

**ASHLAND BOARD OF SELECTMEN  
WORK SESSION  
MONDAY, AUGUST 21<sup>ST</sup>, 2017  
ASHLAND FIRE DEPARTMENT  
6:00 PM**

*Prior to the Board of Selectmen work session, the board will have four consecutive public hearings. Starting at 6pm there will be a public hearing to accept an additional appropriation from NH Highway Block Grant Aid; followed by three public hearings for a Community Development Block Grant application.*

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
  - a. BOS meeting: 8/7/2017; 8/15/2017;
  - b. Revise 6/7/2017 minutes
    - i. To reflect expenditure from Road Improvement CRF/shim & overly River Street
- V. CONSENT AGENDA**
  - a. Week of 8/14/2017
    - i. General Fund manifest: \$120,068
    - ii. Payroll manifest: \$14,024
    - iii. Memo to Trustees of Trust Funds – Public Works CRF disbursement/purchase of grader
    - iv. Notice of Intent to Excavate
    - v. Department of Revenue – MS 535
- VI. DEPARTMENT HEADS**
  - a. Fire Chief – Ambulance Billing
  - b. Police Chief – Taser Replacement
  - c. DPW Director – Crack Sealing Highland Street
- VII. OLD BUSINESS**
  - a. Project List
  - b. Acceptance of the Ames Brook Campground sewer line
  - c. North Ashland Road car inquiry
- VIII. NEW BUSINESS**
  - a. Ashland 150<sup>th</sup> Committee
  - b. 4<sup>th</sup> of July Committee – Francine Wendelboe
- IX. SELECTBOARD ITEMS**
  - a. Meeting order policy
  - b. Update nondiscrimination policy
  - c. Date for next BOS meeting
    - i. Current schedule conflicts with town special election on Tuesday, September 5<sup>th</sup>, 2017
- X. LIAISON REPORTS**
  - a. Electric Commission
  - b. Budget Committee
  - c. 4<sup>th</sup> of July Committee
- XI. PUBLIC COMMENT (Agenda items only)**
- XII. NON-PUBLIC SESSION Pursuant to RSA 91-A: 3, II (a)**
- XIII. ADJOURNMENT**

**Posted on 8/18/2017 at the Town Office building and town website**

*Any person with a disabling condition who wishes 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. It is asked that such requests be made with prior notice.*



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

August 10, 2017

William Cass, P.E.  
Assistant Commissioner

Frances Newton, Chairman of Selectmen  
Town of Ashland  
PO Box 517, 20 Highland Street  
Ashland, NH 03217

RECEIVED  
AUG 14 2017  
BOARD OF SELECTMEN

RE: SENATE BILL 38 LOCAL HIGHWAY AID

Dear Ms. Newton:

In recognition of the need for improvements to local transportation systems, Governor Sununu and the legislature adopted Senate Bill (SB) 38 which has provided an additional \$30 million to be distributed to the State's 234 municipalities for local highway aid. The Department distributed the funds as a one-time lump sum payment to the municipalities on August 2, 2017. The distribution resulted in a number of questions.

The purpose of this letter is to respond to those questions and provide clarification on the uses and process for receiving and expending the funds.

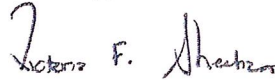
- The additional funding was distributed based on the same formula as Apportionment A of Highway Block Grant Aid as defined in RSA 235:2 Section I.
  - Half of the amount received was based on Class IV and V highway miles in each municipality in proportion to the total statewide municipal Class IV and V highway miles.
  - Half of the amount received was based on the municipal population in proportion to the total state population.
- The uses for SB 38 local highway aid are similar to the Highway Block Grant Aid Apportionments A and B for municipal highway construction, reconstruction or maintenance purposes.
- SB 38 local highway aid is specifically intended to be used for highway purposes that do not already have locally budgeted and approved funding. The funding is not to be used to supplant funds that are already locally budgeted and approved funds for road or bridge maintenance or construction activities.
- For example:
  - SB 38 funding can be used to do additional paving beyond what has approved funding.
  - SB 38 funding can be used for portions of local highways such as sidewalks, drainage, pavement markings, traffic signals, guardrail, bridges, etc.
  - SB 38 funding can be used as the match for municipal bridge projects or phases of projects that do not have local funding already approved.
  - SB 38 funding can be used for equipment necessary and totally dedicated to maintenance of local highways.
  - SB 38 funding cannot be used for municipal needs other than highways.
- The funds are non-lapsing.
- The Senate Bill 38 Distribution can be found at:  
<https://www.nh.gov/dot/business/documents/sb-38-bga-distribution071817.pdf>
- Additional information can be found in RSA 234:23 and 234:25 and at the Highway block Grant Aid Description that can be found at:  
<https://www.nh.gov/dot/business/documents/bgafunddescriptions.pdf>

SB 38 included provisions enabling municipalities to accept and expend the funds. The NH Department of Revenue Administration (NHDRA) issued the enclosed letter to provide additional information on those provisions and requirements.

NHDOT recommends that municipalities document how the SB 38 funds were expended in anticipation of reporting and/or auditing being required.

Hopefully, we have provided answers to questions you have as you move forward with expending the funds on local highway needs. If you have further questions, please contact the NHDOT Bureau of Planning and Community Assistance at 603-271-3344 or [bureau.462@dot.nh.gov](mailto:bureau.462@dot.nh.gov).

Sincerely,



Victoria F. Sheehan  
Commissioner

VFS/dmp  
Enclosure

cc: Honorable Christopher T. Sununu, Governor  
Honorable Chuck Morse, Senate President  
Honorable Shawn N. Jasper, Speaker of the House  
Judy Silva, NHMA Executive Director  
Stephen Hamilton, NHDRA  
William Watson, NHDOT



**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



John T. Beardmore  
Commissioner

Lindsey M. Stepp  
Assistant Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

July 27, 2017

Josephine Belville  
Assistant Director

Judy A. Silva, Executive Director  
New Hampshire Municipal Association  
25 Triangle Park Drive  
Concord, New Hampshire 03301

RE: SB 38 additional appropriation of Highway Block Grant Funds

Dear Ms. Silva:

Thank you for your recent inquiry regarding the additional appropriation of Highway Block Grant Funds made by the legislature in adopting Senate Bill 38. The Department of Revenue understands that this action has inspired a number of questions which I hope can be answered with the following information:

- The provisions of SB 38 include specific language that allows municipalities to accept and expend these funds under the process provided in RSA 31:95-b regardless of whether they have adopted this local option provision;
- There are specific procedural requirements for accepting that include:
  1. Pursuant to RSA 31:95-b, II (a) the board of selectmen is required to hold a public hearing if the amount of the funds received is \$10,000 or greater;
  2. For amounts less than \$10,000 "the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed." See RSA 31:95-b, II (b); and,
  3. "The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting." See RSA 31:95-b, II (b). (Emphasis added).
- RSA 32:7, IV, provides that money from a state grant for a specific purpose is non-lapsing;
- The money being provided to the municipalities are additional grants under RSA 235:23, I;
- RSA 235:25, provides in pertinent part that, ". . . the unused balance may be carried over to the following municipal fiscal year and expended for highway construction, reconstruction or maintenance purposes." (Emphasis added);
- This amount of additional grant should not be reported as "Highway Block Grant Revenue" on the municipalities 2017 MS-434 Report of Revised Estimated Revenue;
- As dedicated grant funds, the additional grant will not become part of the unassigned fund balance; and,
- Cities and towns are encouraged to inquire of their accountant or accounting firm to determine the appropriate fund where the money will be placed.

Please let me know if you have any further questions or concerns, and please feel free to circulate this letter to your members.

Sincerely,

Stephan W. Hamilton, Director  
Municipal and Property Division

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.*

## **PUBLIC HANDOUT**

### **TOWN OF ASHLAND CDBG Application**

Public Hearings, August 21, 2017, 6:30pm

#### **Public Hearing on Proposed Harvey Heights Renovations**

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$350,000 for emergency activities. All projects must directly benefit low and moderate-income persons. Up to \$12,000 per study is available for Planning Grants.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The town will retain some of the CDBG funds to cover administrative expenses and sub-grant the bulk of the funds to Laconia Area Community Land Trust, Inc. for rehabilitation of 40 existing units of affordable housing at Harvey Heights (also known as Ledgewood Estates Apartments), Ledgewood Lane (off Avery Street) in Ashland, New Hampshire. The rehabilitation project will improve health and safety conditions on the property, provide energy efficiency and renewable energy upgrades to enhance long-term affordability, and improve the exterior appearance of the property. The apartments will remain affordable for low and moderate-income individuals for a minimum of 20 years.

This project conforms with Ashland's Housing and Community Development Plan's Goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

#### **Public Hearing on Housing and Community Development Plan**

Discuss the proposed Housing and Community Development Plan that outlines short and long-term goals for the Town. No changes have been made since the Plan was discussed in 2013.

## **TOWN OF ASHLAND HOUSING AND COMMUNITY DEVELOPMENT PLAN**

The Town of Ashland commits to the following goals to meet its Housing and Community Development needs:

**Goal:** Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

**Goal:** Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

**Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

**Goal:** Preserve and promote the town's historically and culturally significant structures. (Short-term and Long-term goal).

**Goal:** Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

As a matter of policy, Ashland will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with the Town of Ashland's Master Plan and local ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate-income persons or households, and shall not benefit moderate income persons or households to the exclusion of low income persons or households.

### **Public Hearing on Residential Antidisplacement and Relocation Assistance Plan**

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Temporary relocation will be required during this project. While units are undergoing rehabilitation, if the household needs to be temporarily moved they will be moved to an empty unit on-site, a trailer on-site, an off-site LACLT unit, or to a local hotel/motel. LACLT will pay all temporary relocation costs.

1                                   **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**  
2   **REGULAR MEETING**  
3   **MONDAY, AUGUST 7, 2017**  
4   **ASHLAND FIRE DEPARTMENT**  
5   **6:30 PM**  
6

7 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Fran Newton, Vice  
8 Chairman Harold Lamos, Selectman Leigh Sharps, and Selectmen Casey Barney present. Selectman  
9 Tejasinha Sivalingam was absent with prior notice. Others present: Town Administrator Charles Smith  
10 and Administrative Assistant Wendy Smith.

11  
12 **NHDOT BRIDGE PAINTING PROJECT**

13 Jerry Zoller, NHDOT Project Engineer, presented outline of bridge painting planned along Interstate 93  
14 in the area of Collins Street. The work will occur in 2018 and should take approximately four to five  
15 weeks. Two bridges will be involved and lane closures will be necessary. Representatives from the  
16 Water and Sewer Department expressed concern with a building project which will be taking place in  
17 April and May of 2018 and the impact the bridge project may have on their project. Mr. Zoller assured  
18 them that the Water and Sewer building project would not be a direct interference. Accommodations  
19 will be made for truck passage. Vice Chair Lamos inquired about the protection of the waterways and  
20 was told that the containment of the lead paint being removed from the bridges is very efficient and the  
21 waterways would not be affected. Chair Newton read the NHDOT Municipal Work Zone Agreement  
22 for the bridge project, afterward the board signed the agreement.  
23

24 **MINUTES**

25 July 24, 2017-Selectman Sharps asked on the status of the speed bump on Leavitt Hill and was told that  
26 it has been repaired.  
27

28 **MOTION:** By Selectman Sharps

29 *Amend 7/24/17 minutes to include names of how the Board voted.*

30 **SECOND:** By Selectman Barney

31 **VOTE:** 4-0 (All in favor)

32 **MOTION PASSED**  
33

34 **MOTION:** By Vice Chair Lamos

35 *Approve 7/24/17 minutes as amended.*

36 **SECOND:** By Chair Newton

37 **VOTE:** 4-0 (All in favor)

38 **MOTION PASSED**  
39

40 July 31, 2017 AM minutes  
41

42 **MOTION:** By Vice Chair Lamos

43 *Approve 7/31/17 AM meeting minutes as written.*

44 **SECOND:** By Chair Newton

45 **VOTE: Yes:** Chair Newton and Vice Chair Lamos; **Abstained:** Selectmen Sharps and Barney

46 **MOTION PASSED**

1  
2 July 31, 2017 PM minutes-Add "The Board of Selectmen continued their meeting after the joint  
3 session." to Pg. 1, Ln. 25.

4  
5 **MOTION:** By Vice Chair Lamos  
6 *Approve 7/31/17 PM minutes as amended.*

7 **SECOND:** By Selectman Sharps

8 **VOTE:** 4-0 (All in favor)

9 **MOTION PASSED**

10  
11 **CONSENT AGENDA**

- 12 • General Fund Manifest for the week of July 31th, 2017 signed by Selectmen.
- 13 • Parks and Recreation Purchase Order for new lawn mower was signed by Selectmen.
- 14 • Personnel Action Form for Police Officer end of probationary period pay increase signed by  
15 Selectmen.

16  
17 **OLD BUSINESS**

- 18 • Certified Computer Solutions IT Equipment Maintenance Agreement-One year contract for  
19 \$7,605.00.

20 **MOTION:** By Selectman Sharps

21 *Approve Contract with Certified Computer Solutions.*

22 **SECOND:** By Selectman Barney

23 **VOTE:** 4-0 (All in favor)

24 **MOTION PASSED**

- 25 • Board confirmed Interim DPW Craig Moore hourly rate of \$18.18/hour.

26  
27 **NEW BUSINESS**

- 28 • Water and Sewer Commission donation of Ames Brook Campground sewer system:  
29 Commissioner David Toth requested the Boards approval of accepting a sewer system donated  
30 to the town by Ames Brook Campground. The Commission feels that accepting responsibility  
31 of the line would be a benefit to the Town. Plant Manager, Rusty Cross inspected the lines  
32 which are approximately 30 years old and approximately 1,800 feet in length; the pumps are  
33 three years old. Mr. Toth estimated that new lines of this length would be around \$90/ft. Mr.  
34 Toth conveyed that Vern Marion of Ames Brook Campground's lawyer would look into the  
35 rights of way, etc. The Board of Selectmen asked the Town Administrator to look into having a  
36 public hearing before accepting the sewer system.

- 37 • Seal coating of Town Office parking lot: Discussion followed regarding the benefit of seal  
38 coating the parking lot as opposed to covering cracks alone. Interim DPW Director Moore said  
39 that a similar project cost approximately \$1,000.

40 • **MOTION:** By Vice Chair Lamos

41 *Interim DPW Director Moore to get three quotes for seal coating.*

42 • **SECOND:** By Selectman Sharps

43 • **VOTE:** 4-0 (All in favor)

44 • **MOTION PASSED**



1 **SELECTBOARD ITEMS**

- 2 • 2018 Budget Review and Plan Schedule: The Board agreed to meet on Tuesday, August 15<sup>th</sup>  
3 at 6:00 PM to start the process of preparing the 2018 budget.  
4 • Department of Revenue PA-28 form: Discussion as to the drawbacks of instituting the use of  
5 this unrequired form ensued.

6 **MOTION:** By Selectman Sharps

7 ***Do not adopt use of DRA PA-28 form.***

8 **SECOND:** By Vice Chair Lamos

9 **VOTE:** 4-0 (All in favor)

10 **MOTION PASSED**

- 11 • Citizen Inquiry- Tejasinha Sivalingam: Chair Newton read Mr. Sivalingam's inquiry regarding  
12 the displacement of water on Smith Hill Road and the potential compensation to the owners of  
13 the property being affected. Chair Newton responded to Mr. Sivalingam's inquiry about private  
14 property being taken by the town for public use. To the town's best knowledge this has not  
15 happened in the past. TA Smith consulted with the NH Municipal Association about  
16 compensation for displacement of water, NHMA advised that diverting water does not  
17 constitute taking property which they are compensated.  
18

19 **PUBLIC COMMENTS**

20 Jeannette Stewart voiced her view that the public comment section of the meeting should include non-  
21 agenda items. Chair Newton replied that the Board has agreed that citizen inquiries should be submitted  
22 in writing and put on the Agenda so the Board will be prepared to respond. The Board is open to public  
23 comments not on the agenda in some matters. Ms. Stewart asked about the price of the Parks and  
24 Recreation lawn mower purchase order (\$3,000). Ms. Stewart also asked what percentage of the budget  
25 is left. TA Smith responded that 52.3% is left. Ms. Stewart commented that the over \$900,000  
26 undesignated fund balance should be used to lower taxes.  
27

28 Amanda Loud reported that the Porta Potties used for the 4<sup>th</sup> of July celebration were still there and  
29 that she will call the company again tomorrow. Interim DPW Director Moore said the grass underneath  
30 the units will need to be repaired.  
31

32 There being no other business, Selectman Sharps made a motion to adjourn, Vice Chairman Lamos  
33 seconded, all in favor. Meeting adjourned at 7:15 PM.  
34

35 Respectfully submitted,

36  
37 Wendy Smith

38 August 8, 2017

**ASHLAND BOARD OF SELECTMEN  
MEETING MINUTES  
BUDGET MEETING  
TUESDAY, AUGUST 15<sup>TH</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, Selectman Leigh Sharps, Selectman Tejasinha Sivalingam and Selectmen Casey Barney present. Others present: Town Administrator (TA) Charles Smith and Interim DPW Director Craig Moore.

At the start of the meeting TA Smith informed the Board of Selectmen about his directive to the Department Heads with budgeting for employee compensation. TA Smith advised Department Heads to budget a salary increase of \$0.75/hr. for nonunion employees to coincide with the Collective Bargaining Agreement. In the past Department Heads have asked for various pay increases. TA Smith suggested the increase to have equal compensation for all town employees without a contract. TA Smith also requested the Board of Selectmen consider changing the required weekly insurance payment for nonunion employees to be the same as union employees. Board members took the requests under advisement before preparing the budget.

**Public Works**

Interim DPW Director Craig Moore presented to the Board of Selectmen, the Public Works budget for 2018. Director Moore discussed the need for funding the training line, in part to the increased need for training in the department and the uncertainty of training for new hires next year. Prior to making a final decision on the Public Works budget the board requested a legal opinion about the town personnel action form (PAF).

**Highway & Streets**

Director Moore informed the Board about the need for repairs and maintenance with highway equipment, such as the loader. Board had concerns changing the highway fuel line from the uncertainty of future gas prices. Director Moore also mentioned the need to fix the rusted garage doors at the department shop. Selectman Sivalingam expressed concerns over the requested line item increases compared to present expenditures.

**MOTION:** Selectman Sharps

***To approve the Highway & Streets requested budget of \$208,733.***

**SECOND:** Selectman Lamos

**VOTE:** 4-1 (Yes: Sharps, Lamos, Barney, Newton. No: Sivalingam)

**MOTION PASSED**

**Town Mechanic**

Board agreed to reduce the Town Mechanic overtime line from \$3,000 to \$2,000.

**MOTION:** Selectman Sharps

***To approve the Town Mechanic budget of \$86,553.***

**SECOND:** Selectman Lamos

**VOTE:** 4-1 (Yes: Sharps, Lamos, Barney, Newton. No: Sivalingam)

**MOTION PASSED**

1 **Street Lighting**

2  
3 Amount requested is offset by equal revenue.

4  
5 **MOTION:** Selectman Sharps

6 *To approve the Street Lighting requested budget of \$42,000.*

7 **SECOND:** Selectman Lamos

8 **VOTE:** 5-0 (Motion passed unanimously)

9 **MOTION PASSED**

10  
11 **Transfer Station**

12  
13 Board members agreed to reduce the heat line from \$4,000 to \$3,250. Building maintenance at the transfer  
14 station was discussed. Conversation focused on fixing the doors to keep heat in during the winter and installing  
15 an air moving fan to get the air circulating for the health and safety of the workers. The Select Board agreed to  
16 reduce the transfer station equipment line from \$2,500 to \$2,000.

17  
18 **MOTION:** Selectman Sharps

19 *To approve the Transfer/Recycling budget of \$140,140.*

20 **SECOND:** Selectman Lamos

21 **VOTE:** 4-0-1 (Yes: Sharps, Lamos, Barney, Newton. Abstain: Sivalingam: to research further)

22 **MOTION PASSED**

23  
24 **Election**

25  
26 Board of Selectmen talked about the Town Clerk longevity line and the history behind implementing the line.  
27 Selectman Sivalingam asked the board to consider combining the longevity line with the salary line. Budget  
28 vote was tabled until response from legal about PAF.

29  
30 **Financial**

31  
32 Selectman Sivalingam expressed similar concerns to the longevity line for the Town Clerk as for the Tax  
33 Collector. TA Smith recommended the town advertise for the open Financial Officer position, as presently the  
34 town has a consultant. Selectman Sivalingam was satisfied with the service from the consultant, but had  
35 concerns going forward over the costs for the Financial Officer position.

36  
37 **MOTION:** Chairman Newton

38 *To have the Town Administrator advertise for the Financial Officer position.*

39 **SECOND:** Selectman Sharps

40 **VOTE:** 4-1 (Yes: Sharps, Lamos, Barney, Newton. No: Sivalingam)

41 **MOTION PASSED**

42  
43 Before voting on the financial budget, the Board asked for clarification about the BMSI (town accounting  
44 software) costs. Board agreed to reduce the Tax Collector training line from \$750 to \$500.

45  
46 **Executive Budget**

47  
48 TA Smith responded to questions about the overtime line. The line is used for overtime when needed to record  
49 board meeting minutes and extended hours at the town office.

1 Selectman Sivalingam proposed the Board eliminate the Board of Selectmen salary line. Selectman Sharps  
2 talked about how she makes donations with the stipend. Other members discussed about the importance of the  
3 line item for travel to meetings etc. Selectman Sivalingam suggested moving funding from the salary line to  
4 executive training. TA Smith notified the board about the general expense line could be used for training and  
5 purchase of books for the Selectmen.

6  
7 **MOTION:** Selectman Sivalingam  
8 ***To reduce the Board of Selectmen salary line to zero.***

9 **SECOND:** Selectman Lamos

10 **VOTE:** 1-4 (**Yes:** Sivalingam. **No:** Sharps, Lamos, Barney, Newton)

11 **MOTION FAILED**

12  
13 TA Smith notified the Board about the increase to the telephone line. TA Smith suggested consolidating the  
14 telephone line with the Police Department, instead of splitting the line among two departments. The line will be  
15 used for the town office VOIP phones and the new fiber optical cable that runs into the Town Office building.  
16 TA Smith recommended having the line under the General Government budget, but has reservations if the  
17 budget went to default. New line items are not added to the budget under default. Board tabled the Executive  
18 budget till a following meeting.

19  
20 **Property Taxation**

21  
22 Property revaluation line was increased to coincide with town wide revaluation year (update of property values)  
23 – per the NH Constitution Part II Art. 6.

24  
25 **MOTION:** Chairman Newton  
26 ***To approve the Property Taxation budget of \$55,610.***

27 **SECOND:** Selectman Sharps

28 **VOTE:** 4-1 (**Yes:** Sharps, Lamos, Barney, Newton. **No:** Sivalingam)

29 **MOTION PASSED**

30  
31 **Legal**

32  
33 Chairman Newton opened the discussion about the legal budget and having the town move to a Request for  
34 Proposals (RFP) for new legal services. TA Smith informed the board the line this year will go over after the  
35 Trustee of Trust Funds legal case. By not knowing what might happen with an RFP and legal fees next year –  
36 the Board anticipated they would be increased and agreed to increase the line from \$15,000 to \$20,000.

37  
38 **MOTION:** Chairman Newton  
39 ***To increase and approve the legal budget to \$20,000.***

40 **SECOND:** Selectman Sharps

41 **VOTE:** 4-1 (**Yes:** Sharps, Lamos, Barney, Newton. **No:** Sivalingam)

42 **MOTION PASSED**

43  
44 **Debt Service Principal**

45  
46 **MOTION:** Chairman Newton  
47 ***To approve the Debt Service Principal budget of \$126,331.***

48 **SECOND:** Selectman Barney

49 **VOTE:** 5-0 (**All in favor**)

50 **MOTION PASSED**

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**Debt Service Interest**

**MOTION:** Chairman Newton  
*To approve the Debt Service Interest budget of \$59,032.*  
**SECOND:** Selectman Barney  
**VOTE:** 5-0 (All in favor)  
**MOTION PASSED**

**Tax Anticipation Note**

**MOTION:** Chairman Newton  
*To approve the Tax Anticipation Note budget of \$1.*  
**SECOND:** Selectman Barney  
**VOTE:** 5-0 (All in favor)  
**MOTION PASSED**

Prior to adjourning their meeting, the Board of Selectmen scheduled their next budget meeting for Tuesday, August 22<sup>nd</sup>, 2017 at 6 PM in the Ashland Town Office. Hearing no other business Selectman Sivalingam made a motion to adjourn, Selectman Sharps seconded, all in favor. Meeting adjourned at 8:20 PM.

Respectfully submitted,  
Charles Smith  
August 16, 2017

1 ASHLAND BOARD OF SELECTMEN MEETING MINUTES  
2 WEDNESDAY, JUNE 7<sup>TH</sup>, 2017  
3 ASHLAND TOWN OFFICE BUILDING  
4 9:00 AM  
5

6 Chairman Newton called the meeting to order at 9:00 AM with a roll call. Chairman Fran Newton,  
7 Vice Chairman Harold Lamos, Selectman Leigh Sharps and Selectman Tejasinha Sivalingam present.  
8 Selectman Casey Barney was absent. Others present: Town Administrator Charles Smith,  
9 Department of Public Works Director Tim Paquette, Police Chief Randall, Fire Chief Heath.

10  
11 **NEW BUSINESS**  
12

13 • **Bid announcement for Shim & Overlay and Crack Fill on River Street:**

14 ○ Director Paquette announced the bids for the project as follows:

- 15  
16 ■ GMI: \$58,931 58993.93 diff 6293  
17 ■ R&D: \$60,844  
18 ■ Bryant: \$62,590  
19

- 20 ○ Director Paquette had a discussion with board about the expectations of the project  
21 and recommended awarding the project to GMI. Director Paquette said GMI's bid  
22 was lower because they have their own mix, while the other bids might have to use  
23 reclaimed gravel. Director Paquette mentioned how River Street has not been repaired  
24 since 2003 and this project should finish taking care of this road for the time being.  
25 ○ Selectman Lamos asked if the project would impact the fire hydrants on the street and  
26 the yardage estimates being used for the project. Chief Heath said there would be no  
27 impact to the fire hydrants and Director Paquette felt the yardage estimates were  
28 adequate.  
29 ○ Selectman Sivalingam asked about receiving certificates of liability, to which two of  
30 the bidders provided. Sivalingam felt this was not the best road to repair now.  
31 ○ Selectman Sharps made a motion to accept GMI's bid. Selectman Lamos seconded.  
32 Selectman Sivalingam requested more time to review the bid project.  
33 ■ Motion passed 3-1 with Sivalingam opposed.  
34

35 • **Ashland Board of Selectmen goal setting session with PRIMEX**

- 36 ○ PRIMEX member services representatives, Sally Tanner and Gail Hamman, had a  
37 work session with the Board of Selectmen and Department Heads to establish goals  
38 and objectives. PRIMEX set ground rules for the meeting. Attendees had a  
39 roundtable discussion about the Strengths, Weaknesses, Opportunities, and Threats  
40 (SWAT analysis) for the town. Followed by a discussion on what was their vision of  
41 the town over the next five years and how this vision differs from the current state of  
42 the town. Once completed all the ideas discussed were consolidated into three  
43 categories:  
44



**PAVING SPECIALISTS**

# Invoice

Date	Invoice #
7/5/2017	17-205

<b>Bill To</b>
Town of Ashland PO Box 517 Ashland, NH 03217

<b>Project Address</b>
River St Ashland, NH

P.O. Number		Terms		Project	
		Due on receipt		17-205RV - River ...	
Quantity	Item Code	Description	Price Each	Amount	
851.02	Per Ton Wearing ...	Trimmed transition joints at start/stop points in driveways & roadways Swept roadway surface Apply a coat of emulsion over existing pavement surface Supply and install a bituminous concrete shim course at .5 inch and a bituminous concrete overlay at 1.0-in compacted	61.30	52,167.53	
112	Paving	Clean out cracks Supply and install a hot rubberized crack fill in cracks	60.95	6,826.40	
Thank you, We Appreciate your Business!			<b>Total</b>	\$58,993.93	



# Ashland Fire Department

PO Box 856, Ashland NH 03217

(603) 968-7772

To: Board of Select  
From: Steve Heath  
Re: Ambulance Billing

Last year COMSTAR notified us that they would no longer be doing our ambulance billing. We had used COMSTAR since we became a licensed transporting agency in the late 1990s. As you know, Plymouth is under contract, and is our primary transport agency, but we have maintained the capability to transport in the event that Plymouth was not available, there were several patients, or the patient needed immediate transport and could not wait for Plymouth's arrival. The number of transports varies from year to year, but the volume wasn't great enough in COMSTAR's view to continue providing the billing service. We have conducted an extensive search, and have found a vendor that is willing to provide the billing service regardless of the number of transports that we do. After a start-up fee, (\$2500), they would bill us at 8% of the payment we receive for the transport. This is 2% less than what COMSTAR charged. Last week I gave the Town Administrator a contract proposal for ambulance billing which he forwarded to the Board.

We did not budget for this expenditure, so my question is where, or from what line do we get the funds to get our account set up? My recommendation would be the account established by vote in 2005, (Warrant Article 5). The account was established for the revenue collected for ambulance transports, and currently has over \$20,000 in it. Although the stated purpose of the account is for "Fire Department Apparatus or Equipment", the account has been used in the past to pay the 10% charge from COMSTAR for billing services.

I look forward to discussing the options with you at your next meeting. In the meantime, please don't hesitate to contact me if you have any questions or concerns.

Thank you,  
Steve

Stephen L. Heath  
Chief  
Ashland Fire Department  
[firechief@ashland.nh.gov](mailto:firechief@ashland.nh.gov)  
968-7772 (office)  
968-4010 (fax)  
359-1130 (cell)





## TOWN OF ASHLAND, NEW HAMPSHIRE POLICE DEPARTMENT

Chief Anthony L. Randall  
603-968-4000  
Fax 603-968-4009

August 13, 2017

### RE: Taser Replacement

Dear Board of Selectman,

The department has the opportunity to replace it's Tasers through a 5 year contract with Axon (formerly known as Taser International, Inc.) and I would respectfully request your approval to move forward in signing the contract.

When Sgt. Hamilton was re-certified this year as our Taser instructor it was brought to my attention that the current Tasers are no longer supported. This means when the Taser fails we can no longer get them repaired.

Axon offers a direct purchase option that would cost 11,290.03. They also offer a 5 year contract to pay over time for a total cost of \$9,886.88. I have also provided a copy of the two quotations for your review as well.

The 5 year contract is a more cost effective approach as you will see it is also cheaper for the town. This contract offers us the ability to keep the department prepared and equipped with the tools necessary to do the job.

I look forward to discussing this issue with the board at their next meeting.

Sincerely,

A handwritten signature in cursive script that reads "Anthony L. Randall".

Anthony L. Randall  
Chief of Police

**Axon Enterprise, Inc.**

Protect Life.

17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 Phone: (800) 978-2737  
 Fax:



**Dan Hamilton**  
 (603) 728-8053  
 dhamilton@ashland.nh.gov

**Quotation**  
 Quote: Q-121133-1  
 Date: 8/9/2017 9:30 AM  
 Quote Expiration: 9/30/2017  
 Contract Start Date\*: 6/15/2017  
 Contract Term: 1 year

**AX Account Number:**  
 109375

**Bill To:**  
 Ashland Police Dept. - NH  
 P.O. BOX #885  
 Ashland, NH 03217  
 US

**Ship To:**  
 Dan Hamilton  
 Ashland Police Dept. - NH  
 20 HIGHLAND ST.  
 Ashland, NH 03217  
 US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Zachary Gallagher	(480)463-2202	zgallagher@taser.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

Hardware

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	11003	HANDLE, YELLOW, CLASS III, X26P	USD 964.05	USD 7,712.40	USD 0.00	USD 7,712.40
8	11501	HOLSTER, BLACKHAWK, RIGHT, X26P	USD 57.04	USD 456.32	USD 0.00	USD 456.32
16	34200	Cartridge - 15'	USD 23.78	USD 380.48	USD 0.00	USD 380.48
1	11010	XPPM, BATTERY PACK, X26P	USD 68.02	USD 68.02	USD 0.00	USD 68.02
1	22013	KIT, DATAPORT DOWNLOAD, USB, X2/ X26P	USD 176.49	USD 176.49	USD 0.00	USD 176.49
<b>Hardware Total Before Discounts:</b>						USD 8,793.71
<b>Hardware Net Amount Due:</b>						USD 8,793.71

Extended Warranties

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	11004	WARRANTY, 4 YEAR, X26P	USD 297.75	USD 2,382.00	USD 0.00	USD 2,382.00
<b>Extended Warranties Total Before Discounts:</b>						USD 2,382.00
<b>Extended Warranties Net Amount Due:</b>						USD 2,382.00

Subtotal	USD 11,175.71
Estimated Shipping & Handling Cost	USD 114.32
<b>Grand Total</b>	<b>USD 11,290.03</b>

**Hardware Shipping Estimate**

Typically, hardware shipment occurs between 4 – 6 weeks after purchase date. Product availability for new or high demand products may impact delivery time.

**Axon Enterprise, Inc.'s Sales Terms and Conditions  
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and Axon's Master Services and Purchasing Agreement posted at <https://www.axon.com/legal/sales-terms-and-conditions>. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name (Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**PO# (if needed):** \_\_\_\_\_

Quote: Q-121133-1

Please sign and email to Zachary Gallagher at [zgallagher@taser.com](mailto:zgallagher@taser.com) or fax to

THANK YOU FOR YOUR BUSINESS!

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**Axon Enterprise, Inc.**

Protect Life.

17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 Phone: (800) 978-2737  
 Fax:



**Dan Hamilton**  
 (603) 728-8053  
 dhamilton@ashland.nh.gov

**Quotation**  
**Quote:** Q-121131-1  
**Date:** 8/9/2017 9:29 AM  
**Quote Expiration:** 9/30/2017  
**Contract Start Date\*:** 6/15/2017  
**Contract Term:** 5 years

**AX Account Number:**  
 109375

**Bill To:**  
 Ashland Police Dept. - NH  
 P.O. BOX #885  
 Ashland, NH 03217  
 US

**Ship To:**  
 Dan Hamilton  
 Ashland Police Dept. - NH  
 20 HIGHLAND ST.  
 Ashland, NH 03217  
 US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Zachary Gallagher	(480)463-2202	zgallagher@taser.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

Year 1

Due Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	11003	HANDLE, YELLOW, CLASS III, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
8	11501	HOLSTER, BLACKHAWK, RIGHT, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
8	11010	XPPM, BATTERY PACK, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
16	34200	Cartridge - 15'	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	22013	KIT, DATAPORT DOWNLOAD, USB, X2/ X26P	USD 176.49	USD 176.49	USD 176.49	USD 0.00
8	85181	TASER 60 YEAR 1 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 800.00	USD 1,312.00

<b>Year 1 Total Before Discounts:</b>	USD 2,288.49
<b>Year 1 Discount:</b>	USD 976.49
<b>Year 1 Net Amount Due:</b>	USD 1,312.00

Year 2

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85182	TASER 60 YEAR 2 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 2 Total Before Discounts:</b>						USD 2,112.00
<b>Year 2 Net Amount Due:</b>						USD 2,112.00

Year 3

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85183	TASER 60 YEAR 3 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 3 Total Before Discounts:</b>						USD 2,112.00
<b>Year 3 Net Amount Due:</b>						USD 2,112.00

Year 4

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85184	TASER 60 YEAR 4 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 4 Total Before Discounts:</b>						USD 2,112.00
<b>Year 4 Net Amount Due:</b>						USD 2,112.00

Year 5

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85185	TASER 60 YEAR 5 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 5 Total Before Discounts:</b>						USD 2,112.00
<b>Year 5 Net Amount Due:</b>						USD 2,112.00

<b>Subtotal</b>	USD 9,760.00
<b>Estimated Shipping &amp; Handling Cost</b>	USD 126.88
<b>Grand Total</b>	USD 9,886.88

### Hardware Shipping Estimate

Typically, hardware shipment occurs between 4 – 6 weeks after purchase date. Product availability for new or high demand products may impact delivery time.

### TASER 60 Sales Terms and Conditions

This quote contains a purchase under the TASER 60 Plan. If your purchase only includes the TASER 60 Plan, CEWs, and CEW accessories, then this purchase is solely governed by the TASER 60 Terms and Conditions posted at: <http://www.axon.com/legal>, and the terms and conditions of Axon's Master Services and Purchasing Agreement do not apply to this order. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

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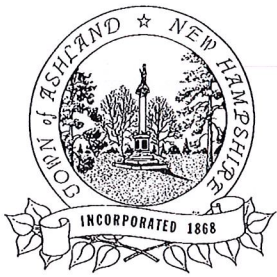
<b>Signature:</b>	_____	<b>Date:</b>	_____
<b>Name (Print):</b>	_____	<b>Title:</b>	_____
<b>PO# (if needed):</b>	_____		

Quote: Q-121131-1

Please sign and email to Zachary Gallagher at [zgallagher@taser.com](mailto:zgallagher@taser.com) or fax to

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**Town of Ashland  
Board of Selectmen  
Agenda Report  
August 17, 2017**

---

**To:** Board of Selectmen

**From:** Craig Moore - Interim Public Works Director

**Subject:** HW Dow - Crack Sealing Highland St.

**Recommended motion:**

*“Motion to approve the crack sealing of Highland St. with HW Dow in the amount of \$7,600.”*

**Discussion:**

This activity, crack sealing, was temporarily scheduled for completion in October by the previous PWD. This is done each year during the summer months to extend the life and preserve the roadways of Ashland. Sealing and filling asphalt pavement cracks is a common road maintenance activity. Specialized materials are placed into or above cracks to prevent the intrusion of water and incompressible material into the cracks and to reinforce the adjacent pavement. Sealing pavement cracks to prevent water from entering the base and subbase will extend the pavement life on Highland St.

**Fiscal Impact:**

Proposal amount \$7,600 – line item 01-4312-20-556 Summer Maintenance.

## **NHDOT – TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT**

**Description:** Reconstruction of sidewalk and crosswalks along Main St. US Rte. 3/25 – from Gordon Street to West Street; approx. 0.6 miles.

**Updates:**

Previous: Posted RFQ to NHMA website and advertised in Union Leader – RFQ due date 8/18

Current: forwarded RFQ's onto Board of Selectmen for initial review

---

## **THOMPSON ST/HIGH ST/SMITH HILL RD RECONSTRUCTION; WATER & SEWER REPLACEMENT**

**Description:** Replace water and sewer lines and road reconstruction

**Updates:**

Previous: Submitted applications prior to June 30<sup>th</sup> deadline to NHDES – Clean Water State Revolving Fund (sewer) and Drinking Water State Revolving Fund for future funding. Final approval depends on Town Meeting approval vote and NHDES selection.

Current: TA attended the public hearing for Clean Water SRF Priority List. Town to receive letter from NHDES Grants Management certifying our project made the priority list and next steps.

---

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING**

**Description:** Installation of a web-based GIS system for parcel mapping and utility infrastructure

**Updates:**

Previous: BOS to research into expanding the capabilities of the GIS program

Current: No updates

---

## **BOARD OF SELECTMEN GOAL SETTING - PRIMEX**

**Description:** Joint meeting with BOS, Department Heads, and PRIMEX to identify goals and objectives for town over the next three to five years.

**Updates:**

Previous: PRIMEX report received on 6/20.

Current: No updates

---



## LW PACKARD MILL SITE

**Description:** Brownfields study of property at former mill site in town – LW Packard

**Updates:**

Previous: NHDES approved the Nobis Engineering scope of work and budgeting for the subsurface investigation at former LW Packard Mill site. LRPC also approved the hazardous material survey. Expectations are work can start sometime in August. 6/30. Note: Nobis report due with DES by October 31<sup>st</sup>.

Current: Nobis submitted to DES the Field Task Work Plan (FTWP)/Site Specific QAPP Addendum for completion of a Phase II Environmental Site Assessment (ESA) and Hazardous Building Materials Survey at former LW Packard Mill. Both projects are to be conducted concurrently and included into one FTWP.

---

## RIVER WALK MAINTENANCE

**Description:** Cleanup area along the river walk

**Updates:**

Previous: Walkthrough with DPW Director, BOS Lamos, Memorial Park Trustee. DPW to remove overgrowth and spread mulch/wood chips.

Current: DPW to begin work prior to end of year

---

## TOWN OFFICE BUILDING FIRE ALARM

**Description:** Install fire alarm system at Town Office building

**Updates:**

Previous: Mango Security received contract, will order parts and schedule installation in coming weeks.

Current: No updates

## **NORM DEWOLFE DAY AND VOLUNTEER RECOGNITION**

**Description:** Preparation for Norm DeWolfe day and how to recognize town volunteers.

**Updates:**

Previous: BOS vote (7/24) to sponsor purchase of granite stone in honor of former Chairman DeWolfe

Current: town received granite stone

---

## **LAKES REGION PLANNING COMMISSION (LRPC)**

**Description:** Agreement with LRPC to conduct inventory analysis of town culverts and road paving plan

**Updates:**

Previous: DPW Director and TA met with LRPC about data collection and analysis on 5/26.

Current: LRPC field technicians have completed the field work for the road plan and culver assessment

---

## **TOWN BUILDINGS TELECOMMUNICATIONS**

**Description:** Issues with departments telecommunication such as Internet, telephones, emails, etc.

**Updates:**

Previous: First Light walkthrough on 7/18 – expectations are installation of fiber optic cable to begin within next three weeks.

Current: Next Gen – subcontractor for First Light has installed the fiber optic cable to building. First Light to schedule next step.

---

## **WHIPPLE HOUSE**

**Description:** Comprehensive building status report provided by newly formed Heritage Commission along with deeds, leases and associated warrant articles. Town owned building in need of significant maintenance & repair work.

**Updates:**

Previous: BOS approved installation of electric outlets

Current: No updates

---

## TOWN PERSONNEL POLICY

**Description:** Review and update OF the town personnel policy

**Updates:**

Previous: Employee committee to reconvene and analyze policy for legal review

Current: No updates

---

## ASHLAND ELECTRIC DEPARTMENT – NEW BUILDING

**Description:** Construction of new building for the Ashland Electric Department

**Updates:**

Previous: TA to follow up with Electric Department in spring about following; Berm – vegetative swale behind building. Haybales – maintain water runoff. Knot weed being removed. Maintenance of remaining contaminated soil.

Current: New building leaking water into the DPW salt shed

---

## TOWN OFFICE BUILDING MAINTENANCE

**Description:** Maintenance and repairs for the town office building

**Updates:**

Previous: Setup meeting with historical window repair company(s) for estimates and consultation on repairing windows

Current: Walkthrough with two window repair companies. One declined to offer on the project, other requested the windows be removed and delivered to Portsmouth for repairs. Contacted two other companies to inquire if the window repair could be combined with the soffit repairs.

---

## **BUILDING PERMIT FEES**

**Description:** Increase the current town building permit fees

**Updates:**

Previous: BOS placed on hold for future analysis

Current: No updates

## **UTILITY PARTNERS**

**Description:** Efficiency recommendations for town utility department.

**Updates:**

Previous: Tabled for further discussion by BOS

Current: No updates

---

## **GRANT OPPORTUNITIES**

**Description:** Explore opportunities to underwrite grants

**Updates:**

Previous: TA to continue to work with LRPC and others on grant opportunities

Current: No updates

---

## **SOLAR ENERGY**

**Description:** NOBIS and NH Solar Gardens should be contacted to do presentation. No net metering.

**Updates:**

Previous: met with NOBIS and NH Solar Gardens for a presentation.

Current: No updates



## Town of Ashland Board of Selectmen

---

**To:** Board of Selectmen

**From:** Selectman Sivalingam

**Subject:** Resident request for clarity around issue on North Ashland Road

**Background:** A resident at the Village at Riverbend has requested that Selectman Sivalingam follow up on the issue of cars being parked on the left hand side of southbound North Ashland Road. The resident mentioned that their management company has sent a letter, or two, to the Board of Selectman requesting information about the legality of this situation. Selectman Sivalingam requested that this be put on the agenda of the August 7, 2017 meeting, and was informed by the Town Administrator that the Chairperson decided to remove this item from said agenda.

**Issue:** According to the resident there is a concern that cars parked on the shoulder of North Ashland Road may be parked illegally.

**Alternatives:** The Board could continue to wait for a citizen inquiry form. The board could send a written reply to the residents management company.

**Recommended motion:** A letter explaining the situation been mailed to the Village at Riverbend management company at Lincoln Condo Management Group c/o Village at Riverbend PO Box 397 Plymouth NH 03264.

**Fiscal Impact:** Unknown. Perhaps legal consultation in writing the letter, plus postage.

August 17, 2017

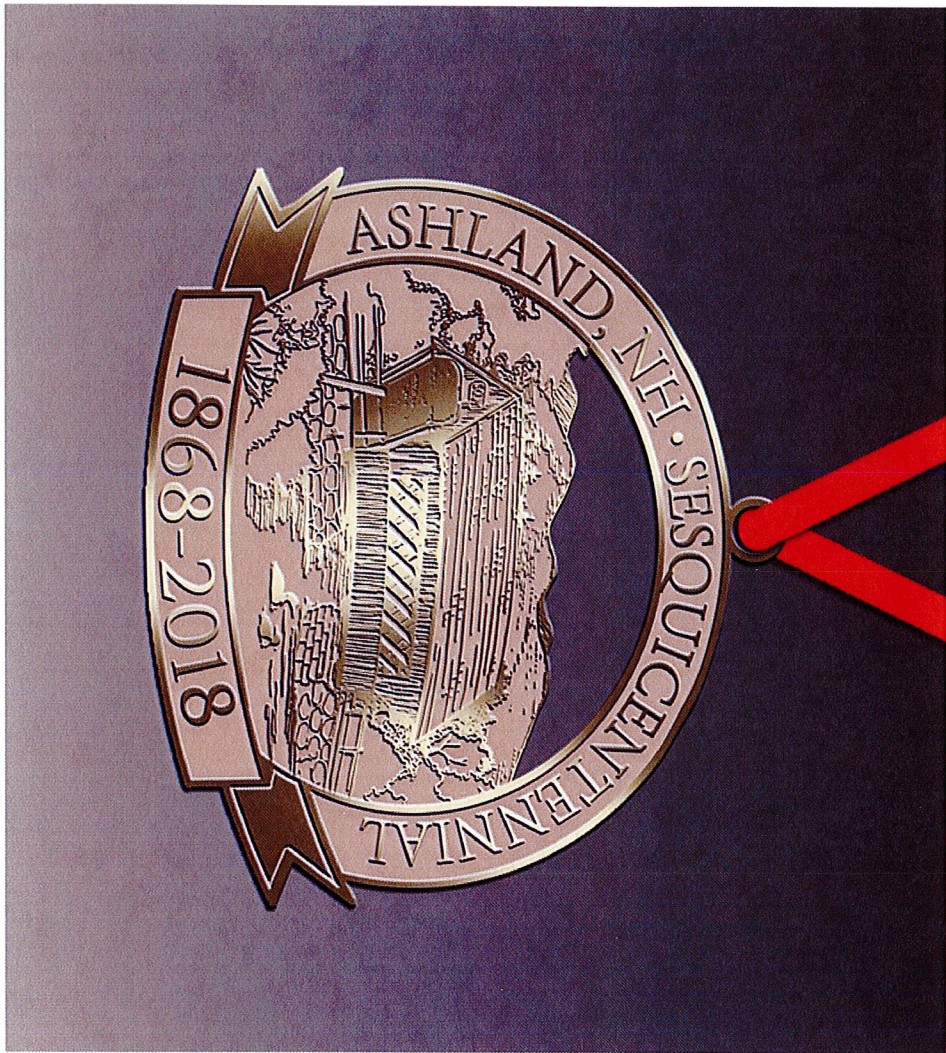
Ashland 150<sup>th</sup> Celebration Committee

1. License plates ordered
2. Reserved a spot in the Memorial Park for the TWY
3. Ordered to sell at TWY with pictorial books (copies attached):
  - a. Mugs
  - b. Pens
  - c. Christmas ornaments (brass)
4. Working on 2018 calender for TWY
5. Sold 37 pictorial books to date
6. Received Civil War Ball dance DVD and manual for dance instructor to review and decide which ones to teach in a class next June/July
7. Working with Hardtacks, Civil War era fiddle, etc. group as to the Civil War Ball or may go with DJ
8. Parade:
  - a. Contacted, but no confirmations yet:
    - i. Couple of Baton Twirling groups
    - ii. NH Firefighters Drum & Pipe
    - iii. 6<sup>th</sup> NH Infantry, Company E
    - iv. 5<sup>th</sup> Regiment, NH Volunteers
    - v. 1<sup>st</sup> NH Regiment
    - vi. Royal Eagles (Melanie Blake)
    - vii. Baker Valley Band
    - viii. Sanbornton Town Band (aka Moulton's Band)
  - b. Contacted, response received:
    - i. Sparky the Dog, Smokey the Bear & Woodsy the Owl
    - i. Mattatuck Drum Band (Waterbury, CT) Oldest US Fife&Drum
    - ii. NH Police Pipes & Drum (Sandwich Fair every year)
    - iii. Muchachos Drum & Bugle Corps (Manchester NH)
    - iv. Bektash Shriners Minichopper Unit
    - v. Bektash Mini-Car Patrol
9. Utility pole banners
  - a. Is there a list of existing donors for the utility pole banners?
  - b. Deadline for bid and donations for utility pole banners December 1
10. Viewed Riverwalk Park for possible bell memorial:
  - a. Does Town own to the River?
  - b. Would the first parking spot be able to be used?
  - c. New landscaping, walkway, benches, etc needed











## Town of Ashland Board of Selectmen

---

**To:** Board of Selectmen

**From:** Selectman Sivalingam

**Subject:** Order Policy

**Background:** At the July 24, 2017 BOS meeting it was established by majority consensus that "...any Selectman can call order if they feel there is a need and can also call upon the Police Chief for assistance if necessary". (Page 5, lines 32-33, July 24, 2017 Minutes)

**Issue:** There have been at minimum two incidents, this calendar year, which may have reasonably necessitated a call of order, and there has been no such action. The Board's policy on calling and maintaining order may not have been officially adopted nor clearly stated.

**Alternatives:** An alternative has previously been written and submitted by Selectman Sivalingam that attempted to insure that order was humanely maintained in a respectful manner for both the Public and the Board of Selectmen. Other selectmen may choose to write and/ or propose an order policy.

**Recommended motion:** The Ashland Board of Selectmen officially adopt the order policy established by majority consensus at the July 24, 2017 meeting, which reads "Any Selectman can call order if they feel there is a need and can call upon the Police Chief for assistance if necessary."

**Fiscal Impact:** none known

1 **MOTION:** By Vice Chair Lamos

2 *To approve the proposal from Certified Computer Solutions for the installation of split data-telephone*  
3 *networks, and for networking equipment at the Town Office building-Police Department side. To be*  
4 *taken out of General Government Building Repair/Replace Upgrade line (01-4194-10-611).*

5 **SECOND:** By Selectman Sharps

6 Discussion followed regarding proposal

7 **VOTE:** 4-1 (**Yes:** Newton, Barney, Sharps, Lamos; **No:** Sivalingam)

8 **MOTION PASSED**

9  
10 **Town Office building soffit repairs:** Walk around of outside of Town Office building revealed that there is a  
11 need of repair and maintenance for the soffits.

12  
13 **MOTION:** By Selectman Sharps

14 *To approve RFP to get proposal from contractors to evaluate repair of rotting soffits.*

15 **SECOND:** By Vice Chair Lamos

16 **VOTE:** 4-0-1 (**Yes:** Newton, Barney, Sharps, Lamos; **Abstained:** Sivalingam)

17  
18 **MOTION PASSED**

19  
20 **SELECTBOARD ITEMS**

- 21 • **Unsealing nonpublic minutes:** Options were discussed regarding the process for unsealing nonpublic  
22 minutes.

23 **MOTION:** By Selectman Sivalingam

24 *Chair, Vice Chair, and Town Administrator review the sealed minutes and bring the*  
25 *recommendations to the entire Board of Selectmen on which minutes to unseal.*

26 **SECOND:** By Vice Chair Lamos

27 **VOTE:** 5-0 (All in favor)

28 **MOTION PASSED**

- 29  
30 • **Policy on maintaining order:** Selectman Sivalingam presented protocol policy on how to handle  
31 disorderly meetings. Discussion followed regarding the reasons why Selectman Sivalingam drafted this  
32 policy. It was determined that the Selectboard follows Rules of Order therefore any Selectman can call  
33 order if they feel there is a need and can also call upon the Police Chief for assistance if necessary.

34 **MOTION:** By Chair Newton

35 *Adopt the policy on maintaining order as written.*

36 **SECOND:** By Selectman Sharps

37 **VOTE:** 1-3-1 (**Yes:** Sivalingam; **No:** Newton, Sharps, Barney; **Abstained:** Lamos)

38 **MOTION FAILED**

- 39  
40 • **Department Head agenda policy:** Selectman Sivalingam presented policy on Department Head  
41 agenda items.

42 **MOTION:** By Selectman Sivalingam

43 *Adopt the Department Head policy order as written.*

44 **SECOND:** By Vice Chair Lamos



## Town of Ashland Board of Selectmen

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**To:** Board of Selectmen

**From:** Selectman Sivalingam

**Subject:** Prohibit discrimination based on gender identity.

**Background:** The town's non-discrimination statement reads:

"The Town of Ashland prohibits discrimination on the basis of race, color, national origin, sex, sexual orientations, religion, age, disability, marital or family status. The Town of Ashland is an equal opportunity employer."

As the town is currently hiring for an open position, this would be a good time to plan updating the non-discrimination statement.

**Issue:** Protection of individual rights around gender identity is an important current issue at all levels of government. Recently the New Hampshire House Bill 478 attempted to address this issue.

- Alternatives:**
- 1) Consult with legal counsel to determine if the town has authority in this matter
  - 2) The Board of Selectmen could vote to approve a policy change
  - 3) The Board of Selectmen could put the question as an article on the 2018 warrant
  - 4) The Board of Selectmen could take no action on this matter

**Recommended motion:** After speaking with the TA about this, who suggested this was a policy matter for the BOS; Selectman Sivalingam recommends that the Board of Selectmen modify its non-discrimination and equal opportunity employment statement to include Gender Identity and to read as follows: "The Town of Ashland prohibits discrimination on the basis of race, color, national origin, sex, sexual orientations, **gender identity**, religion, age, disability, marital or family status. The Town of Ashland is an equal opportunity employer."

**Fiscal Impact:** Not investigated. However, it may be reasonable to assume that any action or non-action could hold a remote chance of legal liability.



## Town of Ashland Board of Selectmen

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**To:** Board of Selectmen

**From:** Selectman Sivalingam, Liaison to Electric Commission

**Subject:** Items of interest to Electric Commission

**Background:** Selectman Sivalingam was in attendance at the August 8, 2017 Electric Commission meeting, and the following issues (or items of interest) were brought to the attention of the liaison.

**Issue:**

- That the hiring process for a new DPW director should be completed before mid or end of September to properly allow for winter preparations.
- That the Commission receive a copy of the RSA (or other document) that mentioned that the Trustees of the Trust Funds may request the Board of Selectmen to pay for “incidentals”
- That any mail received at the Town Office that lists the Electric Commission as the recipient be forwarded to the Commission in a timely and consistent manner.
- The Electric Commissions Quarterly report has been compiled and will be submitted shortly by the Commission.

**Alternatives:** For the Board to consider

**Recommended action/ motion:** The liaison recommends that this input be considered, and where possible and necessary acted upon or otherwise integrated into decision making.

**Fiscal Impact:** unknown, and not investigated by the liaison