

**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING
MONDAY, SEPTEMBER 16, 2019
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:30 P.M.**

I. CALL TO ORDER

The Town of Ashland Board of Selectmen held a work session meeting on Monday, September 16th, 2019 at the Ashland Elementary School Library. Chairman of the Board Frances Newton called the meeting to order at 6:30 p.m. with a roll call vote; all the remaining Select Board members, Vice Chairman Kathleen DeWolfe, Selectman Eli Badger, Selectman Leigh Sharps, and Selectman Casey Barney signified they were present. Town Manager Charles Smith was also in attendance.

- II. PUBLIC HEARING** – the Board had a public hearing to discuss changing the Ashland Water Rates. The public in attendance did not comment. Town Manager Smith recommended placing a hold on voting in a new rate until the Board had a chance to review the new Asset Management Plan (AMP), analyze the rate spreadsheet and design the new water/sewer rates. Board agreed to schedule a meeting on September 23rd, 2019 at 10 a.m. in the Ashland Water & Sewer Conference room to review the AMP and design a new rate. Town Manager Smith to invite the former Water & Sewer Commissioners for their input on the AMP.

III. APPROVAL OF MINUTES

MOTION: Vice Chairman DeWolfe

To approve the meeting minutes from September 3, 2019.

SECOND: Selectman Sharps

DISCUSSION: Selectman Sharps and Vice Chairman DeWolfe had a few grammatical changes and added context to the “Select Board Items” section.

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

MOTION PASSED

IV. NEW BUSINESS

- a. **NH Department of Transportation (NHDOT) and Hoyle & Tanner** (Project #24904) Bill Saffian, P.E. Bridge Design for NHDOT along with engineers from Hoyle & Tanner gave a power point presentation about reconstructing the bridge (#076/080) along US 3/NH 25 over NH RR and Pemi River. NHDOT and Hoyle & Tanner’s presentation was the first of a few meetings to occur before this project goes to construction, which they estimate won’t be until 2023. NHDOT and Hoyle & Tanner discussed the current condition of the bridge and received feedback from the public officials present about concerns they may have, for example; emergency responses if the bridge was closed, and rerouting traffic during the project. If the bridge was closed the project could be completed in “one season” (March – November) whereas if one lane was left open the project could be completed in two seasons. Over the next 6 – 8 weeks NHDOT will publicize about another meeting where they’ll look for public feedback.
- b. **Memorandum of Understanding (MOU) with Ashland School District and Town of Ashland** – Ashland Fire Chief Heath presented an MOU for the Board to review. Purpose of the MOU was for the Town to use the Ashland Elementary School as a mass care shelter.

1 MOU had not been reviewed since 2012 and is part of the town's emergency operations plan.
2 School Board to review and sign before final Board approval.

3 i. **Emergency Operations Plan (EOP)** – as part of the EOP is the Emergency Staff
4 Functions (ESF). Chief Heath reviewed with the Board about the ESF and will ask
5 the Department of Public Works and the Police Department to review their ESF for
6 the EOP.
7

8 c. **Town Auditor selection** – Town Manager Smith informed the Board that the current
9 agreement with Melanson & Heath to conduct the town's financial audit had expired. Town
10 Manager Smith solicited three proposals from firms to conduct next year's audit. The three
11 firms were Melanson & Heath, Vachon & Clukay, and Plodzik and Sanderson. Melanson &
12 Heath's offer was \$27,000 for 2019 but reduced to \$19,000 if the town extended for two years.
13 Vachon & Clukay's offer was \$20,900 but could be lower if as much work was not required.
14 Plodzik and Sanderson's offer was \$19,000 for three years. All the offers included auditing
15 the town utility departments. Board agreed to move forward with Plodzik and Sanderson
16

17 **MOTION:** Vice Chairman DeWolfe

18 *To enter into an agreement with Plodzik and Sanderson, P.A. for the purpose of conducting the*
19 *town's annual financial audit.*

20 **SECOND:** Selectman Sharps

21 **VOTE:** 5-0

22 **MOTION PASSED**
23

24 d. **Ashland Headworks and Septage Receiving Project; Clean Water State Revolving Fund**
25 **(CWSRF)** – Town Manager Smith informed the Board that the loan agreement for the
26 CWSRF had a 10-year repayment term. Town Manager Smith recommended that for cash
27 flow flexibility the terms with CWSRF be changed to a 20-year repayment.
28

29 **MOTION:** Vice Chairman DeWolfe

30 *To request that the loan agreement with the State of New Hampshire Water Pollution Control*
31 *Revolving Loan Fund Program and the Town for the Headworks and Septage Receiving*
32 *Facility Project be changed from a 10-year principal repayment to a 20-year principal*
33 *repayment.*

34 **SECOND:** Selectman Sharps

35 **VOTE:** 5-0

36 **MOTION PASSED**
37

38 V. OLD BUSINESS

39 a. **Town Manager updates and the Board of Selectmen project list** – the Town Manager
40 updated the Board with on going town department activity and the status of projects before the
41 Board.

42 i. **Solar project** – Selectmen Sharps recommended that the town place the proposal
43 received from an outside vendor for installing solar be placed on hold until a later
44 date. Board agreed – Town Manager to follow up with vendor.
45

46 VI. SELECTBOARD ITEMS

47 a. **Union negotiations** – the Selectmen appointed members for representation of the town for the
48 upcoming negotiations with the town union employees and a new Collective Bargaining
49 Agreement.
50
51

1
2 **MOTION:** Selectman Sharps
3 *To appoint the Town Manager, Selectman Badger, and Vice Chairman DeWolfe as*
4 *representatives for the union negotiations.*

5 **SECOND:** Chairman Newton

6 **VOTE:** 3-0-2 (Selectmen Badger and DeWolfe; abstained)

7 **MOTION PASSED**

- 8
9 b. **Town Manager evaluation form** – the Board to schedule a meeting on September 27th, 2019
10 at 9 a.m. in the Ashland Water & Sewer Conference Room to discuss the form further.

11
12 **VII. NONPUBLIC SESSION**

- 13 a. **MOTION:** Vice Chairman DeWolfe

14 *To enter nonpublic session pursuant to RSA 91-A:3, II (a).*

15 **SECOND:** Selectman Sharps

16 **VOTE:** 5-0

17 **MOTION PASSED**

18 **ENTERED:** 8:14 p.m. **RECONVENED:** 8:37 p.m.

- 19
20 b. **MOTION:** Vice Chairman DeWolfe

21 *To enter nonpublic session pursuant to RSA 91-A:3, II (a).*

22 **SECOND:** Selectman Sharps

23 **VOTE:** 5-0

24 **MOTION PASSED**

25 **ENTERED:** 8:38 p.m. **RECONVENED:** 8:40 p.m.

- 26
27 c. **MOTION:** Selectman Sharps

28 *To enter nonpublic session pursuant to RSA 91-A:3, II (a).*

29 **SECOND:** Selectman Barney

30 **VOTE:** 5-0

31 **MOTION PASSED**

32 **ENTERED:** 8:41 p.m. **RECONVENED:** 8:47 p.m.

33 **NONPUBLIC MINUTES WERE SEALED**

34
35 **VIII. ADJOURNED** – Board adjourned their meeting at 8:48 p.m.

36
37 *Town Manager Charles Smith wrote these meeting minutes on September 18, 2019.*