

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, DECEMBER 18TH, 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): 12/4
- V. CONSENT AGENDA**
 - a. Week of:
 - i. December 4: Acct. Payables: \$475,542 – Payroll manifest: \$33,089
 - ii. December 11: Payroll manifest: \$16,505
- VI. DEPARTMENT HEADS**
- VII. OLD BUSINESS**
 - a. Project List
- VIII. NEW BUSINESS**
 - a. Omer C. Ahern, Jr., Grafton County Commissioner – District 3
 - b. Financial consultant services – Gregory A. Colby, CPA
- IX. SELECTBOARD ITEMS**
 - a. Contract approval process
 - b. Rights-based-ordinances
 - c. Appointment – Ashland Emergency Management Director and Deputy Director
 - i. Recommendation to promote Co-Chair Chief Heath to EMD and Deputy Chief Bousquet to Deputy Director; effective January 1st, 2018.
 - d. Ashland Zoning Board of Adjustment appointment – Alan J. Cilley
 - e. Warrant article discussion
 - i. Electing Zoning Board of Adjustment officials – RSA 673:3, III
 - ii. Conflict of Interest – RSA 31:39, A
 - f. Board of Selectmen upcoming schedule
 - i. Schedule public hearing for bond proposal to reconstruct Thompson St/Smith Hill/High St. Last date to post notification, January 9, 2018 with last date to hold public hearing – January 16, 2018. Recommend January 10th at 6PM in Ashland School Cafeteria.
 - 1. Note: Ashland Budget Committee public hearing for Ashland School and Town Budget is scheduled for January 11, 2018 at 6PM & 6:30PM in Ashland School Cafeteria. Town default budget to be prepared prior to public hearing.
 - ii. Schedule next BOS meeting – BOS generally meet the 1st & 3rd Monday of each month, in January those two days are holidays. TA recommendation move meetings in January to January 2nd & 16th.
- X. LIAISON REPORTS**
- XI. PUBLIC COMMENT (Agenda items only)**
- XII. NON-PUBLIC SESSION (b)**
- XIII. ADJOURNMENT**

Posted on 12/15/17 at the Town Office building and town website

The Ashland Board of Selectmen reserve the right to enter nonpublic session when necessary according to the provisions of RSA 91-A. 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 are made with advanced notice.

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **REGULAR MEETING**
3 **MONDAY, DECEMBER 4, 2017**
4 **ASHLAND ELEMENTARY SCHOOL LIBRARY**
5 **6:30 PM**

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9 **PLEDGE OF ALLEGIANCE**

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12 **CALL TO ORDER**

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14 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Fran Newton,
15 Vice Chairman Harold Lamos, Selectman Casey Barney, Selectman Leigh Sharps, Selectman
16 Tejasinha Sivalingam present. Others Present: Town Administrator Charles Smith and
17 Administrative Assistant Wendy Smith.
18

19
20 **PUBLIC COMMENT**

21 None
22

23
24 **APPROVAL OF MINUTES**

25 November 20, 2017- Pg. 3, ln. 43 add “and his impression of perceived disrespect of Ms. DeWolfe by
26 Selectman Sivalingam” after word Board. Pg. 3, ln. 44 add “which expressed his confidence that she
27 would do a good job.” after word letter. Pg. 3, ln. 45 add “on behalf of the Board to Kathleen and
28 Mardean Badger who had a similar experience.” after word apology. Pg. 4, ln. 46, strike “not a public
29 meeting.” at beginning of line.
30

31 **MOTION:** By Vice Chair Lamos

32 *Approve 11/20/17 minutes as amended and attach letters mentioned in minutes.*

33 **SECOND:** By Selectman Sivalingam

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

35 **MOTION PASSED**
36
37

38 **CONSENT AGENDA**

- 39 • General Fund Manifest and Payroll Manifest for the weeks of November 20, 2017 and
40 November 27, 2017 signed by majority of the Selectmen.
41
42

43 **DEPARTMENT HEADS**

44 **Tax Collector:** Tax Collector Tucker presented Sanders Searches Title contract to the Board for
45 approval.
46

1 **MOTION:** By Vice Chair Lamos
2 *To approve the contract with Sanders Searches, LLC for 567.63.*
3 **SECOND:** By Selectman Sivalingam
4 **VOTE:** 5-0 (All in favor)
5 **MOTION PASSED**
6

7 Tax Collector Tucker requested the upgrading of the tax billing program with BMSI along with
8 changing our assessing software from VISION to SUMMIT. The change would allow the bridging of
9 the two systems. The cost of the new software, the conversion of all data and installation is \$8,500.00.
10 Maintenance for the assessing program is \$1,250.00 per year. Currently the Town pays \$5,510.00 per
11 year for maintenance. Ms. Tucker confirmed that we are under no contractual obligation which would
12 increase the budget.

13
14 **MOTION:** By Vice Chair Lamos
15 *To encumber \$8,500.00 from Expense and Tax Map Update (01-4152-10-312) for the purpose of*
16 *purchasing new assessing and tax billing software programs.*
17 **SECOND:** By Selectman Sivalingam
18 **VOTE:** 5-0 (All in favor)
19 **MOTION PASSED**
20
21

22 **NEW BUSINESS**

23 **Ashland Economic Development Committee report:** Steve Felton of the Ashland Economic
24 Development Committee (AEDC) presented an update of the committee. He went over the
25 Mission Statement and the discussed its current major initiative of developing a vision and
26 action plan for redevelopment and productive use of the LW Packard Mill site. Chair Newton
27 read a letter from Meredith Village Saving Bank (MVSBS) regarding their sponsorship of the
28 recent Ashland Economic Development Committee Summit held in November. Chair Newton
29 thanked MVSBS for their support. Mr. Felton went over next steps of the AEDC. Discussion
30 followed regarding the summit.
31

32 **2018 Warrant:** TA Smith spoke on the preparation of the warrant which needs to be done
33 within six weeks to post for public hearing by January 9th. The attached Articles were discussed
34 and voted on to be included in the warrant:
35

36 **Article 2:** TA Smith explained that the Town was accepted for funding of this project through
37 the State Revolving Fund which has lower interest rates and a loan forgiveness aspect not found
38 in a regular loan. Further discussion ensued involving the article.
39

40 **MOTION:** By Selectman Sivalingam
41 *To put Article 2 as written on the 2018 Warrant.*
42 **SECOND:** By Vice Chair Lamos
43 **VOTE:** 5-0 (All in favor)
44 **MOTION PASSED**
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In favor of Article 2.
Recommend: 5-0 (All in favor)

Articles 8 and 9:

MOTION: By Selectman Sivalingam
To put Articles 8 and 9 as written on the 2018 Warrant.
SECOND: By Vice Chair Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

In favor of Articles 8 and 9.
Recommend: 5-0 (All in favor)

Article 10:

MOTION: By Selectman Sivalingam
To put Article 10 as written on the 2018 Warrant.
SECOND: By Vice Chair Lamos
VOTE: 5-0 (All in favor)
MOTION PASSED

In favor of Article 10.
Recommend: 5-0 (All in favor)

Article 11:

MOTION: By Selectman Sivalingam
To put Article 11 as written on the 2018 Warrant.
SECOND: By Selectman Sharps
VOTE: 5-0 (All in favor)
MOTION PASSED

In favor of Article 11.
Recommend: 5-0 (All in favor)

Article 12:

MOTION: By Selectman Sivalingam
To put Article 12 as written on the 2018 Warrant.
SECOND: By Selectman Barney
VOTE: 5-0 (All in favor)
MOTION PASSED

In favor of Article 12.
Recommend: 5-0 (All in favor)

1 **Article 13:**

2
3 **MOTION:** By Vice Chair Lamos
4 *To put Article 13 as written on the 2018 Warrant.*
5 **SECOND:** By Selectman Sivalingam
6 **VOTE:** 5-0 (All in favor)
7 **MOTION PASSED**

8
9 *In favor of Article 13.*
10 **Recommend:** 5-0 (All in favor)

11
12 **Article 14:**

13
14 **MOTION:** By Selectman Sivalingam
15 *To put Article 14 as written on the 2018 Warrant.*
16 **SECOND:** By Selectman Sharps
17 **VOTE:** 5-0 (All in favor)
18 **MOTION PASSED**

19
20 *In favor of Article 14.*
21 **Recommend:** 5-0 (All in favor)

22
23 **Article 15:** TA Smith read rewording of the article from the Library Trustees. Inserted the
24 following sentence after 2015: “for the purpose of purchasing building and/or renovating a
25 facility including furnishing and equipment for the Ashland Town Library”

26
27 **MOTION:** By Selectman Sivalingam
28 *To put Article 15 as amended on the 2018 Warrant.*
29 **SECOND:** By Vice Chair Lamos
30 **VOTE:** 5-0 (All in favor)
31 **MOTION PASSED**

32
33 *In favor of Article 15 as amended.*
34 **Recommend:** 5-0 (All in favor)

35
36 **Article 16:** Selectman Sivalingam asked that the \$1,000.00 being added to the Emergency
37 Management Capital Reserve Fund be increased to \$2,000.00.

38
39 **MOTION:** By Selectman Sivalingam
40 *To put Article 16 as amended on the 2018 Warrant.*
41 **SECOND:** By Vice Chair Lamos
42 **VOTE:** 5-0 (All in favor)
43 **MOTION PASSED**

44
45 *In favor of Article 16 as amended.*
46 **Recommend:** 5-0 (All in favor)

1
2 **Article 17:** Discussion regarding the benefits of the Land and Community Heritage Investment
3 Program (LCIP) grant ensued.
4

5 **MOTION:** By Selectman Sharps
6 *To put Article 17 on the 2018 Warrant.*

7 **SECOND:** By Selectman Barney

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

9 **MOTION PASSED**

10
11 *In favor of Article 17.*

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

13
14 **GIS Mapping Article:** Discussion on the benefits of upgrading the town tax maps through
15 Geographic Information System (GIS) mapping took place.
16

17 **MOTION:** By Selectman Sharps
18 *To put GIS Mapping Article as written on the 2018 Warrant.*

19 **SECOND:** By Vice Chair Lamos

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

21 **MOTION PASSED**

22
23 *In favor of GIS Article.*

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

25
26 **No-Means-No Contingent Article:**

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28 **MOTION:** By Selectman Sivalingam
29 *To put No-Means-No Article as written on the 2018 Warrant.*

30 **SECOND:** By Vice Chair Lamos

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

32 **MOTION PASSED**

33
34 *In favor of No-Means-No Article.*

35 **Recommend:** 5-0 (All in favor)

36
37 **Dissolve Disability Fund Article:** Selectman Sivalingam suggested including the amount of
38 the disability fund in the Voter's Guide.
39

40 **MOTION:** By Selectman Sivalingam
41 *To put Dissolve Disability Fund Article as written on the 2018 Warrant.*

42 **SECOND:** By Vice Chair Lamos

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

44 **MOTION PASSED**
45
46

1 *In favor of Dissolve Disability Fund Article.*

2 **Recommend: 5-0 (All in favor)**

3
4 **Rescind Municipal Budget Act Article:** Selectman Sivalingam suggested putting in the
5 wording “this would disband the Budget Committee” in the Voter’s Guide.

6
7 **MOTION:** By Selectman Sharps

8 *To put Rescind Municipal Budget Act Article as written on the 2018 Warrant.*

9 **SECOND:** By Chair Newton

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

11 **MOTION PASSED**

12
13 *In favor of Rescind Municipal Budget Act Article.*

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

15
16 **Reduce Size of Budget Committee Article:** Reported on history of low participation in filing
17 for budget committee positions. Selectman Sivalingam suggested it may be better as a
18 petitioned warrant article.

19
20 **MOTION:** By Selectman Barney

21 *To put Reduce Size of Budget Committee Article as written on the 2018 Warrant.*

22 **SECOND:** By Selectman Sharps

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

24 **MOTION PASSED**

25
26 *In favor of Reduce Size of Budget Committee Article.*

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

28
29 **Rescind SB2 Article:**

30
31 **MOTION:** By Selectman Sivalingam

32 *To put Rescind SB2 Article as written on the 2018 Warrant.*

33 **SECOND:** By Selectman Barney

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

35 **MOTION PASSED**

36
37 *In favor of Rescind SB2 Article.*

38 **Recommend: 5-0 (All in favor)**

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40
41 **SELECTBOARD ITEMS**

- 42 • Rights Based Ordinances: Selectman Sivalingam received letter from Representative Vincent
43 Migliore regarding the opposition of Northern Pass and moving forward with a Rights-Based
44 Ordinance (RBO) for Ashland. Discussion followed regarding Ashland’s history with Rights-
45 Based Ordinances (RBO) in the case of wind power and the protection of its assets. The
46 timeliness of enacting an RBO was stressed. Michelle Sanborn, representative from

1 Community Environmental Legal Defense Fund (CELDF) gave a presentation on how CELDF
2 can assist the Town in drafting an ordinance and holding an educational workshop on the
3 subject. The challenges of enforcing an RBO were discussed along with the impact of RBOs
4 on helping to amend the NH Constitution. Arlene Stoppe volunteered as the point person and
5 the name of the community group was established as Residents of Ashland for a Rights Based
6 Ordinance. Selectman Barney brought up that the Federal Communications Commission
7 (FCC) will ultimately have the final decision on Northern Pass and there is potential for
8 incurring legal costs to the Town by enacting an RBO.
9

10 **MOTION:** By Selectman Sivalingam

11 *For the Board of Selectmen in partnership with the Residents of Ashland for a Rights Based*
12 *Ordinance to engage the Community Environmental Legal Defense Fund (CELDF) for*
13 *purposes of having CELDF draft a Rights Based Ordinance and having the draft ordinance*
14 *completed by 12/31/17.*

15 **SECOND:** By Vice Chair Lamos

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

17 **MOTION PASSED**

18
19 **MOTION:** By Selectman Sivalingam

20 *To hold a public educational workshop on 12/16/17 at 1:00 PM with CELDF for purpose of*
21 *educating public and public officials at a location to be determined by Town Administrator.*

22 **SECOND:** By Vice Chair Lamos

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

24 **MOTION PASSED**

- 25
26 • Yield Tax Levy:

27
28 **MOTION:** By Vice Chair Lamos

29 *Motion to approve Yield Tax on Timber Cut for the amount of \$2,480.52.*

30 **SECOND:** By Selectman Sivalingam

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

32 **MOTION PASSED**

- 33
34 • Other Items: Selectman Sharps thanked all those involved in making Christmas Night in
35 Ashland a great success.

36
37 **PUBLIC COMMENT**

38 None

39
40 There being no other business, Vice Chair Lamos made **Motion to go into Non-Public Pursuant to RSA 91-**
41 **A:3, II (c) at 8:16 PM.** Selectman Sivalingam seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos,
42 yes; Sivalingam, yes, Sharps, yes.

43
44 Board of Selectmen adjourned their meeting at 8:25 PM. Non-Public meeting was followed with further
45 discussion regarding RBO, CEDLF, and the Ashland Residents for a Rights Based Ordinance (ARRBO).
46 Volunteers of ARRBO were announced.

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Vice Chair Lamos made **Motion to go into Non-Public Pursuant to RSA 91-A:3, II (a) at 8:39 PM.**
Selectman Sivalingam seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos, yes; Sivalingam, yes,
Sharps, yes.

Board of Selectmen adjourned their meeting at 8:44 PM.

Respectfully submitted,

Wendy Smith
December 7, 2017

DRAFT

December 2017

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: BOS selected KV Partners as engineering consultant. Scope of work sent to NHDOT for review.

Current: TA and NHDOT working on finalizing the scope and engineering fee

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

Description: Replace water and sewer lines and road reconstruction

Updates:

Previous: TA to attend SRF workshop on November 20th

Current: Warrant article recommended by BOS. Next step; schedule public hearing.

GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING

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

Updates:

Previous: CAI Tech sent proposal with costs spread over three years for CRF warrant article

Current: Warrant article recommended by BOS. Next step: approval by town.

LW PACKARD MILL SITE

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

Updates:

Previous: Building materials survey completed, results to be sent for review. Nobis said “it appears the facility was diligent in remove of asbestos materials, but minor concentrations of PCBs in painted surfaces.” They started groundwater sampling, but had to postponed due to significant rain week of test.

Current: Nobis Engineering still completing field work.

TOWN BUILDINGS TELECOMMUNICATIONS

Description: Installation of fiber optic cable at Town Office building

Updates:

Previous: First Light scheduled to complete the installation on November 22nd followed by CCS connecting the line between Town Office and Police Department.

Current: CCS to complete the switch over. Modem needed to move as previous location was distraction for town office. Town needs to install outlet for modem power.

LAKES REGION PLANNING COMMISSION (LRPC)

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

Updates:

Previous: Town received the culvert assessment report; forwarded to BOS and land use boards. LRPC finished the road assessment, next step, forecasting pavement treatments and budgeting for road preservation. Scheduled completion has been extended to late December due to software and portal updates with the Road Surface Management System (RSMS) maintained by UNH T2 administered by NHDOT.

Current: TA and DPW Director had joint meeting with LRPC about road assessments in town. RSMS system provides paving condition index (grade) for all roads in town. LRPC working with town on recommendations for road improvement.

ASHLAND ELECTRIC DEPARTMENT – NEW BUILDING

Description: Construction of new building for the Ashland Electric Department

Updates:

Previous: PRIMEX to send consultant field appraiser for review of building.

Current: No updates

RIVER WALK MAINTENANCE

Description: Cleanup area along the river walk

Updates:

Previous: Before work begins DPW to have walkthrough with 150th Committee about having commemorative bell at location

Current: No updates

TOWN OFFICE BUILDING FIRE ALARM

Description: Install fire alarm system at Town Office building

Updates:

Previous: Mango finished installing the first phase of the fire alarm system

Current: No updates

NORM DEWOLFE DAY AND VOLUNTEER RECOGNITION

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

Updates:

Previous: recognition reception occurred on September 11th

Current: No updates

TOWN OFFICE BUILDING MAINTENANCE

Description: Maintenance and repairs for the town office building

Updates:

Previous: As part of the volunteer day recognition a few maintenance items were completed such as; parking lot was recoated, parking lines repainted, entryway repainted, benches stained, weeds cleared from building, front garden weeded, and the bricks on the old jail door where cleaned.

Current: No updates

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: Lease agreement set to automatically renew in December.

Current: No updates

SPEED BUMP ON LEAVITT HILL ROAD

Description: Issue with having a speed bump on Leavitt Hill Road during the Parks & Rec summer months

Updates:

Previous: BOS voted to add the issue to the project list

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

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

**GREGORY A COLBY, CPA
5 FIELDSTONE DRIVE
BOW, NEW HAMPSHIRE 03304**

December 15, 2017

Mr. Charles Smith
Town Administrator
Town of Ashland, New Hampshire
20 Highland Street
PO Box 517
Ashland, NH 03217

Dear Mr. Smith,

I am pleased to present my proposal to you and the Selectboard of the Town of Ashland.

After our discussions with regards to the work that is needed, I believe a Two-Step approach is needed. With year-end upon us, Step 1 would be to evaluate where the Town is currently, and bring all records and information up to date, and prepare for year-end close and audit. After this is complete, Step 2 would be to devise a plan moving forward to ensure the Town of Ashland's books and records are being maintained on a current basis, and the information in the system is accurate and complete so that you and the Board can rely on all reports and information that is generated from the system.

In completing Step 1 as outlined in the Professional Services Agreement, I will have a full grasp and better understanding of what it will take to complete and maintain Step 2.

If you or the Board have further questions, please do not hesitate to contact me.

I appreciate the opportunity to work with you and the Town of Ashland.

Very truly yours,



Gregory A Colby, CPA

**GREGORY A COLBY, CPA
5 FIELDSTONE DRIVE
BOW, NEW HAMPSHIRE 03304**

PROFESSIONAL SERVICES AGREEMENT

PARTIES TO THE AGREEMENT

This Agreement dated December 15, 2017 is to retain professional consulting services for the Town of Ashland, (the Client), to be provided by Gregory A Colby, CPA, and is lawfully entered into between the Client, by its Board and Gregory A Colby, CPA its authorized representative.

SCOPE OF WORK

Gregory A Colby, CPA will provide services and technical expertise in the following areas:

- Verification of all bank statement reconciliations,
- Verification or assistance with all balance sheet reconciliations,
- Review and analyze all revenue and expenditure reports,
- Review tax rate papers, ensure budgets are properly set up and recorded in system,
- Review and reconcile Tax Collector MS-61 report to general ledger,
- Review and analyze Town Clerk revenue,
- Assistance with year-end close and prepare for annual independent audit,
- Available for phone call and email assistance to the Selectboard, Town Administrator and other departments as necessary,
- Review and locate and file as necessary all State and Federal forms, such as 941, NHRS, unemployment and other as deemed necessary,
- Verify all deposits have entered into BMSI system,
- Review and file other State forms as needed, such as MS434, MS232 etc.,
- Other projects or needs as directed by the Town Administrator.

FEES AND CHARGES

My services for this project will be provided on a time and expense basis.

Fees and charges for services performed will be invoiced monthly. I will provide a detailed and itemized, description of the services provided and expenses incurred. Payments for services is expected within fifteen (15) days of receipt of the invoice unless otherwise agreed.

Fees for professional services will be calculated at \$90.00 per hour. I will be available on an as needed basis and estimate 75-110 hours of time will be needed to complete Phase 1 of the project. In the event the incurred hours reach the total not to exceed, both parties agree to approve any further charges prior to the performance of further tasks.

**GREGORY A COLBY, CPA
5 FIELDSTONE DRIVE
BOW, NEW HAMPSHIRE 03304**

MUTUAL REPRESENTATIONS

Gregory A Colby, CPA, represents to the Client that he is duly authorized to do business within the State of New Hampshire. Further, Gregory A Colby, is a CPA, licensed by the New Hampshire Board of Accountancy.

Gregory A Colby, CPA, has no liens or encumbrances which would adversely affect the ability to perform as stipulated under this agreement, its terms and conditions.

The Client represents to Gregory A Colby, CPA that sufficient funds have been appropriated so it may retain and compensate Gregory A Colby, CPA for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

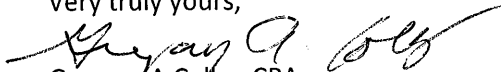
The Client is not aware of any action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating Gregory A Colby, CPA for the services provided.

INDEMNIFICATION

The Client agrees to hold harmless, indemnify, and defend Gregory A Colby, CPA while acting for and on behalf of the Client as fully as if Gregory A Colby, CPA were acting in the capacity of a full-time permanent employee of the Client.

I appreciate the opportunity to provide services to the Town of Ashland, New Hampshire.

Very truly yours,


Gregory A Colby, CPA

12/15/2017

Date

ACCEPTED AND AGREED

Town of Ashland, New Hampshire

Approved

Date

12/14/17

TO THE ASHLAND BOARD OF SUPERVISORS,

PLEASE BE ADVISED, THAT AS OF DECEMBER 30, 2017, I AM RESIGNING MY POSITION AS CO-EMERGENCY MANAGEMENT DIRECTOR. IT HAS BEEN A VALUABLE EXPERIENCE OF WHICH I'VE ENJOYED.

STEVE HEATH, CO-DIRECTOR, HAS BEEN AND I'M SURE GOING FORWARD WILL BE A TREMENDOUS ASSET TO THE TOWN. WHETHER YOU APPOINT ANOTHER CO-DIRECTOR OR LEAVE STEVE AS DIRECTOR IS IN YOUR HANDS.

SINCERELY,



LEE V. NICHOLS

RECEIVED
DEC 11 2017
BOARD OF SELECTMEN

Chairman of Board of Selectmen
Ashland, NH

December 4, 2017

I would like to be considered for a position on the Ashland Zoning Board of Adjustment.

I believe that my 30 (thirty) years of service to the Town of Ashland in voluntary, appointed and elected positions would be helpful to the present board.

Thank you for your consideration.

Sincerely



Alan J. Cilley

TITLE LXIV
PLANNING AND ZONING
CHAPTER 673
LOCAL LAND USE BOARDS

Section 673:3

673:3 Zoning Board of Adjustment and Building Code Board of Appeals. –

I. The zoning board of adjustment shall consist of 5 members. The members of the board shall either be elected in the manner prescribed by RSA 669, or appointed in a manner prescribed by the local legislative body. Each member of the board shall be a resident of the municipality in order to be appointed or elected.

II. Zoning board of adjustment members who are elected shall be elected for the term provided under RSA 673:5, II. A local legislative body which has previously provided for the appointment of zoning board of adjustment members may rescind that action by majority vote and choose to elect board members. The terms of appointed members of zoning boards of adjustment in municipalities in office on the effective date of an affirmative decision to elect such board members shall not be affected by the decision. However, when the term of each member expires, each new member shall be elected at the next regular municipal election for the term provided under RSA 673:5, II.

III. A local legislative body which has provided for the election of zoning board of adjustment members may rescind that action by majority vote, in which event members shall thereafter be appointed in a manner prescribed by the local legislative body. The elected board shall, however, continue in existence, and the elected members in office may continue to serve until their successors are appointed and qualified.

III-a. A local legislative body's decision to change from an elected to an appointed zoning board of adjustment, or from an appointed to an elected zoning board of adjustment, may be made without amending the zoning ordinance. In a town operating under the town meeting form of government, the decision may be made at any annual or special town meeting. If the town has adopted the official ballot for the election of town officers, the question may be, but is not required to be, placed on the official ballot. If the question is not placed on the official ballot, the question shall be placed in the warrant and shall be voted on as a separate article at the town meeting.

IV. The building code board of appeals shall consist of 3 or 5 members who shall be appointed in a manner prescribed by the local legislative body; provided, however, that an elected zoning board of adjustment may act as the building code board of appeals pursuant to RSA 673:1, V. Each member of the board shall be a resident of the municipality in order to be appointed.

Source. 1983, 447:1. 1990, 71:1. 2009, 286:2, eff. Jan. 1, 2010.

WARRANT ARTICLE:

Shall the Town of Ashland Zoning Board of Adjustment members be elected as prescribed by RSA 673:3 and RSA 673:5? The term of an elected local land use board member shall be 3 years. The initial terms of members first elected to board shall be staggered so that no more than 3 appointments or elections occur annually in the case of a 7 or 9-member board and no more than 2 appointments or elections occur annually in the case of a 5 member board, except when required to fill vacancies.

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CHAPTER 31

POWERS AND DUTIES OF TOWNS

Section 31:39-a

31:39-a Conflict of Interest Ordinances. – The legislative body of a town or city may adopt an ordinance defining and regulating conflicts of interest for local officers and employees, whether elected or appointed. Any such ordinance may include provisions requiring disclosure of financial interests for specified officers and employees, establishing incompatibility of office requirements stricter than those specified by state law or establishing conditions under which prohibited conflicts of interest shall require removal from office. Any such ordinance shall include provisions to exempt affected officers and employees who are in office or employed at the time the ordinance is adopted for a period not to exceed one year from the date of adoption. The superior court shall have jurisdiction over any removal proceedings instituted under an ordinance adopted under this section.

Source. 1981, 221:1, eff. Aug. 10, 1981.

WARRANT ARTICLE:

Shall the Town of Ashland adopt a conflict of interest ordinance pursuant to RSA 31: 39 -a, that defines and regulates conflicts of interest for local officers and employees, whether elected or appointed?

Any such ordinance may include provisions requiring disclosure of financial interests for specified officers and employees, establishing incompatibility of office requirements stricter than those specified by state law or establishing conditions under which prohibited conflicts of interest shall require removal from office. Any such ordinance shall include provisions to exempt affected officers and employees who are in office or employed at the time the ordinance is adopted for a period not to exceed one year from the date of adoption. The superior court shall have jurisdiction over any removal proceedings instituted under an ordinance adopted under this section.