

**ASHLAND BOARD OF SELECTMEN  
REGULAR MEETING  
MONDAY, OCTOBER 2<sup>ND</sup>, 2017  
ASHLAND ELEMENTARY SCHOOL LIBRARY  
6:30 PM**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
  - a. BOS meeting(s); 9/18, 9/25
- V. CONSENT AGENDA**
  - a. Week of 9/30/2017
    - i. General fund manifest: \$50,589
    - ii. Payroll manifest: \$12,003
- VI. DEPARTMENT HEAD(S)**
- VII. OLD BUSINESS**
  - a. NHDOT – TAP grant (Rt. 3/25 sidewalk project); RFQ interviews
  - b. New Hampshire Department of Revenue Administration (DRA) forms
    - i. MS 1 & MS 535
- VIII. NEW BUSINESS**
  - a. Kayode and Melody Mason – 273 N. Ashland Road
  - b. PRIMEX: Unemployment Compensation Program
- IX. SELECTBOARD ITEMS**
- X. PUBLIC COMMENT (Agenda items only)**
- XI. NON-PUBLIC SESSION pursuant to:**
  - i. RSA 91-A: 3, II (a)
- XII. ADJOURNMENT**

**Posted on 9/29/2017 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 Town Office at 603-968-4432 so accommodations can be made. It is asked that such requests be made with prior notice.*

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**ASHLAND BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, SEPTEMBER 25<sup>TH</sup>, 2017  
ASHLAND TOWN OFFICE  
11:00 AM**

Chairman Newton called the meeting to order at 11:01 AM with a roll call vote. Chairman Fran Newton, Vice Chairman Harold Lamos, Selectmen Tejasinha Sivalingam, and Selectman Leigh Sharps were present; Selectman Casey Barney was absent. Others present: Town Administrator (TA) Charles Smith, Town Clerk/Tax Collector Patricia Tucker, and Police Chief Randall.

**New Business:**

The Board of Selectmen had a presentation about a Geographic Information System (GIS) from Tim Fountain, Vice President, with CAI Technologies. Tim focused the presentation on how local governments are using the parcel and assessment data along with the various capabilities of having GIS technology. As such, Tim said linking parcel and assessment data makes for a powerful map that can help town employees, residents, and businesses, answer questions about property and land use within the community.

CAI Technology would develop the GIS website for the town with the town paying an annual fee for website hosting. The website would produce property cards with land information data, such as lot size and assessment value. Other uses are; running abutter reports with mailing labels, and the export of data to Excel. If the town can provide other information, areas such as zoning maps, utility lines, and flood maps, CAI Technology can add this as another layer of data with their application.

Tim said a key component to making this application work properly is having accurate data and maintaining it as time goes on. If you are using inaccurate data then an abutter list could have no use. Currently, the town's GIS data is inaccurate, it doesn't line up with aerial photos, and has not been released because it needs more work. Tim reviewed with the Board of Selectmen our present data and offered feedback on areas of concern.

Before the CAI Technology presentation concluded Tim provided three options for the board (based on an estimated 1,700 parcels):

1. Town can use our existing data of tax maps and roads, consolidate into one database, and the town would be able to print tax cards. CAI Technology does not recommend this option, as it might have to be completely redone later. Estimated cost: \$11K.
2. Start with an aerial imagery, add GRANIT data, have CAI staff review the parcel information (does not included review of property deeds or surveys), and lineup an onscreen compilation of our data. Option would correctly setup our tax maps and make the application available on website. Estimated cost: \$15,300.
3. Start the project from scratch. Use the current orthoses, assessment from VISION, surveys from the town, read every parcel (est. 1,700), acquire survey plans, and start compiling the data and information to give the town an overall assessment of property in town. Option would take an estimated 3-4 years and cost \$114K with annual maintenance estimated at \$3K.



1  
2 Note: Selectman Sharps had to leave prior to the end of the CAI Technology presentation.  
3

4 **Old Business:**

5  
6 **MOTION:** Selectman Sivalingam

7 To continue the agenda as scheduled to discuss compensation for DPW Director position

8 **SECOND:** Vice Chairman Lamos

9 **DISCUSSION:** Chairman Newton requested the other two Selectmen be present. Selectman  
10 Sivalingam mentioned how they were notified and there was no request to reschedule.

11 **MOTION PASSED 2-1 (Yes: Lamos, Sivalingam; No: Newton)**  
12  
13

14 **MOTION:** Chairman Newton

15 To enter nonpublic session pursuant to RSA 91-A: 3, II (a)

16 **SECOND:** Selectman Sivalingam

17 **DISCUSSION:** Commenced with Selectman Sivalingam requesting the motion be called. Chairman  
18 Newton did not call motion to vote. Chairman Newton left meeting prior to vote.

19 **MOTION FAILED**  
20

21 **Used mower:** Vice Chairman Lamos discussed an opportunity he came across to purchase a used  
22 mower.  
23

24 The Board of Selectmen meeting adjourned at 12:45 PM.  
25

26 Submitted on September 27<sup>th</sup>, 2017.  
27

28 By,

29  
30 Charles Smith

1                                   **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**  
2   **WORK SESSION**  
3                                   **MONDAY, SEPTEMBER 18, 2017**  
4   **ASHLAND FIRE STATION**  
5   **6:30 PM**  
6

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

10  
11 **PLEDGE OF ALLEGIANCE**

12  
13 **PUBLIC COMMENT**

14 There were no public comments on agenda items at this time.

15  
16 **APPROVAL OF MINUTES**

17 **September 11, 2017-** Amendments: Pg. 2, ln. 23 replace word “contact” with “invite”; and other grammatical  
18 corrections.

19  
20 **MOTION:** By Vice Chair Lamos

21 *Approve the minutes of September 11, 2017 as amended.*

22 **SECOND:** By Selectman Barney

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

24 **MOTION PASSED**

25  
26 **September 12, 2017-**Budget Meeting

27  
28 **MOTION:** By Selectman Sivalingam

29 *Approve the minutes of September 12, 2017 as written.*

30 **SECOND:** By Vice Chair Lamos

31 **VOTE:** 3-0-2 (**Yes:** Newton, Sivalingam, Lamos; **Abstained:** Barney, Sharps)

32 **MOTION PASSED**

33  
34 **August 21, 2017-**Amendments: Pg. 2, Ln. 41 - Change vote to 3-1 (**Yes:** Newton, Barney, Lamos; **Opposed:**  
35 Sivalingam); Pg. 3, Ln. 34 - Add “Selectman Sivalingam recommended this go to warrant article due to the far-  
36 reaching implications of the project.” after end of sentence. Pg. 6, Ln. 18 - Change vote to 5-0 (All in favor).

37  
38 **MOTION:** By Vice Chair Lamos

39 *Approve the minutes of August 21, 2017 as amended.*

40 **SECOND:** By Selectman Sivalingam

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

42 **MOTION PASSED**

43  
44 **CONSENT AGENDA**

45 Signed by majority of Selectmen:

- 46     a. General Fund and Payroll Manifests from week of 9/11.  
47  
48  
49  
50



1 **DEPARTMENT HEADS**

2 **Fire Department:** Chief Heath clarified that the ambulance billing funding will be coming from the Fire  
3 Departments current budget and that he will have to prioritize expenses. Discussion followed regarding which  
4 budget lines the expenditure would be taken from.

5  
6 **MOTION:** By Selectman Sivalingam

7 *Approve Chief Heath's request to extend from the Contract Services line 01-4220-10-390 for ambulance*  
8 *billing.*

9 **SECOND:** By Vice Chair Lamos

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

11 **MOTION PASSED**

12  
13 Second item discussed was Purchase Order for Hose Replacement which was a planned request.

14  
15 **MOTION:** By Vice Chair Lamos

16 *Approve Purchase Order request for hose replacement for \$4,526.00 from Equipment line 01-4220-10-740.*

17 **SECOND:** By Selectman Barney

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

19 **MOTION PASSED**

20  
21  
22 **OLD BUSINESS**

- 23 • Whipple House Museum tree replacement: Discussion ensued as to the pros and cons of replacing a tree  
24 removed from the property per a prior Board of Selectmen decision. It was determined that though tree  
25 replacement is ecologically prudent, it is not necessary at this location due to the high number of existing  
26 trees.

27  
28 **MOTION:** By Selectman Sharps

29 *Approve Mr. Ruell's of the Historical Society request to not replace the removed tree at the Whipple House*  
30 *Museum.*

31 **SECOND:** By Selectman Barney

32 **VOTE:** 3-2 (Yes: Newton, Sharps, Barney; No: Lamos, Sivalingam)

33 **MOTION PASSED**

- 34  
35 • NDOT – TAP Grant (Rt. 3/25 sidewalk project): Further documentation is needed as to why certain  
36 firms were not selected for interviews. It was determined that the Board will rate the firms independently  
37 and TA Smith will give input as needed and will also conduct the reference checks. The ratings will be  
38 done prior to and will be announced at the October 2 Board of Selectmen meeting.

39  
40 **Project List:**

41 Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:  
42 Town received letter finalizing Clean Water SRF funding. Next step is approval at Town  
43 Meeting.

44 Geographic Information System (GIS) Mapping: CAI Technologies will make a presentation to  
45 the Board on Monday, September 25th at 11 AM at the Town Office.

46 LW Packard Mill Site Brownfields project: Nobis Engineering started work on 9/7/17 which  
47 includes subsurface activities and a hazardous materials survey. The report should be received by  
48 October. Groundwater sampling is scheduled for a later date.

49 Riverwalk: Public Works needs to have walkthrough with the 150<sup>th</sup> Committee before work can  
50 begin to determine commemorative bell location.

1 Town Office building fire alarm system: Mango Security has finished installing the first phase of the  
2 fire alarm system.

3 Town of Ashland Appreciation Day: Reception was well received and had a great turnout.

4 Appreciation of the Board was expressed for all the work the DPW and volunteers did.

5 Town Buildings Telecommunications: First Light will be finishing installation on 10/5/17.

6 Town Office building maintenance: As part of the volunteer day recognition the parking lot was  
7 recoated, parking lines repainted, entryway was repainted, benches were stained, weeds were cleared,  
8 and bricks on the old jail were cleaned. Interim DPW Director Moore said the jail bricks need to be  
9 repointed and the door needs to be replaced.

10 LRPC Culvert Analysis: Culvert assessment report should be distributed by the end of September.  
11 Interim DPW Director Moore will review prioritization list for road plan. LRPC will begin forecasting  
12 scenarios with the report due in October.

13 Ashland Electric Department new building: Interim DPW Director Moore met with Electric  
14 Commissioners who committed up to \$10,000 to correct the runoff problem.

15 Beach Speed Bump: Chair Newton suggested adding the beach speed bump issue to the Project  
16 List. Selectman Sivalingam suggested creating an Action Plan to address this issue as well as to  
17 address ongoing items on the Project List.

18  
19 **MOTION:** By Chair Newton

20 *Add beach speed bump issue to Project List.*

21 **SECOND:** By Selectman Sharps

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

23 **MOTION PASSED**

24  
25 **SELECTBOARD ITEMS**

- 26 • **Investment Policy:** It was determined that the term bank is sufficient to include Credit Unions and the  
27 RSA's associated with the policy support this. Selectman Sivalingam suggested including best practices  
28 from the Government Finance Office in the policy. Amending the policy in the future will be taken into  
29 consideration.

30  
31 **MOTION:** By Selectman Sharps

32 *Approve Investment Policy as written.*

33 **SECOND:** By Selectman Barney

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

35 **MOTION PASSED**

- 36  
37 • **Personal Protective Equipment:** Selectman Sharps brought up that the Police Department needs  
38 gloves, ventilation masks, goggles, etc. when responding to drug overdoses in order to protect  
39 themselves. The Board agreed that this is a high priority.
- 40 • **Next Board of Selectmen meeting:**  
41 The next meeting will at the Ashland Elementary School on Monday, 10/2/17 at 6:30 PM.

42  
43  
44 **LIASON REPORTS**

- 45 • Selectman Sharps reported that a subcommittee of the Planning Board will be meeting with LRPC.  
46 Selectman Sivalingam brought up that subcommittees are required to post and submit minutes.
- 47 • Chair Newton reported as the alternate liaison to the Budget Committee. Departments have all met  
48 at this point. No votes have been taken as of yet.



- 1 • Chair Newton reported on the Economic Development Meeting. Jack Doogan of the Monadnock  
2 Development Committee spoke and was very helpful.
- 3 • Chair Newton reported as the alternate liaison to the Heritage Commission. It was determined that  
4 there was a lot of misinformation and more discussion needs to take place. The Fourth of July  
5 Committee will be staying with the Heritage Commission temporarily.  
6

7 **PUBLIC COMMENT**

8 Ann Laturno, a 21 year resident of 69 Thompson Street spoke on the current state of 61 Thompson Street  
9 which appears to be possibly conducting business in a residential area. She presented a photo of multiple  
10 cars and business trucks on the property. A neighbor, June Davis, also spoke on the fact that it was  
11 dangerous for children and that her husband tried to open a small business in their garage in the past and  
12 was told it was a residential area. Chair Newton said that the matter will be investigated.  
13

14 There being no other business, Selectman Sharps made **Motion to go into Non-Public Pursuant to RSA 91-**  
15 **A:3, II (a) and RSA 91-A: 3, II (b) at 7:24 PM.** Selectman Barney seconded. **Roll Call Vote:** Barney, yes,  
16 Newton, yes, Lamos, yes; Sivalingam, yes, Sharps, yes.  
17

18 Board of Selectmen adjourned their meeting at 8:33 PM.  
19

20 Respectfully submitted,

21 Wendy Smith  
22 September 19, 2017  
23

DRAFT

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624

(603) 225-2841  
(800) 698-2364

www.nhprimex.org

September 26, 2017

Charlie Smith, Town Administrator  
Town of Ashland  
PO Box 517  
Ashland, NH 03217

**Re: Unemployment Compensation Program Proposal for the Town of Ashland**

Dear Charlie:

We are excited about your interest in expanding our partnership. Enclosed please find our proposal for the Unemployment Compensation Program. The contributions provided are effective January 1, 2018.

The following representatives are authorized to represent Primex<sup>3</sup> in this proposal:

Rick Alpers  
Member Services Consultant  
46 Donovan Street  
Concord, NH 03301  
T: 800-698-2364 x167

Carl Weber  
Director of Member Services  
46 Donovan Street  
Concord, NH 03301  
T: 800-698-2364 x129

***Advantages to the Primex<sup>3</sup> Unemployment Compensation Program:***

- Financial protection to fund your account over time, even during periods of increased claims
- Access to Primex<sup>3</sup> training and educational programs

We appreciate the opportunity to present our proposal for the Unemployment Compensation Program and look forward to working with you. We request that all prospective members transition to Primex<sup>3</sup> by fulfilling the terms of their existing coverage contract, part of which may entail providing a specified notice of termination. To that end, we request that you work with your current coverage provider to ensure that you have met any notice and/or other contractual obligations prior to entering our coverage programs.

As a pooled risk management program, we emphasize with our members the importance of working closely together and honoring our joint commitments to



each other. If you find that current commitments require you to wait a period of time before joining Primex<sup>3</sup>, please let us know and consider our proposal(s) to be illustrative of the type of value we might be able to provide you in the future.

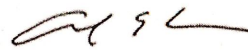
We will be contacting you in the coming weeks to answer any additional questions you may have, but feel free to contact us prior to that time. We are also available to review this coverage program and the value-added benefits included in person with you as you consider your risk management needs. You can contact us at (800) 698-2364.

Thank you again for your interest and consideration of Primex<sup>3</sup>.

Sincerely,

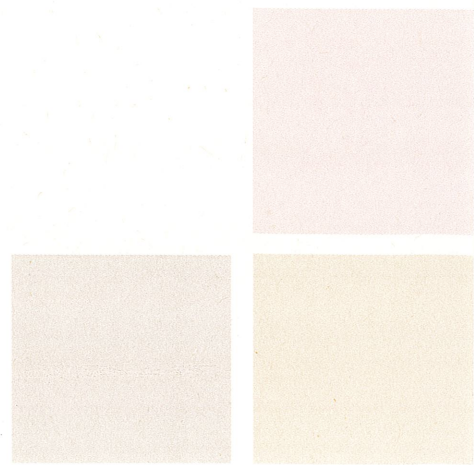


Rick Alpers  
Member Services Consultant



Carl Weber  
Director of Member Services

Enclosures



**Town of Ashland**  
**Unemployment Compensation**

Effective January 1, 2018 through December 31, 2018

Taxable Wages			\$469,150
Rate		X	0.48%
<b>Net Contribution</b>			<b>\$2,252</b>

**Note: The Unemployment Compensation Program is run on a calendar year basis; however after providing appropriate notice to your current carrier, you may join the program the 1<sup>st</sup> of any month. Contributions for members who join off-cycle will be calculated on a pro-rated basis.**



**New Hampshire Public Risk Management Exchange  
PUBLIC ENTITY UNEMPLOYMENT COMPENSATION COVERAGE DECLARATIONS**

This page along with the General Conditions and Coverage Document provisions and amendments, if any, issued to form a part thereof, completes the below numbered Coverage Document.

- ITEM 1. Covered Entities** New Hampshire Public Risk Management Exchange and its Members and approved Not-for-Profit Corporations.  
See Schedule of Members and Schedule of Not-for-Profit Corporations.
- ITEM 2. Document Number** **UC070117**
- ITEM 3. Coverage Period** **For Members with a July 1 effective date:**  
From 12:01 A.M. Standard Time on July 1, 2017 or the date on which the entity becomes a member of the New Hampshire Public Risk Management Exchange, whichever is later, and expires at 12:01 A.M. on July 1, 2018.  
**For Members with a January 1 effective date:**  
From 12:01 A.M. Standard Time on January 1, 2017 or the date on which the entity becomes a member of the New Hampshire Public Risk Management Exchange, whichever is later, and expires at 12:01 A.M. on January 1, 2018.
- ITEM 4. Description** **Unemployment Compensation**
- ITEM 5. Limits of Liability** Statutory benefits payable to eligible unemployed individuals approved for unemployment compensation benefits by the New Hampshire Department of Employment Security
- ITEM 6. Member Deductible** None
- ITEM 7. Member Contribution** Our policies, procedures, rates and classifications will determine the contribution for this coverage. All information required is subject to verification.

In witness whereof, the New Hampshire Public Risk Management Exchange has caused this declaration to be signed by its duly authorized representative.

By:



**Chief Executive Officer**



# Unemployment Compensation

The Primex<sup>3</sup> Unemployment Compensation Program began operations in 1979 to meet a federal mandate requiring municipalities and schools to provide unemployment compensation coverage for their employees. Along with workers' compensation coverage, the program with its 40 original members was the first self-funded, public entity pool organized in New Hampshire and one of only several successful pools operating nationwide at that time.

Today, this not-for-profit program serves New Hampshire member cities, towns, school districts, counties and village districts. Unemployment coverage is now provided for over 35,000 public sector employees statewide. Primex<sup>3</sup> believes that control of the unemployment process is best handled locally through a system of direct participation and quality membership services.

## Why Primex<sup>3</sup>? The Advantages are Clear

### Your Contribution Works For You

Unlike a private employer paying unemployment taxes to the state, or an individually insured reimbursement employer facing uncertain risk, Primex<sup>3</sup> members are covered and protected by the pool.

### We Do the Paperwork

Primex<sup>3</sup> is your primary contact with the New Hampshire Department of Employment Security. There is no need for you to manage the flow of paperwork related to a claim or to report your wages directly to the state. We do most of the work for you.

### In-House Experts

Everything from handling your claims to setting rates, to determining your contribution is done in-house by experienced Primex<sup>3</sup> employees. Primex<sup>3</sup> provides direct representation for members at every level of the claims appeal process, including the Appeals Tribunal, Requests to Re-Open, the Appellate Board, and the State Supreme Court. Our goal is to ensure that members receive the fastest and most favorable decision possible.

over

### Eligibility

Any local government, county, or school entity in New Hampshire is eligible to participate in the Primex<sup>3</sup> Unemployment Compensation Program. This not-for profit program serves approximately 75% of the schools in New Hampshire, and covers over 35,000 public sector employees statewide.

Primex<sup>3</sup> offers a wide variety of risk management and financing services, from this unemployment compensation program to one of the most successful workers' compensation programs of its kind anywhere, and property & liability coverage.



# Unemployment Compensation

## Training, Coaching and Guidance

Primex<sup>3</sup> offers a comprehensive catalogue of on and off-site training and educational programs, plus the special attention to service that members have come to expect, including support and guidance throughout difficult personnel issues. Staff is there every day to assist members in effectively managing their personnel practices. Our goal is to help members manage well and minimize their liability for unemployment compensation claims.

## Choose the Primex<sup>3</sup> Solution for Unemployment Coverage

Lower costs, expert advice, the safety of pooling, and a commitment to member service are only some of the reasons that have made the Primex<sup>3</sup> Unemployment Compensation Program the best choice for public entities in New Hampshire. The benefits of membership are many and becoming a member is easy. Requesting a proposal is only a phone call away.

For more information or a quote, please contact Member Services at 1-800-698-2364 or [MemberServices@nhprimex.org](mailto:MemberServices@nhprimex.org). We are available to visit with you at any time and at your convenience.

Primex<sup>3</sup> is your premier risk management partner by delivering superior coverage programs, trainings, and services that create extraordinary value for our member municipalities, schools, counties and other governmental entities.

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301

**Primex<sup>3</sup>**  
NH Public Risk Management Exchange

Trust. Excellence. Service.

800-698-2364  
603-225-2841  
[www.nhprimex.org](http://www.nhprimex.org)  
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