TOWN OF ASHLAND
BOARD OF SELECTMEN MEETING
MONDAY, SEPTEMBER 14, 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#: 1 929 205 6099 Meeting ID: 857 0991 5915 Password: 387798

I. CALL TO ORDER

II. APPROVAL OF MINUTES
   a. BOS meeting(s); 8/17/2020

III. NEW BUSINESS
   a. Ashland Parks & Recreation – use of ballfield during after school camp
   b. George Sansoucy, PE, LLC – utility appraisals
   c. Election CARES Act funding: grant acceptance of $5,446.02 for election expenditures (Covid related): grant (80/20) split: $4,538.45 match $907.67
   d. NH Preservation Alliance – gathering at Squam Bridge on Thursday, September 25th, 2020 to honor Arnold Graton

IV. OLD BUSINESS

V. SELECTBOARD ITEMS
   a. Vacant Selectman position
   b. Town of Ashland Policies:
      i. Town Employee – Covid Travel Policy
      ii. Town Personnel Policy
      iii. Fireworks Ordinance
      iv. Firearms Ordinance
   c. Ashland Electric vacancies

VI. NON-PUBLIC SESSION (If needed)

VII. ADJOURN

Posted on 9/11/2020 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, AUGUST 17, 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 5:31 p.m. for public comment about the potential sale of a town owned lot off Winter Street. Per RSA 41:14-a this was the board’s second public hearing on the potential sale of town owned land. Ashland resident David Ruell asked if the property was owned by the paper mill? Through deed research, surveyor Anthony Randall, who was representing the potential buyer Commerce Properties, confirmed the property was not owned by the paper mill. Commerce Properties was offering to buy the land for $1,000 through a quick claim deed that waives liability for the town. Board closed the public hearing at 5:41 p.m.

MOTION: Vice Chairman DeWolfe
To approve the sale of town owned land off Winter Street to Commerce Properties for $1,000 with the conditions that Commerce Properties also pay for the quick claim deed and recording fees.
SECOND: Selectman Newton
VOTE: 4 – 0
MOTION PASSED

III. APPROVAL OF MINUTES

MOTION: Selectman Newton
To approve the meeting minutes of August 3, 2020 as amended.
SECOND: Vice Chairman DeWolfe
DISCUSSION: Board removed “being alone at the utility building” on page 3, line 23 and 24.
VOTE: 4 – 0
MOTION PASSED
IV. NEW BUSINESS

a. NHDOT Bridge Design, Jerry Zoller, P.E.: next fiscal year New Hampshire Department of Transportation (NHDOT) is proposing repainting two state bridges in town; bridge 2-3 off exit 24 and bridge 4, near North Ashland Road. Repainting the bridge next year is contingent on the funds being in DOT’s budget, Jerry Zoller confirmed the expectations are the funds should be available, total cost for the project is an estimate $3 million. If the project does not move forward this year it would be pushed back to 2022. Each project should take about 8-10 weeks to complete. NHDOT has proposed land closure. NHDOT requested the town sign a “work zone agreement” that grants oversite of the project to NHDOT. Before the project goes to construction NHDOT will have a public hearing with the town.

b. Ashland Parks & Recreation

i. After School Program: Ashland Parks & Recreation Director Barney forwarded a plan to the Board of Selectmen about reopening the After-School Program. Director Barney worked with the School on what would work best to reopen, which is like what the department used in reopening the Summer Camp Program. Maximum attendance for the program will be 15 enrollees. Children attending will wear masks while in the building, hands sanitized, temperatures taken, tables are separated for social distancing (Fire Chief reviewed floor plan), and equipment at the building will be sanitized at end of day. Program will not restart until after Labor Day.

MOTION: Selectman Newton
To approve the plan submitted by Parks and Recreation to reopen After School Program.
SECOND: Vice Chairman DeWolfe
VOTE: 4 – 0
MOTION PASSED

ii. Use of Town Beach: a local church approached Director Barney about having a “baptizing” function and using the facility electric, bathroom, etc. Director Barney informed the church that the beach was closed for the season but would ask the Board about an exception. Being that the beach was closed, summer staff no longer available to clean the facilities, and not wanting to make exceptions the board voted to keep the beach closed for the season.

MOTION: Vice Chairman DeWolfe
To officially close the town beach for the summer and facility not available for functions.
SECOND: Selectman Newton
VOTE: 4 – 0
MOTION PASSED
c. **Vendor Permit Application:** the company “Wicked Eats” applied for a vendor permit to sell breakfast on Sharps Lane. Wicked Eats intends on selling breakfast Friday through Sunday from 6:30 a.m. to 10 a.m. and closing for the season November 1st. Board approved the application.

**MOTION:** Vice Chairman DeWolfe
*To accept and approve the vendor permit application for Wicked Eats.*

**SECOND:** Selectman Newton

**VOTE:** 4 – 0

**MOTION PASSED**

V. **OLD BUSINESS**

a. **Ashland Trustees of the Trust Funds/Scribner Trust:** for general knowledge as managers of the prudential affairs of the town, Trustee Amanda Loud forwarded the board proposals from vendors to repair the oil tank at the Scribner Building. Apparently, the filler pipe has a hole which is causing water to leak into the line and contaminating the oil tank. To help save with costs as Trustee Loud mentioned the Scribner Trust was depleting and did not financially appreciate since the trust’s inception, Public Works will help dig up the line for repairs. Trustee Loud also asked if the board would release the legal opinion about nonpublic meetings to the Trustees; consensus of the board was to allow the email to be forward to Trustees.

VI. **SELECTBOARD ITEMS**

a. **River Street Crosswalk:** Public Works Director Moore was approached by residents about installing a cross walk on River Street. Board did not object to the request. Public Works to also research into installing permanent “No Parking” signs along the street.

b. **Interviews for vacant Selectman position:** The Board interviewed applicants “Andy Fitch” and “Bob Letourneau” for the vacant Selectman position. Both applicants provided a background and answered questions on why they are a good selection. Term for the position would only be until the next election in March. Board to consider a vote on the applicants at their meeting in September.

c. **September 8th Primary:** The Board provided the public an update about safety precautions being taken during the pandemic for voters at next months state primary.

VII. **ADJOURNED** – the Board of Selectmen adjourned their meeting at 7:49 p.m. and will reconvene at their next meeting on Monday, September 14, 2020. Note: generally, the board meets on the first and third Monday of each month. Since the first Monday in September is a holiday (Labor Day) and the state primary the following day (September 8th) their first meeting in September was moved to the following week.
Date: September 11, 2020

To: Ashland Board of Selectmen

From: Town Manager Smith

Subject: Valuation of Utility Property

Recommended motion:

To enter into an agreement with George E. Sansoucy, P.E., LLC for the purposes of a revaluation of all the taxable utility property in the Town of Ashland. Further, to have the Town Manager sign the agreement on behalf of the town.

Background: newly enacted State House Bill 700 requires municipalities to complete the assessed value of the utilities in towns. Previously this assessment was completed by NH Department of Revenue Administration (DRA). Ashland town assessor, Commerford Nieder Perkins (CNP) does not assess the value of utilities and therefore recommends it be contracted out to other vendors – George E. Sansoucy, P.E., LLC. Sansoucy has proposed to the town a five-year agreement to take over the valuation of the utilities for CNP.

Issue: we need to determine utility values as it is part of the MS 1 calculation (DRA form used for total assessed values. Total value calculates property tax rate). Deadline to submit this form was September 1st, our office will request the deadline be extended to October 15th, which is around the general timeframe that DRA would release their utility values. CNP informed the town that when Sansoucy determines an accurate utility value it could be over/undervalued. DRA had generated a formula for the assessors to use and the values have been higher and lower. If Sansoucy determines that utilities in town are over/undervalued the state does allow for a 20% annual grace period to pay or reimburse.

Fiscal Impact: if we make a payment in 2020 the annual payment will be $5,500 each year over the four-year agreement. Town can defer the payment this year, but the subsequent payment increases to $6,875 per year. Town Manager recommends not to defer and make the $5,500 payment in 2020.
George E. Sansoucy, PE, LLC

Board of Selectmen
Town of Ashland
20 Highland Street
Ashland, NH 03217

RE: Valuation of Utility Property and Conversion to House Bill 700 Valuation Requirements

Dear Board of Selectmen:

We have been requested by Commerford Nieder Perkins to provide you with a proposal for your consideration to value your utility property and to enact the transition from fair market value to the new House Bill 700 (HB 700) (RSA 72-8 d) that is required to begin in 2020. You have one (1) HB 700 utility to value and two (2) non-HB 700 utility values to perform. The new law codifies a statistical method for valuation of electric, natural gas, and water distribution property that is regulated by the New Hampshire PUC. In your case, you have New Hampshire Electric Coop. regulated electric distribution property, and the use of the public rights-of-way. For non-House Bill 700 property, you have Consolidated Communications poles, conduit, and use of the public rights-of-way, Eversource Energy transmission property, and use of the public rights-of-way. The current law requires a five-year phase up or phase down glidepath for the towns and Public Service to mitigate any immediate increases to Public Service or immediate decreases to the Town and community. The glidepath, as we call it, is based on the value on the MS-1 form in 2018 and becomes formulated for all property from that point on. The glidepath is over five years from 2020 to 2024 inclusive. HB 700 includes all additions in the Town for each year of 2018 and 2019 at the full calculation of HB 700.

Our proposal is to take over the valuation of the utilities for Commerford Neider Perkins and for the Town of Ashland to enact HB 700 and then prepare the subsequent years’ updates and glidepath changes required in the law plus the update of additions and deletions of new property installed in the community each year. This requires a five-year contract which takes us through at least one revaluation cycle where we prepare a revaluation report summarizing all of the information and four update letters providing the HB 700 calculations.
Land and buildings, structures and improvements, warehouses and garages owned by the utilities are not taxed under HB 700, but are valued at full and true fair market value. Part of our work will be to prepare those values with you and your CAMA system for any of the non-HB 700 properties you may have in the community. We do know of easements that do exist in the community that will be valued as an interest in land separately and provided to you.

We propose a fixed fee per year to be calculated at the amount over five years, but billed to the Town over a four-year billing schedule from 2021, 2022, 2023 and 2024. This is due to the uncertain and surprised nature of the HB 700 conversion and the lack of budgeting for this changeover in 2020. In short, we will prepare five years of value and updates and we will amortize the billing over four years starting in 2021. Please see section 2.6 of our draft contract provided with this letter for your consideration and a resume. The purpose of this draft contract is that it provides a detailed explanation of what has occurred legally and the nature of HB 700 and what needs to be accomplished in 2020 and the years thereafter. It also describes our USPAP compliance even though valuations under HB 700 are a jurisdictional exception. You may include cell towers, if you wish now or in future years and we have provided you with a price for cell towers on a first time and on an ongoing basis. The electric companies are required to provide information to the Town under the law. As part of our service, we will spearhead making sure the Town receives that information so that we can perform our services to you as quickly and as timely as possible. You may already have in the Town Hall, some or all of the information provided by the company that is necessary for us to start our work. We will work with your staff to determine if that information is in and assist in getting it if it is not.

We hope this proposal meets with your approval. If so, you can vote and sign on the contract provided with this letter and we will get started immediately. We look forward to working with the Town of Ashland on this matter and welcome you to our family of more than 60 communities in New Hampshire that utilize our services for the valuation of their utility and special purpose properties. In addition to our valuation services, we keep you informed on legislative activities related to utility valuation and other utility issues that may have a negative or positive impact on your community and are available at any time to answer questions related to utility activities.

Very truly yours,

GEORGE E. SANSOUCY, P.E., LLC

George E. Sansoucy, P.E.
NH Certified General Appraiser #774

GES/It
Enclosures

George E. Sansoucy, PE, LLC
AGREEMENT

SUBJECT: A Contract to provide revaluation services and engineering consulting services to the Town of Ashland, New Hampshire to value, as of April 1, 2020 – April 1, 2024, for ad valorem taxation purposes, the utility properties and flowage rights located in the Town of Ashland.

CONTRACT SCOPE ATTENTION AND DELINATION: The New Hampshire Legislature has created new laws mandating certain methods of valuation of certain utility property. They also have mandated a defined reporting form for these certain utilities starting April 1, 2020. This contract is for the establishment of the new method of valuation and reporting based on this new law commonly called House Bill 700 (HB 700). As part of the new law, the legislature allowed for a 5-year phase-in of the impacts of the law on the present utility values both up and down as measured against the 2018 value issued by the Town on its MS-1 form. This phase-in is 20% per year up or down for 5 years. This contract scope intends to establish the value for the certain utility’s and computerize the phase-in methodology and formulas and produce the first year, April 1, 2020 value, based on a 20% phase-in. This work scope will create the basis for the next 5 years for valuation methodology under the new law. The scope of work in this contract also separates the HB700 utilities from the non-HB 700 utilities for the Town.

The Town of Ashland, hereinafter called the Town, and George E. Sansoucy, P.E., LLC, a Certified General Appraiser and Professional Engineer having a principal place of business at 7 Greenleaf Woods Drive, Unit 102, Portsmouth, New Hampshire 03801 in the County of Rockingham, State of New Hampshire, hereinafter called Sansoucy, hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION

1.1 Client: Town of Ashland

1.1.1 Name: Board of Selectmen
   Town of Ashland
   20 Highland Street
   Ashland, NH 03217

1.1.2 Contracting Official: Board of Selectmen

1.1.3 Authorized Contact: Board of Selectmen

1.2 Consultant: George E. Sansoucy, P.E., LLC

1.2.1 Name: George E. Sansoucy, P.E., LLC
   Address: 148 Main Street, Lancaster, NH 03584
   Tel: (603) 788-4000; Fax (603) 788-2798
   E-mail: gsansoucy@sansoucy.com

   Remittance address: 86 Reed Road, Lancaster, NH 03584
2. GENERAL SERVICES TO BE PERFORMED BY SASSOUCY

2.1 Scope of Work:

The scope of this work is for the revaluation of all taxable utility property in the Town of Ashland not currently subject to any settlement agreements or PILOTs. Values will be provided by September 1, 2023 or thereafter as soon as the revaluation land schedules are completed by the revaluation contractor. A USPAP 2020/2021-compliant appraisal report for the Town and Department of Revenue will be prepared for all of the utilities and provided no later than 30 days after the Town files its MS-1. The public utility property to be valued will include utility land and land rights based on the Town-wide mass appraisal land value schedules provided by the Town to us from the revaluation contractor, and all special purpose improvements. Valuations will be prepared considering all three approaches to value, including the cost, income, and sales comparison approaches. Recommended easement values will also be provided. The utilities to be included are:

<table>
<thead>
<tr>
<th>HB 700 UTILITIES</th>
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<table>
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<tr>
<th>NON-HB 700 UTILITIES AND TELECOMMUNICATIONS</th>
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<tbody>
<tr>
<td>Eversource Energy – Transmission Property - 100%, Use of Public Rights-of-Way</td>
</tr>
<tr>
<td>Consolidated Communications – Poles, Conduit, Use of Public Rights-of-Way</td>
</tr>
</tbody>
</table>

Sasoucy will defend its appraisals before all local judicial review bodies designated by the Town. Should a taxpayer challenge any valuation developed by Sasoucy, Sasoucy will defend the values from the beginning of the valuation process through the local abatement process as part of this contract, which will end on August 30, 2021 for 2020 values, August 30, 2022 for the 2021 values, etc. Should a defense be required beyond the local abatement process or should any settlement work be required, additional charges on a time and material basis in accordance with the attached rate sheet will apply.

These 2020 valuations will be developed based on the new House Bill 700 legally required methodology for valuation of the distribution utilities and conventional valuation for the non-distribution FERC regulated high voltage transmission utilities in the transmission section, which are excluded from House Bill 700. For those utilities which are not under House Bill 700 and are FERC regulated high voltage transmission utilities, these will be valued based on the normal mass revaluation cost new less depreciation approach with consideration for market sales and income, where applicable, if any, in accordance with USPAP.
The first section of this scope will be to build the valuation model and convert the regulated distribution utilities, shown in pink on the table. This will include modeling and developing the 2018 base year glide path for 2020, under the law, for any reductions over the mandated five-year glide path period. This will also include construction work in progress (CWIP), and the separation and valuation of contributions in aid of construction (CIAC). This scope also will seek to sort out and make certain that undistributed plant constructed by the utilities but not yet distributed to their books, and CWIP, is sought after, added to, and valued for each of the utilities. This model will be the future House Bill 700 model, including the glide path and is part of this scope of work. The goal is to have the entire system remodeled, including the reporting forms for the utilities in the Town of Ashland, by the completion of the 2023 revaluation.

This next section of the scope is intended to address the non-House Bill 700 properties (in blue in the table) and the non-regulated telecommunication properties.

Also, as part of the House Bill 700 phase-down, a portion of the land and land rights, namely the use of the public right-of-way for the distribution utilities will be valued based on House Bill 700 and phased-down while the remaining transmission utilities will continue to have their easements and fee land valued at full and true fair market value. Buildings, office buildings, warehouses, service centers, etc. are excluded from House Bill 700 and are to be valued separately, either as part of the utility property herein or utilizing the CAMA system. We will guide that breakup as part of the modeling and value the buildings in their appropriate categories of property, either House Bill 700, non House Bill 700, or non-utility buildings.

Sansoucy will first provide a USPAP-compliant annual valuation summary sheet and transmittal letter, for 2020 to close out the valuation, that includes improvement values, any estimated economic depreciation, final improvement values, land/site values, use of public rights-of-way values, easements, and the total overall recommended assessment, including for the non-House Bill 700 properties. We will then provide a final report in full no more than 30 days after the MS-1 is filed. Work papers will be retained in our files but made available to the Town upon request due to the confidential nature of some of the information derived from the utilities.

The land and land rights will be valued, including the easements and use of any public rights-of-way, based on the new 2023 revaluation land schedules. The Town’s revaluation contractor will provide Sansoucy with the updated land schedules in 2023. Property records, additions, and deletions will be sought and valued for all of the FERC regulated utilities as part of this revaluation. The Town will also provide Sansoucy with the fee parcel values based on the CAMA system and the updated fee parcel values in the 2023 revaluation.

Sansoucy will provide a USPAP-compliant annual valuation summary sheet and transmittal letter in update years (2020, 2021, 2022, and 2024) that includes improvement values, including all additions, any estimated economic depreciation,
equalized improvement values, land/site values, use of public rights-of-way values, and the total overall recommended assessment, including equalization for the non-House Bill 700 properties. Work papers for all years will be retained in our files but made available to the Town upon request due to the confidential nature of some of the information derived from the utilities.

Other assignments that may be added to this contract include such items as cell towers. Cell towers are priced at $2,500 each for the first-time value, and then $1,000 per year for each subsequent update. Updates for cell towers are not required each year, and are elective. Other assignments are not part of this contract and, if requested, will be performed on a time and material basis.

2.1.1 Scope of the Work Products

A USPAP 2020/2021-compliant appraisal report with separate appendices for each utility that contains facts, figures, and calculations necessary for the reader to understand the report, will be prepared and inclusive for all of the utilities listed in section 2.1 for the revaluation in 2023. A copy of the report will be mailed directly to the New Hampshire Department of Revenue Administration (DRA). Annual valuation summary sheets and transmittal letters will be provided in the update years of 2020, 2021, 2022, and 2024.

2.1.2 Services to be Provided by the Town:

Sansoucy will provide the Town with a detailed request for information and site tours to be sent by the Town to the utilities. The Town will provide access to Town records, tax maps, and information provided by the utilities, and will request that the utilities provide information directly to Sansoucy.

The Town will provide for this Town-wide revelation, where applicable, the following information to the best of its ability:

- Each company’s 2019 - 2023 tax cards, including cell tower host sites, and tax bills;
- Any company’s 2020 - 2024 Inventory of Taxable Property Form PA-28;
- The 2019 - 2024 MS-1, and the 2018 MS-1;
- Copy of, or authorized access to, the most recent tax maps;
- Any recent building permits;
- Any current settlement agreements;
- Any PILOTs for the companies (if applicable);
- Any leases for cell towers or cellular carriers (if applicable);
- Any cell tower current use / land use change tax forms (if applicable);
- Any municipal GIS mapping indicating utility location and data;
• Pole license / franchise agreements (cable/telephone/fiber optic/attachers); and
• Most recent land valuation schedules.

2.1.3 Services to be Provided by Sansoucy:

Sansoucy will provide a USPAP 2020/2021-compliant appraisal report of the listed utility properties to the Town and a copy of the report will be mailed directly to the DRA for the revaluation year of 2023. Annual valuation summary sheets and transmittal letters will be provided in the update years of 2020, 2021, 2022, and 2024.

2.2 Completion of Work:

All values will be provided to the Town by September 1st of each year (2020-2024). The final appraisal report for the 2023 revaluation will follow no later than 30 days after the Town files its MS-1, per DRA requirements.

Sansoucy will not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances which are either outside Sansoucy’s scope of services, beyond Sansoucy’s control, or as a result of non-performance of any other party, person, or entity affecting this contract.

2.3 Personnel:

All work will be overseen and reviewed by a DRA-certified Assessor or Assessor Supervisor.

All personnel and necessary field assistants employed by Sansoucy will be competent to perform the work they are called upon to do in a good and workmanlike manner and in accordance with all applicable laws and rules in effect at the time of the agreement.

All personnel performing ad valorem valuation tasks will be approved by the State of New Hampshire Department of Revenue Administration at an approval level commensurate with their level of appraisal involvement. The Assessor Supervisor will be George Sansoucy and the manager of field listings and assessor assistant is Charelle Lucas.
2.4 Public Relations:

The Town and Sansoucy, during the progress of the work, will use their best efforts and that of their agents and employees to promote full cooperation and amiable relations with the utilities. All publicity and news releases, if any, will be sent out only by the Town, or its authorized representative(s), and not Sansoucy.

2.5 Confidentiality:

Sansoucy agrees to not disclose to anyone except to the Town or its authorized representative(s) or a court of law or tribunal, any information discovered for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the report, unless specifically authorized by the Town or under the New Hampshire freedom of information statutes.

2.6 Compensation and Terms:

The Town of Ashland, in consideration of the services hereunder to be performed by Sansoucy, agrees to pay Sansoucy a fixed fee of $6,875 each year for four years, 2021, 2022, 2023, and 2024. Invoices are due and payable upon receipt.

Should a taxpayer file for an abatement of taxes, Sansoucy will defend its values through the local abatement process as part of this agreement.

Any settlement work assistance or testimony at the DTLA or Superior Court hearings or trial preparation, as well as any litigation support in the future related to these valuations, will be charged on a time and material basis per the attached rate sheet.

3. INSURANCE

3.1 Sansoucy will maintain general liability insurance with an endorsement for hired and non-owned automobile liability.

3.1.1 The liability insurance will be in the form of commercial general liability with limits of $2,000,000 per occurrence/person for bodily injury, and $4,000,000 general aggregate for the life of the policy.

3.1.2 The hired and non-owned automobile liability endorsement will have a limit of $2,000,000 each accident.

3.2 Sansoucy will provide a certificate of insurance confirming the above insurance coverages. All insurance will be valid in the State of New Hampshire.
4. ASSIGNMENT

This Contract and the duties of Sansoucy hereunder will not be assigned.

5. AMENDMENTS

This Agreement will not be amended, waived or discharged, unless by mutual written consent of both parties.
In witness thereof, the Town of Ashland has caused these presents to be signed by its Board of Selectmen, thereunto lawfully authorized and caused its corporate (if appropriate) seal to be affixed and George E. Sansoucy, P.E., LLC has caused the same to be signed by his lawfully authorized representative on the date and year first above written.

In the presence of: Town of Ashland, New Hampshire

Witness

by: 

by: 

by: Board of Selectmen

In the presence of: George E. Sansoucy, P.E., LLC

Linda Thomas

Witness

by: George E. Sansoucy, P.E.
2020

ENGINEERING AND APPRAISAL RATE SCHEDULE*

Principal engineers, senior appraisers, MBAs, including court testimony and deposition attendance .................................. $290.00/hour

Research engineers, associates, appraisers .............................................. $225.00/hour

Technical personnel ................................................................................. $175.00/hour

Clerical personnel .................................................................................. $125.00/hour

* All rates are portal to portal from Lancaster, N.H. or Portsmouth, N.H. Rates include general office expenses, such as: non-specific in-house copies, meals, non-specific mileage, office supplies, non-specific postage, telecommunications charges, and tolls.

Job-specific and identifiable expenses are billed at cost in addition to the rates shown, including but not limited to: transportation (air fare, car rental, taxi fare, specific parking, specific mileage, etc.), lodging, document printing and reproduction, research materials such as publications, subscriptions, and database purchases.

Rev. 9/10/2019
September 4, 2020

Lindsey M. Stepp, Commissioner
NH Department of Revenue Administration
Governor Hugh Gallen State Office Park
109 Pleasant Street
P. O. Box 487
Concord, NH 03302-0487

RE: Appraisal Services for Multiple Towns – See List Below

Dear Commissioner Stepp:

In accordance with RSA 21-J:11 “Appraisal of Property for Ad Valorem Tax Purposes”, please be advised that George E. Sansoucy, P.E., LLC proposes to provide appraisal services for tax assessment purposes to the Towns listed below. I am a Certified General Appraiser (NHCG-774) and will be responsible for the services rendered under this Agreement.

- Town of Alstead
- Town of Ashland
- Town of Carroll
- Town of Danbury
- Town of Epsom
- Town of Goshen
- Town of Langdon
- Town of Marlow
- Town of Mont Vernon
- Town of Webster
- Town of Woodstock

George E. Sansoucy, PE, LLC
148 Main Street, Lancaster, NH 03584  Tel: 603.788.4000  gsansoucy@sansoucy.com
7 Greenleaf Woods Dr., Unit 102 Portsmouth, NH 03801 Tel: 603.431.7636  mail@sansoucy.com
101 Gulliver Street, Fountain Inn, SC 29644  Tel: 864.408.7988
Remittance Address 86 Reed Road., Lancaster, NH 03584
Lindsey M. Stepp, Commissioner
September 4, 2020
Page 2

Our proposed Agreement is enclosed herein and has this day been forwarded to the respective Towns for signatures.

Please feel free to contact me if you have any questions.

Very truly yours,

GEORGE E. SANSOUCY, P.E., LLC

George E. Sansoucy, P.E.
Certified General Real Estate Appraiser
NH License Number: NHCG-774

GES/It

Enclosure

cc: Towns of Alstead, Ashland, Carroll, Danbury, Epsom, Goshen, Langdon, Marlow, Mont Vernon, Webster, and Woodstock

George E. Sansoucy, PE, LLC
Date: August 21, 2020

To: Board of Selectmen

From: Katherine Davis, Finance Director

Subject: CARES Act Election Funding and any other COVID-19 related grants

Recommended motion: To accept unanticipated revenue and authorize the Finance Director and Town Manager to apply for the CARES Act Election funding in the total amount of $5,446.02 with a maximum federal reimbursement of $4,538.45 (80%) and a local match of $907.67 (20%), as well as any additional grant opportunities which may become available in the future in response to the COVID-19 pandemic.

Background: The CARES Act Election funding is a reimbursement based grant in which the Town will receive reimbursement for additional absentee ballots processed during the 2020 primary and general elections in comparison with the 2016 elections. The Tax Collector/Town Clerk will have to complete a form by the following Monday after each election to be submitted to the State’s grant administrator, BerryDunn. BerryDunn will use a calculated average rate (based on a handful of NH Municipalities’ data) to reimburse the Town for the additional absentee ballots issued. The grant is very straightforward with minimal reporting requirements.

Issue: The Town will be incurring additional expenditures in the processing and mailing an increased number of absentee ballots over prior years.

Fiscal Impact: Grant funding relief to offset the additional costs to process additional absentee ballots.
To: Town of Ashland Board of Selectmen
From: Jennifer Goodman, executive director
Date: 9/9/20
Re: Request to hold small gathering at Squam Bridge in honor of Arnold Graton

The non-profit N.H. Preservation Alliance would welcome the opportunity to host a small, invitation-only gathering for Arnold Graton at your landmark bridge to thank him for his outstanding achievements over time. We honored him with a preservation achievement award earlier this year, and because of the pandemic, our large announcement event was all virtual. Our proposed bridge event is our plan to add to that with a more personal event for him while we can hold a safe event easily outdoors.

Specifics and logistics: We would like to hold the gathering on Thursday, September 25, 2020, 5:00 - 6:30 p.m. near the Squam Bridge. With a rain date of October 1 from 4-5:30 p.m. A chance to offer informal remarks, toast Arnold with non-alcoholic sparkling cider and learn more about the bridge and its story. All attendees will wear a mask and practice social distancing. Attendees will carry in and out some folding chairs and snacks. And use a portable sound system for the remarks. We welcome you or other key Ashland representatives to attend the event. Please contact me at jg@nhpreservation.org or 470-7207 with any questions.

More background: The Preservation Alliance is the statewide non-profit historic preservation organization and helps about 100 community projects each year as well as hundreds of property owners and preservation enthusiasts. Our Seven to Save and awards are two signature programs that showcase vulnerable properties and successful projects. Past award-winning projects from your town include the Ashland Railroad Station and Whitten House preservation, Ashland School revitalization and Squam River Studio rehabilitation.

About Arnold: Graton’s award is for his outstanding leadership and contributions to the New Hampshire preservation movement. His work has helped shape public understanding and appreciation for the preservation of historic bridges and other structures in New Hampshire and across the country. Arnold’s portfolio features nearly 100 new, restored and repaired bridges as well as significant residential, commercial and institutional landmarks. Graton is the most experienced covered bridge specialist alive today, and one of most influential timber frame craftsmen in the United States. New Hampshire is extraordinarily fortunate to have Arnold Graton as a link to the past and a modern day pioneer for the future.
COVID–19 Travel and Quarantine Policy

Situation

The COVID-19 pandemic continues around the world and within the United States. Many countries are showing an increasing number of COVID-19 infections and new outbreaks, including countries that have originally brought their original outbreaks under control. Even the United States is currently experiencing an accelerating pandemic and most states outside of New England are experiencing worsening outbreaks or uncontrolled community transmission. A Level 3 Global Pandemic Travel Health Notice is still in place by the CDC, which recommends against any non-essential travel to global destinations.

The CDC has also issued a Level 3 Travel Health Notice recommending that travelers defer all cruise travel worldwide. Therefore, any travel internationally or domestically increases your chances of getting infected and spreading COVID-19; staying home is the best way to protect yourself and others from getting sick.

Because travel increases a person’s chance of getting COVID-19 through close contact with others or contaminated public surfaces, anybody travelling should continue to avoid large gatherings and public areas, keep a distance of at least 6 feet from others, wear a cloth face covering when in public areas and frequently sanitize their hands.

Specific Town of Ashland Travel and Quarantine Guidelines

- The Town of Ashland until further notice will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).

- The Town strongly discourages personal international and domestic travel outside of the New England states.

- The Town strongly discourages personal travel on cruise ships.

- Any employee who travels internationally (including to Canada) or domestically outside of Maine, Vermont, Massachusetts, Connecticut or Rhode Island by private vehicle, cruise ship, airplane, bus, train or other public conveyance will be required to obtain a negative Covid 19 test prior to return to work and to quarantine until receiving the results of the test. If testing is not available, an employee must quarantine for 14 days. If an employee tests positive for Covid 19, the employee may not return to work until 10 days have elapsed since experiencing any symptoms and/or a negative test result.
• During quarantine, employees should not travel or frequent public spaces. Employees may qualify for up to 80 hours of paid sick leave under the Family First Coronavirus Response Act if they are unable to work because they are subject to a federal, state or local quarantine or isolation order or are quarantined upon the advice of a healthcare provider; or if they are experiencing Covid 19 symptoms and seeking a medical diagnosis. Part time employees are eligible for the number of hours of leave that the employee works on average over a two-week period. Please consult with the Town Manager to confirm your FFCRA or other sick leave balances.

• Employees who are quarantining under this policy should refrain from any travel that may subject them to an additional 14-day quarantine period. In the event of such additional travel, the employee’s quarantine will be appropriately extended.

This policy will be effective upon approval by the Board of Selectmen and will apply to all non-Union and Union employees, both full and part-time. This policy will be reviewed when NH DHHS publishes a revised COVID-related travel guidance or by December 31, 2020, whichever is earlier.