I. CALL TO ORDER
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.

II. PUBLIC COMMENT
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).

III. APPROVAL OF MINUTES
MOTION: Vice Chairman DeWolfe
To approve the Board of Selectmen meeting minutes from May 9, 2019.
SECOND: Selectman Badger
DISCUSSION: N/A
VOTE: 3-0-2 (Selectmen Sharps and Barney abstained – absent for meeting)
MOTION PASSED

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
MOTION: Vice Chairman DeWolfe
To approve the Board of Selectmen meeting minutes from May 23, 2019.
SECOND: Selectman Sharps
VOTE: 4-0-1 (Selectman Barney abstained – absent for meeting)
MOTION PASSED

IV. NEW BUSINESS

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

MOTION: Vice Chairman DeWolfe
To implement a procedure which public bodies in the Town of Ashland post their meetings on the town website, town office, and various public places.
SECOND: Selectman Sharps
VOTE: 5-0
MOTION PASSED

b. Ashland Historical Society – Whipple House lease agreement
   i. Vice Chairman DeWolfe opened the conversation about the Whipple House lease agreement with a historical overview on how the town acquired the property and agreed to a lease. In 1970 the Town accepted the property and established the Ashland Historical Commission to supervise the property. A lease agreement with the Ashland Historical Society (AHS) was approved in 1976 and has stayed in effect since. From government structure changes in 2015 when the town created a Heritage Commission, the Board of Selectmen started the process to amend the lease agreement, in part the Ashland Historical Commission as the overseer of the property no longer existed. Overall, concerns of the Board have been maintenance issues with the building. Board proposed a new lease at the end of 2018, which has not yet been signed by AHS, as they have concerns with the restrictions around “corporate use” of the expenditures from the subtenant rent. Selectmen have preferred the rental income be expended on the upkeep of the building, whereas AHS claim’s their corporate uses have expanded since 1976, and they should not be limited to repairs and improvements. Selectmen determined the new proposed lease from AHS should be sent to legal counsel for review with the expectations a vote on the new lease agreement could occur at their next meeting.
c. **Ashland 4th of July updates** – with the event approaching next month Kendall Hughes updated the Selectmen on the upcoming events, activities and food vendors. Event starts on July 3rd and ends on the 4th.

d. **CDBG Admin policy** – Ledgewood/Harvey Estates project
   i. **Financial Management Plan**; the Selectmen adopted policy for the CDBG grant for rehabilitating the Harvey Heights Apartments. Policy illustrates how the town shall administer the incoming funds.

   
   **MOTION:** Vice Chairman DeWolfe
   To adopt the Ashland Financial Management Plan for the CDBG project.
   **SECOND:** Selectman Sharps
   **VOTE:** 5-0
   **MOTION PASSED**

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

   
   **MOTION:** Selectman Sharps
   To adopt the Town of Ashland 504 Self-Evaluation Plan for Handicap Accessibility.
   **SECOND:** Selectman Barney
   **VOTE:** 5-0
   **MOTION PASSED**

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

   
   **MOTION:** Vice Chairman DeWolfe
   To request that the SRF loan for the Water and Sewer headworks/septage receiving station be amended to $2,000,000.
   **SECOND:** Selectman Badger
   **VOTE:** 5-0
   **MOTION PASSED**

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

   
   **MOTION:** Vice Chairman DeWolfe
To request from NHDES/SRF lending that the project completion for the
Headworks & Septage Receiving project be extended.
SECOND: Selectman Barney
VOTE: 5-0
MOTION PASSED

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

MOTION: Selectman Sharps
To designate the Town Manager as the signee for the SRF Asset Management
Plan.
SECOND: Vice Chairman DeWolfe
VOTE: 5-0
MOTION PASSED

iv. Clean Water State Revolving Fund pre applications – Selectmen were
presented with two CWSRF applications for lending towards completing a
facility analysis and energy audit on the facility.
  1. Facility analysis – this application was previously submitted by the
Commissioners but was removed from the town warrant. Application
is for $75K, no taxation involved, and has 100% principal forgiveness
up to the $75K. Purpose of the loan will be to analyze the town
lagoons.

MOTION: Selectman Sharps
To submit a pre-application to NHDES/CWSRF for a facility analysis
of the town lagoons.
SECOND: Badger
VOTE: 5-0
MOTION PASSED

  2. Energy Audit Measure Implementation – in 2016 the town had a
preliminary energy evaluation report on the lagoon facilities
completed. Application for funds will help implement the
recommendations from the report by Process Energy Services.
Request with CWSRF is for $105K, has 50% principal forgiveness,
and no taxation.
MOTION: Selectman Sharps
To submit a pre-application to NHDES/CWSRF for a $105,000 loan that will measure energy efficiency at the wastewater treatment facility.
SECOND: Badger
VOTE: 5-0
MOTION PASSED

V. SELECTBOARD ITEMS
a. Ashland Heritage Commission appointment – Susan and John Harville were appointed.

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

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

b. Memorial Park Trustee – Mark Liebert was reappointed as a Memorial Park Trustee.

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

c. Squam Lake Watershed – Selectman Sharps gave an update about the Squam River Watershed.

VI. NONPUBLIC SESSIONS
a. Pursuant to RSA 91-A; 3 II (a) the Board of Selectmen entered nonpublic session at 7:57 p.m. and reconvened at 8:06 p.m. then announced that Lt. Ulwick and the Board agreed to a contract for the Police Chief position effective June 23rd.

b. Pursuant to RSA 91-A; 3, II (a) the Board reentered nonpublic session at 8:09 p.m. then reconvened at 8:16 p.m. Board announced Charles Smith has been appointed to the Town Manager position, removing the interim status, and agreed to a three-year contract.
VII. After the nonpublic session Chairman Newton read the following statement: “After the March election, the board appointed Charlie Smith as our interim Town Manager. Since that time, we have worked diligently with Charlie during the transition, including meeting every week in extra work sessions. He has worked with all the utility departments reviewing and analyzing financials, management, contracts, personnel and usage rates. At the same time, the board developed a new job description and are in the process of developing detailed evaluation criteria. Given all the work that Charlie has put into and being very satisfied with what he has accomplished to date, we feel very confident that he will be able to successfully fulfill the role of Town Manager for the Town of Ashland. We have reviewed and approved his contract and are happy to announce that we have appointed him as Town Manager and are prepared to sign a three-year contract tonight. Please join us in officially welcoming Charlie to this new role.

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

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