the rental income be expended on the upkeep of the building,
36 whereas AHS claim’s their corporate uses have expanded since 1976, and they
37 should not be limited to repairs and improvements. Selectmen determined the
38 new proposed lease from AHS should be sent to legal counsel for review with
39 the expectations a vote on the new lease agreement could occur at their next
40 meeting.

1 c. **Ashland 4th of July updates** – with the event approaching next month Kendall
2 Hughes updated the Selectmen on the upcoming events, activities and food vendors.
3 Event starts on July 3rd and ends on the 4th.
4

5 d. **CDBG Admin policy** – LedgeWood/Harvey Estates project

6 i. **Financial Management Plan**; the Selectmen adopted policy for the CDBG
7 grant for rehabilitating the Harvey Heights Apartments. Policy illustrates how
8 the town shall administer the incoming funds.

9 **MOTION:** Vice Chairman DeWolfe

10 *To adopt the Ashland Financial Management Plan for the CDBG project.*

11 **SECOND:** Selectman Sharps

12 **VOTE:** 5-0

13 **MOTION PASSED**
14

15 ii. **Ashland 504 Self-Evaluation Plan for Handicap Accessibility** – adoption of
16 the policy is to comply with Section 504 of the Rehabilitation Act of 1973 and
17 the Americans with Disability Act. Both are requirements for the CDBG
18 program grant.
19

20 **MOTION:** Selectman Sharps

21 *To adopt the Town of Ashland 504 Self-Evaluation Plan for Handicap*
22 *Accessibility.*

23 **SECOND:** Selectman Barney

24 **VOTE:** 5-0

25 **MOTION PASSED**
26

27 e. **Ashland Water and Sewer**

28 i. **Septage Receiving Project** – the original NHDES State Revolving Fund loan
29 agreement for \$1.5M was not enough to cover the construction of the septage
30 receiving station at \$1.9M. In anticipation of the cost overage the Water and
31 Sewer Commissioners submitted a warrant article for an additional \$500,000
32 that was approved by the town in 2019. Selectmen agreed to request this
33 additional funding with SRF.
34

35 **MOTION:** Vice Chairman DeWolfe

36 *To request that the SRF loan for the Water and Sewer headworks/septage*
37 *receiving station be amended to \$2,000,000.*

38 **SECOND:** Selectman Badger

39 **VOTE:** 5-0

40 **MOTION PASSED**
41

42 ii. **Septage Receiving Project extension** – completion of the project needs to be
43 extended from the original completion date of June 2nd to November 2019.
44 Town to ask NHDES for approval to extend the date.
45

46 **MOTION:** Vice Chairman DeWolfe

1 *To request from NHDES/SRF lending that the project completion for the*
2 *Headworks & Septage Receiving project be extended.*

3 **SECOND:** Selectman Barney

4 **VOTE:** 5-0

5 **MOTION PASSED**

- 6
7 iii. **Update designation authority for Clean Water State Revolving Fund**
8 **asset management plan** – request updates the signee with NHDES/CWSRF
9 on the plan, as prior signee was the Water and Sewer Commissioners.

10
11 **MOTION:** Selectman Sharps

12 *To designate the Town Manager as the signee for the SRF Asset Management*
13 *Plan.*

14 **SECOND:** Vice Chairman DeWolfe

15 **VOTE:** 5-0

16 **MOTION PASSED**

- 17
18 iv. **Clean Water State Revolving Fund pre applications** – Selectmen were
19 presented with two CWSRF applications for lending towards completing a
20 facility analysis and energy audit on the facility.

- 21 1. **Facility analysis** – this application was previously submitted by the
22 Commissioners but was removed from the town warrant. Application
23 is for \$75K, no taxation involved, and has 100% principal forgiveness
24 up to the \$75K. Purpose of the loan will be to analyze the town
25 lagoons.

26
27 **MOTION:** Selectman Sharps

28 *To submit a pre-application to NHDES/CWSRF for a facility analysis*
29 *of the town lagoons.*

30 **SECOND:** Badger

31 **VOTE:** 5-0

32 **MOTION PASSED**

- 33
34 2. **Energy Audit Measure Implementation** – in 2016 the town had a
35 preliminary energy evaluation report on the lagoon facilities
36 completed. Application for funds will help implement the
37 recommendations from the report by Process Energy Services.
38 Request with CWSRF is for \$105K, has 50% principal forgiveness,
39 and no taxation.

1 **MOTION:** Selectman Sharps
2 *To submit a pre-application to NHDES/CWSRF for a \$105,000 loan*
3 *that will measure energy efficiency at the wastewater treatment*
4 *facility.*
5 **SECOND:** Badger
6 **VOTE:** 5-0
7 **MOTION PASSED**

8 **V. SELECTBOARD ITEMS**

- 9 a. **Ashland Heritage Commission appointment** – Susan and John Harville were
10 appointed.

11
12 **MOTION:** Vice Chairman DeWolfe
13 *To appoint Susan Harville to the Ashland Heritage Commission for a two-year term.*
14 **SECOND:** Selectman Sharps
15 **VOTE:** 5-0
16 **MOTION PASSED**

17
18 **MOTION:** Vice Chairman DeWolfe
19 *To appoint John Harville to the Ashland Heritage Commission for a one-year term.*
20 **SECOND:** Selectman Sharps
21 **VOTE:** 5-0
22 **MOTION PASSED**

- 23
24 b. **Memorial Park Trustee** – Mark Liebert was reappointed as a Memorial Park
25 Trustee.

26 **MOTION:** Vice Chairman DeWolfe
27 *To appoint Mark Liebert as a Memorial Park Trustee for a three-year term.*
28 **SECOND:** Selectman Sharps
29 **VOTE:** 5-0
30 **MOTION PASSED**

- 31
32 c. **Squam Lake Watershed** – Selectman Sharps gave an update about the Squam River
33 Watershed.

34
35 **VI. NONPUBLIC SESSIONS**

- 36
37 a. Pursuant to RSA 91-A; 3 II (a) the Board of Selectmen entered nonpublic session at
38 7:57 p.m. and reconvened at 8:06 p.m. then announced that Lt. Ulwick and the Board
39 agreed to a contract for the Police Chief position effective June 23rd.
40
41 b. Pursuant to RSA 91-A; 3, II (a) the Board reentered nonpublic session at 8:09 p.m.
42 then reconvened at 8:16 p.m. Board announced Charles Smith has been appointed to
43 the Town Manager position, removing the interim status, and agreed to a three-year
44 contract.

1 **VII.** After the nonpublic session Chairman Newton read the following statement: “*After the March*
2 *election, the board appointed Charlie Smith as our interim Town Manager. Since that time,*
3 *we have worked diligently with Charlie during the transition, including meeting every week in*
4 *extra work sessions. He has worked with all the utility departments reviewing and analyzing*
5 *financials, management, contracts, personnel and usage rates. At the same time, the board*
6 *developed a new job description and are in the process of developing detailed evaluation*
7 *criteria. Given all the work that Charlie has put into and being very satisfied with what he*
8 *has accomplished to date, we feel very confident that he will be able to successfully fulfill the*
9 *role of Town Manager for the Town of Ashland. We have reviewed and approved his contract*
10 *and are happy to announce that we have appointed him as Town Manager and are prepared*
11 *to sign a three-year contract tonight. Please join us in officially welcoming Charlie to this*
12 *new role.*

13
14 **VIII.** Board of Selectmen adjourned their meeting at 8:18 p.m.

15
16 *Town Manager Charles Smith wrote these meeting minutes on June 4, 2019.*