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**ASHLAND BOARD OF SELECTMEN  
MEETING MINUTES  
BUDGET MEETING  
TUESDAY, AUGUST 22<sup>nd</sup>, 2017  
ASHLAND TOWN OFFICE  
6:00 PM**

Chairman Newton called the meeting to order at 6:00 PM with a roll call vote. Chairman Fran Newton, Vice Chairman Harold Lamos, and Selectmen Casey Barney present; Selectman Leigh Sharps and Selectman Tejasinha Sivalingam were absent with notice. Others present: Town Administrator (TA) Charles Smith, Police Chief Randall, Parks & Rec Director Barney, Fire Chief Heath, and Deputy Chief Bousquet.

At the start of the meeting TA Smith informed the Board of Selectmen that the financial consultant the town had an agreement with is no longer able to provide financial services for the town. TA Smith mentioned other financial consulting firms to fill in on a short-term basis until the Finance Officer position is filled. The Board asked the TA to post for the position.

**MOTION:** Chairman Newton

*To have the Town Administrator post for the job opening for the Finance Officer position*

**SECOND:** Vice Chair Lamos

**VOTE:** 3-0 (Yes: Lamos, Barney, Newton)

**MOTION PASSED**

**Police Department (PD)**

Police Chief Randall presented the departments requested 2018 budget to the Board of Selectmen with various increases and decreases to the department budget.

- PD part – time line was decreased \$9,000 from \$49K to \$40K
- Equipment maintenance was decreased from \$2,500 to \$2,000
- PD Copier was reduced to a \$1 as a placeholder for future lease. Line was reduced as the department no longer leases a copier
- Internet/Cable was also reduced to a \$1 as going forward the line item cost will be combined with the Executive budget, for the fiber optic cable
- Uniforms line was decreased from \$4,000 to \$3,500
- Equipment purchase was increased as the department needs new video cameras
- Plymouth prosecution line was estimated at \$26K but expected to be reduced and revised once the final contracted amount is received

**MOTION:** Vice Chair Lamos

*To approve the Police Department requested budget of \$602,783 pending prosecution line expenditure*

**SECOND:** Selectman Barney

**VOTE:** 3-0 (Yes: Lamos, Barney, Newton)

**MOTION PASSED**

**Police Detail Work**

Police detail work – budget is offset by matching revenue

1 **MOTION:** Vice Chair Lamos  
2 *To approve the Police Department Detail Work requested budget of \$3,230*  
3 **SECOND:** Selectman Barney  
4 **VOTE:** 3-0 (Yes: Lamos, Barney, Newton)  
5 **MOTION PASSED**  
6

## 7 **Park and Recreation**

8  
9 The Board of Selectmen discussed with the TA about the Director position being a salary position instead of an  
10 hourly position. TA Smith mentioned how the position used to be salary and would qualify as being a salary  
11 position – similar as other department head positions.  
12

13 **MOTION:** Vice Chair Lamos  
14 *To make the Parks and Rec Director position salary not hourly with a starting yearly salary of \$24,650*  
15 **SECOND:** Chairman Newton  
16 **VOTE:** 2-0-1 (Yes: Lamos, Newton; Abstain: Barney)  
17 **MOTION PASSED**  
18

19 Parks and Rec Director Barney began the discussion about the department’s budget by informing the board the  
20 department does not have many changes from the prior year. The building expense line was reduced \$1,700 to  
21 \$3,000 as the department purchased a new stove last year.  
22

23 **MOTION:** Vice Chair Lamos  
24 *To approve the Parks & Recreation budget of \$49,955*  
25 **SECOND:** Chairman Newton  
26 **VOTE:** 2-0-1 (Yes: Lamos, Newton; Abstain: Barney)  
27 **MOTION PASSED**  
28

29 Director Barney also let the Board know about a grant opportunity the department is pursuing, that would  
30 redesign the playground at the park. The grant is matching funds and would be a warrant article next year.  
31

## 32 **Park and Recreation – Campground**

33  
34 Only change for this budget was an increase to water and sewer line items. Combined increase was \$230. Vice  
35 Chair Lamos mentioned a possibility of installing an energy efficient toilet to save on the sewer cost.  
36

37 **MOTION:** Vice Chair Lamos  
38 *To approve the Parks & Recreation Campground budget of \$9,888*  
39 **SECOND:** Chairman Newton  
40 **VOTE:** 3-0 (Yes: Lamos, Newton; Barney)  
41 **MOTION PASSED**  
42

## 43 **Park and Recreation Summer/Vacation Programs**

44  
45 Director Barney informed the Board how the program continues to grow and the demand to further expand the  
46 program exists. Director Barney requested an increase for the counselors’ salary, vacation camp special  
47 programs, and camp busing. Camp busing at times is a shared service with Plymouth. Vice Chair Lamos asked  
48 about budgeting for the repairs that need to be done with the shed at the beach. Director Barney said the repairs  
49 might be done this year.  
50

1 **MOTION:** Vice Chair Lamos  
2 *To approve the Parks & Recreation Summer/Vacation Programs budget of \$43,297*  
3 **SECOND:** Selectman Barney  
4 **VOTE:** 3-0 (Yes: Lamos, Newton; Barney)  
5 **MOTION PASSED**

6  
7 **Park and Recreation After School Programs**

8  
9 Director Barney informed the Board how the After School Program also has a need to expand in order to meet  
10 the demand for the service from the public, as more kids are asking to be enrolled.

11  
12 **MOTION:** Selectman Barney  
13 *To approve the Parks & Recreation After School Programs budget of \$19,503*  
14 **SECOND:** Vice Chair Lamos  
15 **VOTE:** 3-0 (Yes: Lamos, Newton; Barney)  
16 **MOTION PASSED**

17  
18 **Park and Recreation Community**

19  
20 Budgeted amounts for water (\$1) and electricity (\$660) at Memorial Park

21  
22 **MOTION:** Selectman Barney  
23 *To approve the Parks & Recreation Community budget of \$661*  
24 **SECOND:** Vice Chair Lamos  
25 **VOTE:** 3-0 (Yes: Lamos, Newton; Barney)  
26 **MOTION PASSED**

27  
28 **MOTION:** Vice Chair Lamos  
29 *To approve the Parks & Recreation Department budget of \$123,304*  
30 **SECOND:** Chairman Newton  
31 **VOTE:** 2-0-1 (Yes: Lamos, Newton; Abstain: Barney)  
32 **MOTION PASSED**

33  
34 Director Barney concluded the department's budget presentation by mentioning as of July 2017 the department  
35 has received \$99,620 in revenue, bringing the department's total appropriation request under \$25K.

36  
37 **Fire Department**

38  
39 Purchase Order: prior to the Fire Chief presenting the department budget the Chief requested the Board sign a  
40 purchase order for new fire fighter equipment/gear.

41  
42 **Ambulance**

43  
44 The ambulance contract with the Town of Plymouth was increased 1% to \$49,486 with final contractual amount  
45 to be determined later in the year.

1 **Fire Department – Budget**  
2

3 TA Smith brokered the conversation with the department about having per diem fire fighter staffing. Chief  
4 Heath and Deputy Bousquet talked about the plus and minus behind having per diem. It was determined the  
5 department could use per diem firefighters. Topic was tabled for further discussion later.  
6

- 7 • Detail service line was increased \$400 to \$1,400; appropriation is used for the triathlon and offset by  
8 revenue.
- 9 • Contract services line was increased \$2,771 to \$9,771 as the department is switching to active 911.  
10 Also, the department will pay for supplemental disability insurance for firefighters, as for now the town  
11 insurance carrier does not cover firefighters hurt on the job.
- 12 • Chief requested the department electricity line be increased \$300. Board increased the line \$200 more  
13 to help offset the use of the building from evening meetings by other town boards and committees.  
14 ○ **MOTION:** Vice Chair Lamos  
15     ▪ **To increase line item 01-4220-10-410 FD Electricity to \$4,200**  
16 ○ **SECOND:** Selectman Barney  
17 ○ **VOTE:** 3-0 (Yes: Lamos, Newton; Barney)  
18 ○ **MOTION PASSED**
- 19 • Telephones line was decrease to \$1,400 from \$1,850 as the Chief eliminated cell phones – many in the  
20 department use their personnel cell phones instead.
- 21 • Chief recommended reducing the building maintenance line \$3,000 to \$7,000.  
22

23 **MOTION:** Vice Chair Lamos  
24 **To approve the Fire Department budget of \$240,687**  
25 **SECOND:** Selectman Barney  
26 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)  
27 **MOTION PASSED**  
28

29 **Highway Block Grant Aid**  
30

31 TA Smith requested the Board revisit the previously approved Highway Block Grant Aid line as the town  
32 recently received a letter from NHDOT notifying the town the total amount to be appropriated in FY '18. New  
33 amount is \$57,508 previously approved \$57,157 (last year's amount used as a placeholder).  
34

35 **MOTION:** Vice Chair Lamos  
36 **To approve the Highway Block Grant line \$57,508**  
37 **SECOND:** Selectman Barney  
38 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)  
39 **MOTION PASSED**  
40

41 **Executive**  
42

43 **MOTION:** Chair Newton  
44 **To approve the Executive budget for \$230,690**  
45 **SECOND:** Vice Chair Lamos  
46 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)  
47 **MOTION PASSED**  
48  
49  
50

1 **Insurance**

2  
3 Sick buyout and disability insurance line items were increased in total \$3,500 to coincide with the Collective  
4 Bargaining Agreement and town employee raises. Property & liability (7% increase) and workers  
5 compensation (8% increase) insurance lines increased per the town's CAP program contract with PRIMEX.  
6

7 **MOTION:** Selectman Barney

8 ***To approve the Insurance budget \$147,482***

9 **SECOND:** Vice Chair Lamos

10 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

11 **MOTION PASSED**

12  
13 **CIP Other General Government**

14  
15 **MOTION:** Selectman Barney

16 ***To approve the CIP budget \$1 (placeholder)***

17 **SECOND:** Vice Chair Lamos

18 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

19 **MOTION PASSED**

20  
21 **Building Inspector**

22  
23 **MOTION:** Vice Chair Lamos

24 ***To approve the Building Inspector budget \$22,531***

25 **SECOND:** Selectman Barney

26 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

27 **MOTION PASSED**

28  
29 **Emergency Management**

30  
31 **MOTION:** Vice Chair Lamos

32 ***To approve the Emergency Management budget \$3,000***

33 **SECOND:** Selectman Barney

34 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

35 **MOTION PASSED**

36  
37 **Health Officer**

38  
39 **MOTION:** Vice Chair Lamos

40 ***To approve the Health Officer budget \$2,354***

41 **SECOND:** Selectman Barney

42 **VOTE:** 2-0-1 (Yes: Lamos, Barney; Abstain: Newton)

43 **MOTION PASSED**

44  
45 **Animal Control**

46  
47 **MOTION:** Vice Chair Lamos

48 ***To approve the Animal Control budget \$1,200***

49 **SECOND:** Selectman Barney

50 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

51 **MOTION PASSED**

1 **General Assistance**

2 Board of Selectmen agreed to reduce the GA Assistance Stipend line to \$1 from \$2,600. The reduction also  
3 lowered the FICA and Medicare lines.

4

5 **MOTION:** Vice Chair Lamos

6 ***To approve the General Assistance budget \$26,710***

7 **SECOND:** Selectman Barney

8 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

9 **MOTION PASSED**

10

11 **General Government**

12

13 Only requested change from the prior year budget was \$400 for general expenses.

14

15 **MOTION:** Vice Chair Lamos

16 ***To approve the General Government budget \$37,802***

17 **SECOND:** Selectman Barney

18 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

19 **MOTION PASSED**

20

21 **Cemetery Trustees**

22

23 **MOTION:** Vice Chair Lamos

24 ***To approve the Cemetery Trustees budget \$50***

25 **SECOND:** Selectman Barney

26 **VOTE:** 3-0 (Yes: Lamos, Newton, Barney)

27 **MOTION PASSED**

28

29 Before finalizing the 2018 budget the Board of Selectmen need to approve/review the following budgets;

30 Election, Finance, Library, Land Use, Patriotic Purposes, and Conservation Commission.

31

32 Prior to adjourning their meeting, the Board of Selectmen scheduled their next budget meeting for Tuesday,  
33 September 12<sup>th</sup>, 2017 at 6 PM in the Ashland Town Office. Hearing no other business Vice Chair Lamos made  
34 a motion to adjourn, Selectman Barney seconded, all in favor. Meeting adjourned at 8:29 PM.

35

36 Respectfully submitted,

37

38 Charles Smith

39 August 23, 2017