

ASHLAND HOUSING STANDARDS BOARD  
December 11, 2013, 4:00 PM  
Ashland Fire House

Attendees: Eli Badger, Chair, Katie Maher, Secretary, Fran Newton, Ashland Health Officer, Steve Heath, Ashland Fire Chief | Kendal Hughes, Vice Chair arrived 4:19PM | Fran Newton departed 5:15PM

Absent:

#### AGENDA ITEMS

1. Call Meeting to Order 4:02PM
2. Roll Call
3. Minutes Review
  - a. Minutes were not approved
4. New Business
  - a. Housing Ordinance for Ashland
  - b. 2014 Meeting Dates set as Second Wednesday of every month at 4:00 PM at the Ashland Fire Station Meeting Room and will be posted by Eli in two sources
  - c. Ashland Building Inspector should attend this meeting. Eli will talk to Paul/ Board of Select to assign part of his time to this monthly meeting and future inspections he may have to conduct as part of policies and process established by this board.
5. Old Business
  - a. Letter to Landlords
    - i. Split into two letters; one to all landlords and one to be sent by Sue McCormick, Ashland Welfare Officer, to all landlords who receive welfare payments for their tenants rent from the town of Ashland and are required to comply with New Hampshire Minimum Housing Standards and Life Safety 101 NFPA1.
  - b. Updated Complaint Form
    - i. Changes Requested:
      1. Change Name to Tenant
      2. Change Landlord to Owner and request name authorized representative if not owner
      3. Change Life Safety 101 violation to "Fire Safety Issues (i.e. smoke detectors, CO2 detectors, fire escapes)
      4. In 'discussion' section expand to include owner or tenant since form can be filled out by either (tenant can issue landlord complaint and landlord can issue a tenant complaint)
      5. Add plural to Violation(s)
    - ii. Additions Requested:
      1. Change attestation at bottom to be first person "I" for all statements
    - iii. From Prior Meeting and not yet included on form:
      1. Pictures documenting the issues will be taken at the time of inspection
      2. Add 'during the complaint process tenants must still pay their rent'
6. Non---Public Session (If Necessary)
7. Adjournment at 5:21PM

Next meeting scheduled for January 8<sup>th</sup> at 6PM at the Ashland Fire House.

Respectfully Submitted by Katie Maher, Secretary.