

**TOWN OF ASHLAND  
BOARD OF SELECTMEN MEETING  
MONDAY, JULY 20, 2020 at 5:30 p.m.  
ASHLAND TOWN OFFICE  
20 HIGHLAND ST, ASHLAND, NH**

***Note:** This meeting will occur over zoom video/phone teleconference per the allowance under the Governor's Emergency Order #12 that waived the requirement of having a quorum of the Board physically present for a public meeting. We encourage those who would like to participate to please call the number listed below.*

**Phone conference#:** (301) 715-8592 **Meeting ID:** 82412775405 **Password:** 082502

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
  - a. BOS meeting(s); 7/6/2020
- III. NEW BUSINESS**
  - a. Ashland Department Heads mid-year review
- IV. OLD BUSINESS**
  - a. Vendor Permit
    - i. Application
    - ii. Forms
- V. SELECTBOARD ITEMS**
  - a. Budget Committee – use of Booster Club for public meeting
  - b. Ashland Planning Board – Paula Hancock regular member appointment
  - c. NH Department of Revenue Administration –
    - i. PA 28 Inventory of Taxable Property Form for 2021 (BOS vote to use or not; recommended not to use as town contracts out for assessing.
- VI. NON-PUBLIC SESSION (If needed)**
- VII. ADJOURN**

**Posted on 7/17//2020 at the Town Office building and town website**

*Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Ashland Town Office at 603-968-4432 so accommodations can be made.*

**TOWN OF ASHLAND  
BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, JULY 6, 2020  
ASHLAND TOWN OFFICE  
5:30 P.M.**

*Note: this meeting was conducted over zoom video and teleconference, per the exception provided by the Governor's Emergency Order #12 (in relation to the Covid -19 pandemic). Emergency Order #12 waived the physical presence of board members (RSA 91-A2, III (b)).*

- I. CALL TO ORDER** – Town of Ashland Chairman of the Board Eli Badger called the meeting to order at 5:30 p.m. and asked for a roll call; Chairman Eli Badger, Vice Chairman Kathleen DeWolfe, Selectmen Frances Newton, and Selectman Alan Cilley all acknowledge they were present via the video conference, signifying a quorum of the board. Chairman Badger notified attendees that the meeting was considered public and occurring via video and teleconference that was authorized pursuant to Emergency Order #12.

**II. APPROVAL OF MINUTES**

**MOTION:** Selectman Newton

*To approve the meeting minutes of June 15, 2020.*

**SECOND:** Vice Chairman DeWolfe

**DISCUSSION:** a few grammatical changes on page 1 and 3.

**VOTE:** 4 – 0

**MOTION PASSED**

**III. NEW BUSINESS**

**a. Ashland Electric Department (AED)**

- i. **Collection agency** – Ashland Electric Superintendent Rob Kuell forward the board a contract from “All Debt Solutions” a collection agency that would collect on past due Ashland Electric bills. Over the past 14 months AED has accumulated a customer past due balance of over \$20,000. Most of the past due bills are from renters, which the department can not lien. Board asked that the contract be reviewed by legal before approval.
- ii. **Deposit fees** – Ashland Electric Superintendent Rob Kuell requested the Board of Selectmen approve a ‘new customer account fee’ and ‘deposit schedule.’ The new customer account fee, \$30 charge, would be on the first billing and help with the administrative expense of setting up the new accounts. The deposit schedule would be for new Ashland Electric utility customers and overall would help reduce the departments reliance on a collection agency. The proposed deposit schedule would be as follows; *New homeowner with no prior account history or credit references that can be provided will have a minimum deposit charge of \$125.00 for non-electric heat homes and for electric heat homes will be \$225.00. Rental and Lease properties nonelectric heat rating would have a*

1                    *minimum deposit of \$150.00 for residential and \$500.00 for commercial use.*  
2                    *Rental and Lease properties with electric heat rating would have a minimum*  
3                    *deposit of \$300.00 for residential and \$500.00 for commercial use. Deposits*  
4                    *can be paid before the start of service or billed over a span of three months on*  
5                    *the first three months of electrical billing. Deposits would be held in a non-*  
6                    *escrow account for a minimum of one year from the start of service, payments*  
7                    *after that time could be used as a credit or refunded by check. Board of*  
8                    *Selectmen agreed to add the new customer fee and deposit schedule.*

9  
10                   **MOTION:** Selectman Newton

11                   *To add a new customer account fee and deposit schedule for new Ashland*  
12                   *Electric customers.*

13                   **SECOND:** Vice Chairman DeWolfe

14                   **VOTE:** 4 – 0

15                   **MOTION PASSED**

16  
17                   **b. Ashland Scribner Trustees**

- 18                   i. **Landscape maintenance and capital expenses** – to save costs from the  
19                   Scribner trust funds, Ashland Trustee Amanda Loud requested the town remove  
20                   a tree and take over mowing responsibilities at the Scribner Library building.  
21                   Trustee Loud estimated between the tree removal, tree trimming and annual  
22                   mowing the trust would save \$3,850 (\$1,100 annually). The Scribner Trustees  
23                   estimate the building needs \$18,000 in capital expenses to replace the roof, oil  
24                   tank, electric and plumbing work. Trustee Loud said the total capital expenses  
25                   would be about 1/3 of the available trust funds. Consensus of the board was to  
26                   have Public Works and Ashland Electric work together and remove the tree –  
27                   mowing responsibilities to be revisited later as Public Works does not have the  
28                   necessary equipment.

29                   **c. Sale of town property**

- 30                   i. **14 Winter Street** – on behalf of his client, Commerce Properties, NH Licensed  
31                   Land Surveyor Anthony L. Randall inquired about purchasing town owned land  
32                   at/near 14 Winter Street. Through his surveying work for his client Mr. Randall  
33                   discovered that the town property (0.77 acres) was tax deed by the town years  
34                   before the town had tax maps. Mr. Randall's client is willing to pay \$1,000 for  
35                   the land, along with the expense of a quick claim deed and recording fees.  
36                   Selectmen agreed to send the proposed sale of the land to the Planning Board  
37                   for a recommendation (RSA 41:14-a).

38  
39                   **MOTION:** Selectman Newton

40                   *To initiate the process of selling town owned land by sending the proposal to*  
41                   *the Ashland Planning Board for recommendation.*

42                   **SECOND:** Vice Chairman DeWolfe

43                   **VOTE:** 4 – 0

44                   **MOTION PASSED**

1 **IV. OLD BUSINESS**

2 **a. Ashland Parks & Recreation**

- 3 i. **Campground bathhouse** - Parks and Recreation Director Barney forwarded  
4 the Board of Selectmen an agreement for Edward N Doggett Campground  
5 renters about reopening the campground bathhouse. New rules would include  
6 having one person at time, masks worn, social distancing, hand sanitizing, and  
7 cleaning after use. Prior to board vote, Director Barney had all but three  
8 campers commit to the new rules.

9  
10 **MOTION:** Selectman Newton

11 *To allow the campground bathhouse reopened under the guidelines submitted*  
12 *by Parks and Recreation Director Barney.*

13 **SECOND:** Vice Chairman DeWolfe

14 **VOTE:** 3 – 1 (Chairman Badger vote nay)

15 **MOTION PASSED**

- 16  
17 ii. **Town beach** - Director Barney asked for clarification on a prior vote by the  
18 board about use of the town beach. Board of Selectmen previously voted to  
19 only allow residents and taxpayers to use the town beach this summer (out of  
20 concerns with the public's health during pandemic). Director Barney was  
21 approached by Cold Springs Resorts and Ames Brook Campground about their  
22 ability to use the town beach. Director Barney did not allow Cold Spring  
23 Resorts visitors to use the beach as owners are timeshare holders, and Ames  
24 Brook Campers has many out of town visitors. Board agreed with Director  
25 Barney's decision not to allow their attendance at the beach this time, as the  
26 board continues to try to do their best to protect the health of the town.

27  
28 **V. SELECTBOARD ITEMS**

- 29 a. **Vendor permit and Fireworks ordinance(s)** – for consideration by the Board of  
30 Selectmen, Town Manager Smith sent the Board two sample policies to adopt. First  
31 being a new vendor permit ordinance with new permit application. Second was a new  
32 fireworks ordinance. Board are take the sample ordinance under consideration and at a  
33 later date would prefer to setup an 'ordinance workshop' meeting, in which the focus of  
34 the meeting would be on all the adopted town ordinances – to see if revisions are  
35 necessary.
- 36 b. **Physically present Selectmen meetings** – being that the board has been meeting  
37 remotely, Selectman Cilley added this item to the meeting to see when the board was  
38 going to consider meeting physically present? Selectman Cilley felt it might be  
39 necessary to meet as a group to work on upcoming projects such as preparing the town  
40 budget. Selectman Newton felt the video conference meetings are a necessary option  
41 until the Covid virus has subsided. Town Manager Smith, looking into installing video  
42 cameras at Water/Sewer Conference so public officials can meet but also allow public  
43 access remotely.
- 44 c. **Dilapidated buildings** – Town Manager Smith asked the Board of Selectmen about  
45 their interest in notifying property owners of hazardous/dilapidated buildings and their

1 responsibility with the maintenance of the building. Board asked Town Manager to  
2 work with legal and prepare a memo to notify property owners of these buildings.

- 3 d. **Delay reopening Town Office** – July 6, 2020 was the scheduled date to reopen the  
4 Town Office and Utility Building. Town Manager Smith informed the Board of  
5 Selectmen that the offices did not receive the necessary safety equipment (sneeze guard  
6 and disinfectant) as items were backordered. Board agreed to move the reopening date  
7 back to the first week in August.  
8  
9

10 **VI. ADJOURNED** – the Board of Selectmen adjourned their meeting at 7:58 p.m. and will  
11 reconvene at their next meeting on Monday, July 20, 2020.  
12



# *Town of Ashland, New Hampshire*

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## **2020 Mid-Year Department Reports**

### **Parks and Recreation – Director Barney**

The After-School Program ran January through March 13<sup>th</sup>. There were 49 kids signed up for the program with 35 kids in attendance the last week. I had three workers daily along with myself.

The tennis and basketball courts were finished on May 19 and opened to the public on May 26. There have been many compliments on the courts. There are some AAU basketball teams who have been using the courts for practices so kids can still practice while being outside. The tennis courts are utilized by a tennis league on Thursday nights.

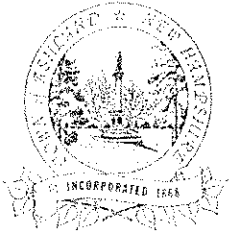
The Edward Doggett Campground was opened on May 15<sup>th</sup> with added precautions. There was one camper who decided not to come back but the spot was easily filled with the next person on the waiting list. We did adjust the fee of the campground to allow for the two weeks we did not have the campground open.

The beach opened on June 20<sup>th</sup>. The beach is only open to town residents, taxpayers, and campers at the Edward Doggett Campground this season. There are 5 lifeguards hired for the summer with three on duty daily. Two watching the water and one at the gate checking people in. The lifeguard at the gate is also responsible for spraying down the bathroom after use. The lifeguards rotate every two hours. Temperature checks are done daily on all employees.

The building of the new playground was finished on June 27. There will be a dedication ceremony later in the summer when the plaque arrives. The name of the playground is the Katherine MacMillan Playground.

The Ashland Summer Day Camp is open for residents only and half capacity. I have 15 kids enrolled and we are following all the guidelines set forth by the governor. We take temperatures daily of workers and campers. All equipment is washed after use. Social Distancing guidelines are followed when kids are inside or having lunch. We play games that keep kids contact to a minimum (kickball, tennis, soccer, etc.). When doing arts and crafts masks are worn by counselors.

The bathhouse at the campground was opened July 10. I have professional cleaners coming more often and the campers have agreed to all the added precautions put in place for this year. Cleaning supplies, gloves, and masks have been supplied at the bathhouse.



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## **Ashland Public Works – Director Moore**

The 2020 winter season started off very mild, we ended the season with 23 winter events compared to last year's storm totals at 39. This leaves us with 17% of our salt and sand line which will be a good start for November and December.

We moved from winter operations to spring cleanup which was a bit slow due to the virus as we worked with a 2-man crew for the entire month of April. From there we received the approval for the repaving of Thompson St. High St. and Smith Hill which was a big project. Thompson St. included 2 culverts for replacement and several areas on the back side where we removed sections of severely uneven pavement for a total of about 300 feet of road. These sections had very loose gravel and large boulders which caused all the problems. We also ditched that area of Thompson St. to improve water flow. Once the paving was completed, we moved to shoulder the road which takes a few days to complete.

We moved from that project to the new playground which called for the removal of several yards of sand and loam. Because of all the excavation this project took a week to complete as our trucks are limited on the amount they can haul.

As fall in work and rainy days we were able to straighten the old Mechanic St. fence that was bent over the years. Everyone had a helping hand in this project, the fence was restored and installed. The crew did a great job with this project.

We moved from there to the drain maintenance at the beach where we extended the existing culvert pipe to stop the accumulating silt that had plugged the end and surrounding area. This area was restored to original state and is in good working order.

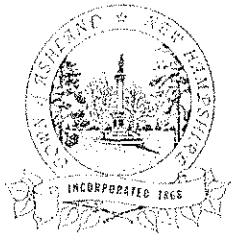
We completed the campground cleanup a bit late this year, installed the handicap ramp at the beach along with a new aluminum step that replaced a set of broken wooden ones.

We moved from there to ditching and grading all the dirt roads in town. This takes us weeks to complete.

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In recent weeks we have been chasing several washouts due to the heavy rain we have been getting lately, this requires a lot of hand work along with our equipment.

On Tuesday 7/14 we cut the tree at the Library with the help of the Electric Dept. This project went very well. Kyle did a great job in the bucket truck; I could see his confidence grow by the time he had the entire tree limbed. Great learning experience for him. The whole crew worked well together; we had the tree cleaned up in around 4 hours.



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Moving to the second half of the year we will be replacing a large concrete culvert on North Ashland road. Repairing some drainage problem areas. fixing pavement in a few areas of concern. Roadside mowing. Ditching a few roads to improve water flow. Cutting brush on Thompson St and a few other roads in the fall.

## **Ashland Water & Sewer – Superintendent Cross**

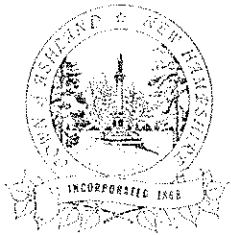
### **Completed Projects:**

- Well #2 rehab including new well piping (\$20,286)
- Finished paving at Wastewater Plant (\$27,885)
- Completed fence replacement and repairs at Wastewater Plant (\$10,700)
- Chemical feed pump and piping repairs at Water Plant
- Repaired crushed sewer line on Fire House Lane
- Water meter repairs and replacements
- Completed one new water service tie in
- Landscaping at Wastewater plant around new Headworks/Septage Receiving
- Replaced motor starter on Blower #1 at Wastewater Plant
- Vehicle maintenance, replace rear springs on 2015 F350
- Cleaned East lines at Wastewater Plant from Headworks to Lagoons (\$3,500)
- Purchased new bush hog for tractor (\$2,200)
- Purchased an Ipad to assist with alarm call outs, has been working well, helped us with call backs by being able to acknowledge alarms and seeing what is going on with the system saving money on overtime.
- Continued with the completion of new Headworks/Septage Receiving project, system is in full use, working with contractor and vendors to finish up work and warranty items.

### **Projects to be done:**

- Hydrant Flushing
- Brush/Grass mowing
- Sewer line cleaning
- Continue work on GIS and Maintenance systems
- Replace motor starters on both wells at Water Plant (\$18,000)
- Tractor repairs (\$3,500)
- New roof at Water Plant (\$10,000)
- Slip line 300 feet of sewer main on Depot Street to take care of cracks and root intrusion (\$30,000)



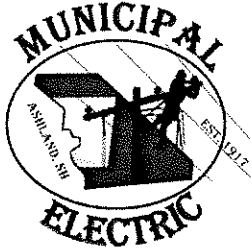


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## Ashland Electric Department – Superintendent Kuell



Capital expenditure for 2020 has been zero as there is a five-year plan being worked on for the start of mid 2021 with an execution plan of the following.

- Replacement of existing equipment (Trucks and trailer)
- Maintenance and upgrade needed to Ashland electric departments only substation
- Engineering and deployment of system protection plan with necessary equipment install throughout the distribution system. (Fuse coordination plan, single phase and three phase reclosure with the use of trip savers.

- Implementation of a new AMI meter reading system with conjunction GIS asset management system of poles, transformers, and system protection devices.
- Cost of poles and transformers that will need to be replaced after condition of poles are determined by contracted testing company in their report. (We are working on having 656 poles ultrasound tested sometime in September, AED and Town Manager are in the process of working out details with the pole testing company)

Operating Budget for 2020 will have a few line items that have increased cost and will go over the budget amount. (See explanation)

- Uniforms & Personal protective gear: Purchase of FR clothing and rain gear for one existing employee and two full sets of FR clothing and PPE for two new employees that were hired in early April of 2020.
- Equipment Purchase: Cost of replacement of outdated high voltage rubber goods and needed protective ground sets. Also added missing tools to trucks so personnel can perform line work safely, needed to replace various broken tools and nonrepairable tools as well.

Line Maintenance: Necessary purchase of various line material that the department will need to have on its shelves and readily available for emergency power outages and customer driven work order request. (i.e.: Service wire both overhead and underground, line hardware, wire connectors and pole guying material, we will need to look at buying poles before the end of the year to have a minimum stock on hand before the winter months

As for the overall budget AED is working on ways to control and eliminate expenditures on the use of outside resources for the need of outages, meter work and scheduled maintenance work throughout AED distribution system, For the first six months of this year the electric department has worked with minimal staff and very minimal overtime cost for the operations.

The current staffing in place today consist of the following team members.

- (1) Line Superintendent / Certified Journeyman
- (1) Certified Journeyman Lineworker
- (1) Journeyman Lineworker (Which has been gone on military leave from 4-20-20 to 8-7-20)
  - Year 2 Apprentice
  - Administrative billing clerk for both utility departments



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As of April 20, 2020 AED, has implemented a paperwork order and work order number system for all work task involving labor and equipment for the following

- Customer construction request
- System repair and maintenance on AED system
- Special meter reads and seasonal reconnects and disconnects
- Power outage repairs
- Street lighting repairs, maintenance, and replacement
- Tree removal and tree trimming
- Electrical equipment inspection and testing

This system will allow the department to better track historical workload with written documentation to help better understand labor cost and equipment utilization cost for the department. To date the electric department has been focused on repairs the have been made temporarily from the past year and in complete jobs, along with new service request, and service upgrades.

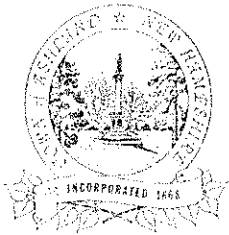
- 47 work order completed
- 05 work order in progress
- 08 work order ready to be worked

System outages or electric service interruptions

- (2) Main line feeder outages (2) Tap line feeder outages
- (3) Bad transformer outages (3) Individual customer service calls

Departments General Update : AED mission has been over the past few months is to put everything in place as cost conscious as possible, to be able to be self-sufficient and not rely on other utilities and contractors for everyday work needs, and responding to service an outage calls which will help drastically reduce the outage duration and overall cost to the department. To date this has been accomplished with the recent hiring of new personal completed by the town manager and with securing the proper equipment and tools for the team to do their work efficiently and safely. As part of this plan reorganizing and identifying immediate needs in materials to maintain operations of the system as needed (i.e.: fuse cutouts, lightning arrestors, transformers, poles, wire, and miscellaneous small hardware supplies. To date we have been able to acquire most of the material that was needed from various vendors on small quantities to have readily available for use. As part of phase two of this plan we have just started working on revenue accountability such as using outside resource for collecting money owed to the department. Replacing outdated meters with new electronical meters for more accurate readings on meter that have been identify by brand and not working properly. We recently had an Itron meter representative here to help reprogram and check all Itron demand type meters to be accurate and to have a three-digit demand setting to prevent roll over on reading less than 35 days. The electric department will be starting and executing electric service disconnect on August 3, 2020 for delinquent customers.

Departments Year End Goal for 2020: Complete evaluation and inspection of existing substation with documented maintenance requirements and upgrades to equipment that is currently outdated. Disassemble all the old part of the substation and have the old unused transformers and



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regulators pick up and sold for revenue. Have completed 60% of pole inspections or 656 poles with completed document report for upcoming budget cost. Start planning and acquire engineering firm on electrical design on system protection. Grid asset and automated meter reading system. Continue to strive to provide the best customer service and reliable power.

## Ashland Police Department – Chief Ulwick



Early in 2020 the Ashland Police Department and the Ashland Fire Department came together to offer the Good Morning Program to Ashland residents. This program is for citizens that live on their own and may not have anyone to check in on them regularly. This allows them to take an extra step in their personal well-being by checking in with the fire department every morning by 10am. If an individual does not call in, the fire department will call the provided phone numbers and if no contact is made, fire department or police department personnel will go to the residence and attempt to make contact. There are currently eight (8) Ashland residents participating (as of 07/07/2020) and the program has had a “save”. An individual had fallen and was on the floor for several hours. The fire department went to the residence and located the individual on the floor. That person was transported to the hospital and care was provided. Although this program was not intended to keep track of “saves” it is nice to know that the implementation of the program has been a worthwhile endeavor.

We looked into some ways at obtaining an Automated External Defibrillator (AED) for the patrol unit on the road. The police department, especially in the evening and at night, is often the first unit on scene to medical calls. An AED is another tool that, when administered early in a cardiac event, is proven to save lives. We were borrowing one from the fire department and were grateful for its use, however, we really needed our own. I approached Jill White at the Meredith Village Savings Bank and she was able to work some magic and provide the full funds for the purchase of and AED. We cannot thank the folks at Meredith Village Savings Bank enough for their kindness and generosity with this donation.

A new vehicle was purchased and delivered so residents will see a Dodge Charger (unmarked) in town. This vehicle was purchased to save money and wear and tear on the frontline response vehicles. We often must go out of town for court, investigations, training, etc. and those miles put a strain on the frontline vehicles. The frontline vehicles also are loaded with a lot of equipment and get very poor fuel mileage. This vehicle gets almost double the fuel mileage and will not have to be turned over as often as the frontline vehicles. I am attempting to get the vehicles on a logical rotation to keep the frontline vehicles in good working order so there is no problem in response to calls.



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I am sure that everyone had been affected by the pandemic we are still currently working through. I hope that everyone has been staying safe and operating within the guidelines of the Governor's orders. This has provided some unique challenges to our job functions, but I believe that we have taken the necessary steps to help keep our personnel and residents safe when we respond. We do miss our regular face-to-face interactions and hope to get back to those soon. We have found a significant drop in calls during the closure. We hope that is because people were staying home and being safe. We did notice that, although the call volume went down, the severity of the crimes we responded to were up. Now that the State is opening up more, we are seeing the call volume go up and far more traffic in town. I do applaud the Town and the other department heads for the actions they have taken during these trying times. I have always said that one of the biggest assets that we have being a small town with all its own departments, is our ability to work together to get things done and that has shown through recently. The police department is still operating with our lobby door closed and doing what we can by phone but will certainly respond to any and all calls that warrant a personal response and interaction. We *are* here to serve you.

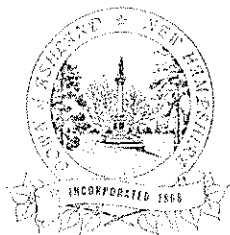
We had several officers registered for trainings throughout the state, but all those got cancelled with the pandemic. We have resorted to doing numerous online trainings. Lt Gray was scheduled for an intensive, on-going training through Primex. Although that training is continuing, it is being conducted through online meetings. It is not ideal, but it is what we have for a little while longer it seems.

We had an officer leave the department and were able to quickly hire another officer. We had already been working on hiring this officer to fill the open officer position, so we were able to quickly hire Officer Bethany Franz-Morin to join our team. Officer Franz-Morin is currently part-time certified, which affords us the ability to put her right to work after a shortened field training program, prior to her going to the full-time police academy. She is proving to be a great addition to our team and excited to serve the community and get involved with community events (when we can have them).

We do still have a position open and we are running into hurdles we never thought we would see. Three candidates have stated that they do not want to be officer's any more due to the negativity in the media and the problems we are seeing across the country. We have made offers to other officer's that are currently certified and pay continues to be an issue. We continue to pursue all options to try to find the right fit for our team. We could not be happier with our current staff and are looking forward to getting up to full staff. We definitely appreciate the Board's patience with this process.

01/01/2020 through 06/30/2020

Calls for Service: [Dispatch cannot currently provide; computer issue]



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Incidents: 614  
Arrests: 39  
Traffic Citations: 314  
Parking Tickets: 34

## Ashland Fire Department – Chief Stephen L. Heath

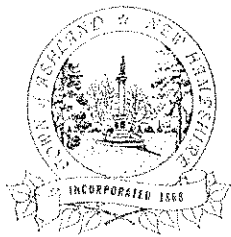


- Capital Expenditures
  - Annual payment (\$107,000) from warrant article was made for the new firetruck. We have only one payment left, which will come from the capital reserve fund for firetruck replacement or repair.
  - In June we replaced two 300-gallon oil tanks in the lower apparatus floor of the fire station. The old tanks were replaced with two 275-gallon tanks. The project cost \$3,900 which came from the Buildings and Grounds Capital Reserve Fund.

- Budget

We are operating from a default budget which is a bit less than our 2019 budget. Increased pressure from expenses related to the COVID-19 pandemic, and an increase in incident activity has had an impact on several areas of our operational budget.

- Fire Department Salaries - Operating the per diem program for the full year with last year's budget which contained funds for only half a year. Pandemic Stipend (\$14,000) for first responders was apparently taken from the salaries line. The money has been reimbursed but there is no indication the funds went back into the salaries line.
  - Fire Department Electricity, Water, and Sewer – rates have risen, and it looks as though we will be over budget on these lines.
  - Fire Department Telephone – this line covers the land lines at the station, and the computer access for the computer on Engine 2. Looks like we will be over on this line.
  - Fire Department EMS Supplies and Equipment – COVID Expenses in the amount of \$1,169.27, are reimbursable through the CARES Act. Not sure where we are in the process, but it would be critical that when the town receives reimbursement, the funds desperately need to go back into this line. We currently have \$85.25 left in this line.
  - Fire Department Equipment – COVID Expenses in the amount of \$1,656.11, again, when we are reimbursed, the funds need to be returned to this line. We have also had to replace a significant amount of hose this year due to fire damage, and failure when tested.
- Staffing
- On April 30 Captain Jeff Uhlman passed away. Jeff served the town of Ashland



# Town of Ashland, New Hampshire

20 HIGHLAND STREET • P.O. BOX 517 • ASHLAND, NEW HAMPSHIRE 03217-0517

TOWN OFFICE (603) 968-4432 FAX (603) 968-3776

since 1983, becoming Captain of Engine Company One in 1988. He was a quiet, steady leader who lead by example. Jeff was an integral part of this department and will be sorely missed.

Our present call department roster is at twenty-six, with only eighteen of those that I would consider active participants on calls and at training. We currently have seven per diem personnel that are not call members but cover daily shifts. Five of our call members also cover per diem shifts.

- Projects

- Good Morning Program

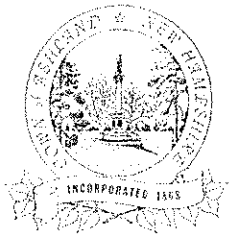
In January of this year we were approached by Chief Ulwick and Lieutenant Gray of the Ashland Police Department, inquiring about our interest in joining them to establish a "Good Morning Program" for elderly citizens who may live alone. Participants call the Fire Department and let us know that they are OK by 10:00 each morning. If we do not hear from them by 10:00, we call them. If still unable to contact them, we call an emergency contact, and send either our duty crew or a police officer to check to make sure they are OK. We currently have eight participants and others to join. For more information on the program please contact us at 603-968-7772.

- Personnel did a few presentations in January regarding our "Vial of Life" program, but all presentations of programs such as "Fall Prevention, Fire Safety, Stop the Bleed, and "You're the Help Until Help Arrives" have been put on hold.
  - The department was fortunate that we were able to acquire a replacement for our air compressor used to fill SCBA bottles. The newer "fill station" is much safer, has greater capacity, runs more quietly, and should provide years of service. We were able to purchase the machine for \$5,000, of which \$2,500 came from the Ashland Firefighter's Association, and the balance coming from the Fire Department Equipment line of this year's budget. A new machine of this type generally costs around \$50,000 to \$60,000.
  - In February of this year, I again applied for an Assistance to Firefighter's Grant to replace our SCBA, which are now 16 years old. I have not received notification as to any decision. All the original bottles have been taken out of service, having reached their expiration date. We have been able to acquire, at no cost, some used bottles that have a few years left until they too expire. At some point we may have to start purchasing new bottles. All the SCBA pack units recently underwent their annual flow test and passed.

- Incident Activity

As illustrated in the table below, our emergency response demand has grown significantly when compared to the same time period for the previous five years.

January through June 2020			
	Per Diem	No Coverage	EMS/OC
Total Calls (252)	149 (59%)	62(25%)	41 (16%)
Avg. Response Time	1:45	6:00	6:10



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	2015		2016		2017		2018		2019		2020	
Type	#	%	#	%	#	%	#	%	#	%	#	%
Medical	124	57%	125	62%	107	53%	134	62%	114	55%	123	49%
Fire	63	29%	53	26%	64	31%	54	25%	45	22%	73	29%
MVA	20	9%	18	9%	22	11%	24	11%	38	19%	28	11%
Service	10	5%	6	3%	10	5%	5	2%	9	4%	28	11%
January – June	217		202		203		217		206		252	
Total for Year	413		411		430		455		464		?	

## Ashland Town Clerk Tax Collector – Patricia Tucker

1. ELECTION DATE – SEP 8 PRIMARY – REMEMBER YOU HAVE TO DECLARE A PARTY TO GET YOUR BALLOT
2. ELECTION DATE – NOV 3 GENERAL ELECTION
  - a. ANYONE CAN APPLY FOR AN ABSENTEE BALLOT FOR EITHER THE PRIMARY OR GENERAL ELECTION– DUE TO THE CURRENT COVID CRISIS THE LAW HAS CHANGED AND ALLOWS ANYONE TO APPLY FOR A BALLOT WHO DOES NOT FEEL COMFORTABLE GOING TO THE POLLS IN PERSON
3. TAX COLLECTION –
  - a. 2020 FIRST ISSUE BILLING \$3,432,667.36 COLLECTED \$3,010,990.86 [AS OF 7/13/2020] =88%
  - b. 2019 FIRST ISSUE BILLING \$3,292,997.13 COLLECTED \$2,879,233.74 [AS OF 7/13/2019] = 87%
4. TOWN CLERK ACTIVITY [AS OF 7/13/2020]
  - a. REGISTRATIONS DOWN \$4000 FROM LAST YEAR
5. DOG WARRANT WAS SENT TO POLICE DEPARTMENT FOR COLLECTION WITH 107 NAMES ON IT – PLEASE LET THIS OFFICE KNOW IF YOU NO LONGER HAVE YOUR DOG
6. REMINDER THAT OUR ASSESSING FIRM COMMERFORD, NEIDER AND PERKINS HAVE DATA COLLECTORS WORKING IN PARTS OF THE TOWN [MAPS 1,2,5,6,7,8,9,10]



# *Town of Ashland, New Hampshire*

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## **Ashland Town Manager Smith**

**Town Office building maintenance** – this year the town office windows became fully functional once again and can now open and close. Plexiglass on the outside was removed, new storm windows were installed, the trim along the windows was repainted, as were the cables/entry walkways. Other work done; mortar to the bricks, and the fire escape will be refinished. Next steps for the building would be to install a new HVAC system, as it does not properly function (air does not have a return system for cool air) and new flooring.

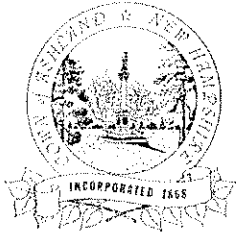
**Finance** – halfway through the calendar year we finalized transitioning the expenditures of Ashland Utility Departments (Water/Sewer, Electric) financial system from Quick Books to the Town's BMSI software. It was quite the undertaking for finance as all the account codes had to be recreated to coincide with the same new accounts in BMSI. Now we have all departments under one accounting system. Next steps for finance; 2021 budget preparations.

**TAP Grant/sidewalk reconstruction (West St. to Gordon St.)** – last month all the property owners impacted by construction of this project (primarily Main Street) signed off on the temporary construction easements. Thank you to all the property owners for working with the town on the easements – it is a major step for completing this project, as NH Department of Transportation Right of Way Bureau requires all owners sign off before the project can move forward. The project is in final design and expectations are by mid-August the project will go out to construction bid, with construction taking a couple of weeks. Good news to report, that State has increased their funding and is no longer asking for non-participating costs, i.e. town funds and we are now saving an estimate \$134,000.

## **Other –**

- Earlier in the year we completed a feasibility study on the L.W. Packard building.
- Through a \$500,000 Community Development Block Grant (CDBG), the town received on behalf of Lakes Region Community Developers, rehabilitated 40 affordable housing units at Harvey Heights.
- Our office is considering installing new video cameras at the Water/Sewer Conference Room so all our public body meetings will be recorded and broadcasted over Zoom and/or PBTv.
- We have contacted vendors about codifying our town ordinances and publishing them on the town website.
- Our RFQ for the NHDES State Revolving Fund applications (Water & Sewer Facility Analysis (\$75,000) and Energy Audit (\$100,000)) are due at the end of July.
- Next month we have the Asset Management presentation for Water/Sewer.





**TOWN OF ASHLAND**  
**PO BOX 517 - 20 HIGHLAND STREET**  
**ASHLAND NH 03217**  
**603-968-4432 FAX 603-968-3776**  
**landusepb@ashland.nh.gov**

TO Charlie Smith, Town Manager

TO Ashland Board of Selectmen

FROM Mardean Badger  
Chair, Ashland Planning Board

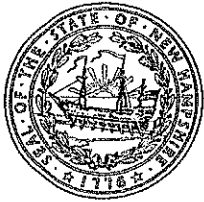
DATE 16 July 2020

RE Planning Board Appointment

On January 14, 2020, the Ashland Board of Selectmen approved the appointment of Paula Hancock as an Alternate Member of the Planning Board, for a term of 3 years. The Planning Board's letter of recommendation and Paula Hancock's Appointment Application were part of the agenda packet for the January 14 meeting.

Due to a decrease in the number of Regular members of the Planning Board, we would like the BOS to approve changing Paula Hancock's Alternate position to that of a Regular Member of the Planning Board.

Thank you for your assistance.



# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov

July 8, 2020



MUNICIPAL AND PROPERTY  
DIVISION  
James P. Gerry  
Director  
  
Samuel T. Greene  
Assistant Director

Lindsey M. Stepp  
Commissioner  
  
Carolynn J. Lear  
Assistant Commissioner

TOWN OF ASHLAND  
OFFICE OF SELECTMEN  
20 HIGHLAND STREET, PO BOX 517  
ASHLAND NH 03217

Re: PA-28 Inventory of Taxable Property Form for 2021

Dear Assessing Official,

This is our annual request to municipalities to determine whether the municipality will be utilizing the Form PA-28, Taxpayer Inventory Blank in accordance with RSA 74:4 for 2021. If Yes, please check the "**WILL**" Box below and indicate the number of forms needed. If your municipality has elected Not to use the Inventory form, in accordance with RSA 74:4-a, please check the "**WILL NOT**" Box below.

Please return this entire form with the section below completed and **signed** no later than **August 28, 2020** to the Department of Revenue Administration, PO Box 487, Concord, NH 03302-0487 or e-mail to [equalization@dra.nh.gov](mailto:equalization@dra.nh.gov).

If you are electing to use the form, it is our suggestion that you indicate your municipalities telephone number on your return-mailing label, should the taxpayers need to contact your municipality.

Please feel free to contact Cindy Paige at (603) 230-5971 if you require additional information.

Sincerely,  
Linda C. Kennedy, Supervisor VII  
Municipal & Property Division

☐ **WILL NOT** be using the PA-28 Form in 2021  
Or

☐ **WILL** be using the PA-28 Form in 2021

Number of PA-28 Forms Requested by the Municipality for 2021 # \_\_\_\_\_  
(Our print order is based upon what is needed, so please be sure to order an adequate amount.)

Print Name of Contact Person

Date

Contact Telephone #

Signature of Assessing Official

Date

Signature of Assessing Official

Date

Signature of Assessing Official

Date

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.