ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING
THURSDAY, OCTOBER 24, 2019
ASHLAND WATER & SEWER CONFERENCE ROOM
3:00 P.M.

I. CALL TO ORDER – the Chairman of the Ashland Board of Selectmen Frances Newton called this meeting to order at 3 p.m. with Vice Chairman Kathleen DeWolfe, Selectman Leigh Sharps and Selectman Eli Badger all present – Selectman Casey Barney was absent with prior notice. Town Manager Charles Smith was also present.

II. ASHLAND 2019 TAX WARRANT – Ashland Tax Collector, Patricia Tucker, presented the town’s second billing tax warrant, which was signed by the Board. The warrant authorizes the Tax Collector to send out bills. Total amount to be collected is $3,289,606 (amount includes collectables for school, county and state). Payments are due by December 3rd, 2019.

III. ASHLAND 2020 BUDGET PREPARATION – the Board reviewed and voted upon the following 2020 department proposed and default budgets; General Government, Public Safety, Highway and Streets, Sanitation, Health, Welfare, and Debt Service.

IV. GENERAL GOVERNMENT BUDGET

a. Executive Budget – from reallocating department responsibilities the Executive budget had a decrease from prior years. In 2019, the department transitioned the finance/human resource duties from the admin assistant position to the finance officer position.

   MOTION: Vice Chairman DeWolfe
   To recommend the Executive budget at $144,505.
   SECOND: Selectman Badger
   VOTE: 4-0
   MOTION PASSED

   MOTION: Vice Chairman DeWolfe
   To recommend the Executive default budget at $142,104.
   SECOND: Selectman Badger
   VOTE: 4-0
   MOTION PASSED

b. Election & Registration – Town Clerk Patricia Tucker presented the Election & Registration budget. Election has an increase next year because of the four elections next year. The town does in part receive a reimbursement from the schools for their election.

   MOTION: Selectman Badger
   To recommend the Election & Registration budget of $46,961.
   SECOND: Vice Chairman DeWolfe
   DISCUSSION: The Board reduced the requested Town Clerk salary line item to a fixed amount ($19,000) but increased the longevity line $500 from the 2019 vote.
MOTION: Selectman Badger
To recommend the Election & Registration default budget of $46,312.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Finance budget of $125,348.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Finance default budget of $125,029.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

c. Financial – this section of the budget has an increase from prior year, but only from the reallocation of duties from the Executive department and the appropriation transfer. Overall, there is not a requested increase from prior year. As with the Election & Registration salary and longevity line items for the Town Clerk position, the board had the same decision for the Tax Collector salary and longevity line items.

MOTION: Selectman Badger
To recommend the Finance budget of $125,348.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Finance default budget of $125,029.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

d. Property Taxation – this section of the budget had an increase of $20,000 for the start of the town’s revaluation, a state requirement. Town’s revaluation is a four-year process and starts in 2020.

MOTION: Selectman Badger
To recommend the Property Taxation budget of $42,610.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Property Taxation default budget of $42,610.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

e. Legal

MOTION: Selectman Badger
To recommend the Legal budget of $20,000.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Legal default budget of $20,000.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

f. Personnel Administration – this section of the budget has a $10,717 increase from prior year. Increase was due in part from the required budgeting for employee medical insurance. The increase was offset by the decrease in the retirement expense, as NHRS group rates were reduced 1.21% (total from Group I & II).
MOTION: Selectman Badger
To recommend the Personnel Administration budget of $462,459.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Personnel Administration default budget of $462,459.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the General Government Buildings budget of $38,752.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

h. General Government Buildings – requested increase in this section of the budget was $700. Increase was for the water and sewer line items being under funded in prior years.
MOTION: Selectman Badger
To recommend the General Government Buildings budget of $38,752.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the General Government Buildings default budget of $38,052.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

i. Cemetery

MOTION: Selectman Badger
To recommend the Cemetery budget of $50.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Cemetery default budget of $50.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

j. Insurance – this section of the budget is for insurance relating to property and auto liability, workers compensation, unemployment, and insurance contingency. Insurance rates are to be set after the budget vote but for budgeting purposes the broker caps the rates at 7% for property/auto liability and 8% for workers comp.

MOTION: Selectman Badger
To recommend the Insurance budget of $87,680.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Insurance default budget of $87,680.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

k. Economic Development Committee – board so moved this section of the budget; line items are placeholders for potential future expenses.

MOTION: Selectman Badger
To recommend the Economic Development Committee budget of $4.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Economic Development Committee default budget of $4.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

V. PUBLIC SAFETY


MOTION: Selectman Badger
To recommend the Building Inspector budget of $22,531.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Building Inspector default budget of $22,531.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

VI. HIGHWAY & STREETS

a. Public Works – a salary line increase of $3,000 for the Director position was requested, also an increase in the departments overtime line as this line was underfunded in 2019.

MOTION: Selectman Badger
To recommend the Public Works budget of $213,037.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Public Works default budget of $208,193.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

b. Town Mechanic – DPW Director Moore requested the mechanic line for uniforms be increased $700. No other requested changes to this section of the budget.

MOTION: Selectman Badger
To recommend the Town Mechanic budget of $62,418.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Town Mechanic default budget of $61,718.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

c. Street Lighting – no changes.

MOTION: Selectman Badger
To recommend the Street Lighting budget of $42,000.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Street Lighting default budget of $42,000.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

VII. SANITATION

a. Transfer/Recycling Facility – DPW Director Moore requested an increase in the electric line, general maintenance, solid waste dues, and hauling line. Overall requested increase from prior year $3,478.

MOTION: Selectman Badger
To recommend the Transfer/Recycling Facility budget of $147,863.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Transfer/Recycling Facility default budget of $144,385.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

VIII. HEALTH – budgets for the Health Officer and Animal Control had no requested changes.

a. Health Officer

MOTION: Selectman Badger
To recommend the Health Officer budget of $2,354.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Health Officer default budget of $2,354.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

b. Animal Control

MOTION: Selectman Badger
To recommend the Animal Control budget of $1,200.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Animal Control default budget of $1,200.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

IX. WELFARE – no requested changes for 2020.

a. General Assistance

MOTION: Selectman Badger
To recommend the General Assistance budget of $26,710.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the General Assistance default budget of $26,710.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

X. DEBT SERVICE – no changes in the principal debt service but interest has decrease due to the
town paying the principal down.

a. Debt Service Principal

MOTION: Selectman Badger
To recommend the Debt Service principal budget of $129,331.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

b. Debt Service Interest

MOTION: Selectman Badger
To recommend the Debt Service interest budget of $50,380.
SECOND: Vice Chairman DeWolfe
VOTE: 4-0
MOTION PASSED

c. **Tax Anticipation Note** – vote of $1 as a placeholder.

**MOTION:** Selectman Badger  
*To recommend the Tax Anticipation Note budget of $1.*  
**SECOND:** Vice Chairman DeWolfe  
**VOTE:** 4-0  
**MOTION PASSED**

**MOTION:** Selectman Badger  
*To recommend the Tax Anticipation Note default budget of $1.*  
**SECOND:** Vice Chairman DeWolfe  
**VOTE:** 4-0  
**MOTION PASSED**

**XI. Service Employees International Union (SEIU) Local 1984** – the Board reviewed a memo they received from the SEIU that claimed the Board’s recent budget item decision to eliminate a position was instead a dismissal. The union has filed a grievance which the Board disagrees with the union’s position. Board asked staff to respond to the memo.

**XII. NEXT MEETING** – the Board will meet for a budget work session and other items before the Board on Tuesday, October 29 at 3 p.m. in the Ashland Water & Sewer Conference Room.

*Town Manager Smith wrote these minutes on October 26, 2019.*