

**TOWN OF ASHLAND
BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, AUGUST 3, 2020
ASHLAND TOWN OFFICE
5:30 P.M.**

I. CALL TO ORDER – Town of Ashland Chairman of the Board Eli Badger called the meeting to order at 5:30 p.m. and requested a roll call of the Selectmen; Vice Chairman Kathleen DeWolfe, Selectman Frances Newton, Selectman Alan Cilley and Chairman Eli Badger all acknowledged they were present via the video conference, constituting a quorum of the board. Chairman Badger notified attendees that the meeting was occurring over video and teleconference, a provision authorized by the Governor’s Emergency Order #12 that waived the physical presence of board members during the Covid-19 pandemic.

II. PUBLIC HEARING

a. **Sale of town land (property lot off Winter Street);** Chairman Badger opened the public hearing at 5:32 p.m. for public comment about the potential sale of a town owned lot off Winter Street. Town Manager Smith discussed how Commerce Properties, LLC, who owns property on Winter St., has interest in purchasing the lot. Per RSA 41:14-a, the proposed sale was sent to the Ashland Planning Board for a recommendation. At their July 22nd, 2020 meeting, by unanimous vote (3-0) the Planning Board recommended conveying the property. Chairman Badger closed the public hearing at 5:37 p.m. Board will vote on the potential sale of this lot at their second public hearing on August 17, 2020.

III. APPROVAL OF MINUTES

MOTION: Selectman Newton
To approve the meeting minutes of July 20, 2020.
SECOND: Vice Chairman DeWolfe
VOTE: 4 – 0
MOTION PASSED

IV. NEW BUSINESS

a. **Ashland Water & Sewer Asset Management Plan (AMP):** Jessica Richard, Technical Manager with consultant Woodard & Curran, along with Sharon Nall and Daniel Lewis from NH Department of Environmental Services (NHDES) presented a Water and Wastewater Asset Management Plan for Ashland Water & Sewer. Plan focused on; benefits of a plan, asset management planning process, current water and sewer assets, levels of service, reaching department goals, risk assessment and risk interpretation (Woodard & Curran ranked critical assets by consequence of failure and likelihood of failure), asset life cycle costs, long term funding for asset rehabilitation and leveraging funding. NHDES mentioned how the AMP can be help Public Works

1 and handling stormwater. The AMP is helpful with other funding sources at NHDES.

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- 3 **b. Access AV proposal; installation of microphone and cameras at the Water &**
- 4 **Sewer Conference Room.** Town Manager Smith forwarded a proposal to the Board
- 5 for the installation of video recording equipment at the Water/Sewer Conference Room.
- 6 Installation of the equipment will allow for all the town public bodies to have their
- 7 meetings live streamed to PBTv, You Tube, and over zoom. Being able to video
- 8 conference over “zoom” provides for an opportunity with citizens that have public
- 9 health concerns from attending a physical presence public body meeting during the
- 10 coronavirus pandemic. Town Manager Smith provided three proposals from Access,
- 11 ranked as ‘good, better, and best’ with each proposal scaled down by the level of
- 12 equipment. The ‘best’ option was recommended as it will install two cameras and a
- 13 microphone in the ceiling of the room. The other proposals had one camera and a shared
- 14 microphone with wires, for safety not recommended. Town Manager Smith to request
- 15 the expense for this project be reimbursed through the Governor’s Office for Emergency
- 16 Relief and Recovery (GOFERR) grant funding for Covid-19 related expenses. Town
- 17 was allocated \$49,501 from this grant. If amount is not reimbursed Board voted to
- 18 expended from town capital reserve fund.

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20 **MOTION:** Selectman Newton

21 *If the expense to install a microphone and video cameras at the Water & Sewer*

22 *Conference Room is not reimbursed through the Governor’s Office for Emergency*

23 *Relief and Recovery (GOFERR) grant funding for Covid-19 expenditures, then sum*

24 *amount \$14,476 shall be expended from the Building and Grounds Maintenance and*

25 *Repairs Capital Reserve Fund.*

26 **SECOND:** Vice Chairman DeWolfe

27 **VOTE:** 4 – 0

28 **MOTION PASSED**

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- 30 **c. Ashland Electric Department: “scrap” 2006 Chevy Colorado pickup truck** – the
- 31 truck is not eligible for a state motor vehicle inspection as the frame has deteriorated.
- 32 Board agreed to send the truck to “scrap” yard.
- 33

34 **MOTION:** Selectman Newton

35 *To have the Town Manager sign the title and send the Ashland Electric 2006 Chevy*

36 *Colorado pickup truck to the scrap yard.*

37 **SECOND:** Vice Chairman DeWolfe

38 **VOTE:** 4 – 0

39 **MOTION PASSED**

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41 **V. OLD BUSINESS**

- 42 **a. Former Selectman Jamie Lyford** – based on a procedural recommendation from town
- 43 counsel the Board voted to officially accept the resignation of former Selectman Jamie
- 44 Lyford. Board announced the open position and encouraged town residents to apply or
- 45 submit a letter of interest. Board previously received two applications for the vacancy
- 46 and will interview those applicants at their next meeting.

1 **MOTION:** Selectman Newton
2 *To officially accept the resignation of Selectman Jamie Lyford.*
3 **SECOND:** Vice Chairman DeWolfe
4 **VOTE:** 4 – 0
5 **MOTION PASSED**

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7 **VI. SELECTBOARD ITEMS**

- 8 a. **Property Tax Map Capital Reserve Fund (CRF) expenditure** – request from the
9 Town Office for a reimbursement from the CRF for the property tax map project, that
10 once complete will create the town’s own geographic information system (GIS).
11 Vendor for the project, CAI Technologies, is 70% completed. On June 1st, 2020, the
12 town paid an invoice in the amount of \$6,000 and on day of this meeting the town
13 received another invoice in the amount of \$4,500. Board voted to combine the two
14 invoices for one expenditure from the CRF.

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16 **MOTION:** Selectman Newton
17 *To expend \$10,500 from the Property Tax Map Capital Reserve Fund for payment*
18 *towards the town parcel mapping project.*
19 **SECOND:** Vice Chairman DeWolfe
20 **VOTE:** 4 – 0
21 **MOTION PASSED**

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23 b. **Ashland Electric Department operations** – based on the safety and administrative
24 support for the Utility Clerk position and operation changes, Town Manger Smith
25 recommended the position be moved to the Town Office building. Recently the
26 financial operations of the utility departments (account payables and human resources),
27 also located at the Utility Building, were consolidated to the Town Office when their
28 accounting software was moved from Quick Books to the town’s BMSI software. A
29 consensus of the board for this measure could not be reached and therefore a vote was
30 taken.

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32 **MOTION:** Selectman Newton
33 *To consolidate administrative operations of the utility department by moving the utility*
34 *clerk position to the Town Office building.*
35 **SECOND:** Vice Chairman DeWolfe
36 **VOTE:** 3 – 1 (Selectman Cilley voted nay)
37 **MOTION PASSED**

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39 c. **Dates to review new town employee personnel policy/handbook** – the board
40 discussed possible dates to review the new town personnel policy handbook. Before
41 agreeing to a time and date the Board asked Town Manager Smith to confirm
42 availability of town counsel.

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44 d. **Release of sealed nonpublic minutes** – the board received a ‘right-to-know’ request
45 about sealed nonpublic minutes from June 1st, 2020. Board agreed to unseal the
46 nonpublic minutes.

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MOTION: Selectman Newton
To unseal the nonpublic meeting minutes from June 1st, 2020.
SECOND: Vice Chairman DeWolfe
VOTE: 4 – 0
MOTION PASSED

e. **Trustee of the Trust Funds/Scribner Trustees** – Trustee Amanda Loud inquired about having a joint meeting between the Board and Trustees over the acceptance of gifts by former Trustees. Selectman Cilley argued that acceptance of gifts by Trustees was not the fiduciary responsibility of the board. Trustee Loud asked about a nonpublic meeting – Town Manager Smith to follow up with counsel about legal guidelines of holding this form of a meeting.

VII. ADJOURNED – the Board of Selectmen adjourned their meeting at 6:51 p.m. and will reconvene at their next meeting on Monday, August 17, 2020.