

**ASHLAND BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, JANUARY 2ND, 2018
ASHLAND ELEMENTARY SCHOOL CONFERENCE ROOM
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); 12/18 and 12/28
- V. CONSENT AGENDA**
 - a. Weeks of:
 - i. December 18, 2017
 - 1. Account payables - \$624,029 (Includes county tax payment)
 - 2. Payroll - \$20,095
 - ii. December 25, 2017
 - 1. Account payables - \$21,367
 - 2. Payroll - \$16,171
- VI. DEPARTMENT HEAD(S)**
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
 - a. Proposed warrant articles
 - i. Building regulation fees
 - ii. Conflict of Interest ordinance
 - iii. Structure height limit on town land
- IX. SELECTBOARD ITEMS**
 - a. Guidelines for ethical conduct of public officials
- X. PUBLIC COMMENT (Agenda items only)**
- XI. NON-PUBLIC SESSION**
 - a. RSA 91-A:3, II (c)
 - b. RSA 91-A:3, II (a)
- XII. ADJOURNMENT**

Posted on 12/29/2017 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 be made with prior notice.

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **REGULAR MEETING**
3 **MONDAY, DECEMBER 18, 2017**
4 **ASHLAND ELEMENTARY SCHOOL LIBRARY**
5 **6:30 PM**

6
7 **PLEDGE OF ALLEGIANCE**

8 Those in attendance resisted the Pledge of Allegiance prior to the start of the meeting.
9

10 **CALL TO ORDER**

11 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Fran Newton,
12 Vice Chairman Harold Lamos, Selectman Casey Barney, Selectman Leigh Sharps, Selectman
13 Tejasinha Sivalingam were all present. Others present: Town Administrator Charles Smith.
14

15 **PUBLIC COMMENT**

16 Arlene Stoppe, Ashland, NH, Ashland Residents for a Rights Based Ordinance (RBO), made
17 comments about rights based ordinance, Community Environmental Legal Defense Fund (CELDF)
18 and their education session on RBO.
19

20 **APPROVAL OF MINUTES**

21 December 4, 2017- Pg. 6, ln. 23, vote was 4-1. Pg. 6 ln. 42 “Board of Selectmen received letter on
22 November 20, 2017.” Pg. 7, ln. 7 add: “engagement letter was offered by CELDF. Board asked TA
23 to send letter to counsel for review.” Pg. 7 ln. 44, Board came out of nonpublic session.
24

25 **MOTION:** Selectman Sharps

26 *Approve 12/4/17 minutes as amended, attach draft warrant, and engagement letter from*
27 *CELDF.*

28 **SECOND:** Vice Chairman Lamos

29 **DISCUSSION:** Selectman Sivalingam felt further discussion from the meeting should be
30 added to the December 4th minutes.

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

32 **MOTION PASSED**
33

34 **CONSENT AGENDA**

- 35 • General fund manifest and the payroll manifest for the weeks of December 4, 2017, with the
36 payroll manifest for December 11, 2017, where signed by a quorum of the Board.
37

38 **DEPARTMENT HEADS**

39 **Town Administrator:**

- 40 • TA Smith informed the Board town employees hoped to have an employee Christmas party
41 on Friday, December 22nd at 12PM in the Booster Club. Board granted approval.
42 • TA Smith read a memo from the Ashland Planning Board about the resignation of a member.
43
44

1 **OLD BUSINESS**

2 **Project List Updates:**

- 3 • **New Hampshire Department of Transportation (NHDOT) Transportation Alternatives**
4 **Program (TAP) grant:** Town and NHDOT are working on finalizing the scope and
5 engineering fee.
- 6 • **Thompson St./High St./Smith Hill Rd. warrant article:** Board recommended the warrant
7 article, next step schedule public hearing for the bond.
- 8 • **Geographic Information System (GIS) mapping:** Board recommended the warrant article,
9 next step approval of article by town.
- 10 • **LW Packard Mill Site:** Nobis Engineering still working on completing field work.
- 11 • **Town Building Telecommunications:** Certified Computers and First Light have finished
12 most of the fiber cable installation. New modem installed by First Light needs power source.
- 13 • **Lakes Region Planning Commission road assessment:** LRPC had a meeting with TA and
14 DPW Director about the capability of the software. LRPC to provide a road assessment with
15 analysis on road reclamation projects.

16
17 **NEW BUSINESS**

- 18 • **Omer C. Ahern, Jr., Grafton County Commissioner, District 3:** due to the weather and
19 the interest to complete the items on tonight's agenda, Commissioner Ahern offered to revisit
20 the Board at later date.
- 21 • **Financial Consultant Gregory A. Colby, CPA:** TA Smith presented to the Board a contract
22 for financial consultant services with Gregory Colby. Contract is to help the town through the
23 upcoming audit.

24
25 **MOTION:** Selectman Sharps

26 *Approve the contract with Gregory Colby, CPA, for financial services.*

27 **SECOND:** Selectman Barney

28 **DISCUSSION:** Selectman Sivalingam had concerns about the estimated hours of service.

29 TA Smith informed the board the estimate was miscalculated by Gregory Colby, as he thought
30 the financial services were to include the town utilities. TA Smith to ask for an updated
31 estimate.

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

33 **MOTION PASSED**

34
35 **SELECTBOARD ITEMS**

- 36 • **Ashland Zoning Board of Adjustment (ZBA) appointment – Alan J. Cilley:**

37
38 **MOTION:** Selectman Sharps

39 *Appoint Alan Cilley to the Ashland ZBA.*

40 **SECOND:** Selectman Barney

41 **DISCUSSION:** Selectmen Sivalingam recused himself from the discussion and the ZBA
42 appointment vote.

43 **VOTE:** 4-0-0 (Yes: Newton, Lamos, Barney, Sharps)

44 **MOTION PASSED**

- 1
2 • **Ashland Emergency Management Director:** the Board of Selectmen received a resignation
3 letter from Co-Director, Lee Nichols. Lee Nichols recommended the Board promote the Co-
4 Director, Ashland Fire Chief Heath, as the Director effective January 1st, 2018.

5
6 **MOTION:** Selectman Sharps

7 *Appoint Ashland Fire Chief Heath to the Director of Emergency Management.*

8 **SECOND:** Selectman Barney

9 **DISCUSSION:** N/A

10 **VOTE:** 5-0-0 (**Yes:** Newton, Lamos, Barney, Sharps, Sivalingam)

11 **MOTION PASSED**

- 12
13 • **Ashland Emergency Management Deputy Director:** Chief Heath recommended the Board
14 of Selectmen appoint Ashland Deputy Chief Bousquet as the Deputy Emergency
15 Management Director. Chief Heath informed the Board Deputy Bousquet has obtained all the
16 necessary training requirements for the appointment.

17
18 **MOTION:** Selectman Sharps

19 *Appoint Ashland Deputy Chief Bousquet as Deputy Emergency Management Director.*

20 **SECOND:** Selectman Barney

21 **DISCUSSION:** N/A

22 **VOTE:** 5-0-0 (**Yes:** Newton, Lamos, Barney, Sharps, Sivalingam)

23 **MOTION PASSED**

- 24
25 • **Contract approval process (CELDF Engagement Letter):** after it was determined that
26 Selectmen Sivalingam and Vice Chairman Lamos signed the CELDF Engagement Letter
27 prior to a Board meeting, Chairman Newton read a prepared statement about the Board of
28 Selectmen's contract approval process. Prior to the December 18th meeting Vice Chairman
29 retracted his signature. Selectman Sivalingam had concerns about the prior process of
30 approving the engagement letter. Selectman Sivalingam felt the board members already
31 approved engagement letter by vote at their December 4th meeting and was comfortable in his
32 decision with letter. TA Smith recommended a standard practice on approving contracts
33 should be; contracts forwarded to Board prior to meeting, add contract topic to meeting
34 agenda, include with meeting packet, post with meeting notification, allow for public
35 comment, Board discussion, vote, and signature(s) if approved. Selectman Sharps said prior
36 Board procedure was to always discuss contracts at Board meeting and one Selectman cannot
37 give directive.

38
39 **MOTION:** Selectman Sharps

40 *Continue to proceed with the prior Board of Selectmen process on approving contracts by
41 adding to agenda, discussion, and signing at a public meeting.*

42 **SECOND:** Selectman Barney

43 **DISCUSSION:** N/A

44 **VOTE:** 3-0-2 (**Yes:** Newton, Barney, Sharps, **Abstain:** Lamos, Sivalingam)

45 **MOTION PASSED**

46

- 1 • **Warrant article discussion:**
- 2 ○ **Electing ZBA officials – RSA 673:3, III**

3

4 **MOTION:** Selectman Sivalingam

5 *To place on the warrant, having the Zoning Board of Adjustment members an elected*

6 *position.*

7 **SECOND:** Vice Chairman Lamos

8 **DISCUSSION:** Selectman Sharps felt the town already has issues filling vacancies

9 and this might deter residents from volunteering. Selectman Barney expressed

10 concerns about the costs involved with having future elections. Selectman Sivalingam

11 argued the election of members would create more involvement. Vice Chair Lamos

12 reminded the Board vacant positions could still be filled by appointments.

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

14 **MOTION FAILED**

- 15
- 16 ○ **Conflict of Interest – RSA 31:39, A**

- 17 ▪ Selectman Sivalingam put the topic forward as a point of discussion for the
- 18 Board to add as a warrant article. Selectman Sharps mentioned how the town
- 19 has a conflict of interest policy for the town employees. Chairman Newton
- 20 referenced RSA 95:1 as a preexisting conflict of interest policy for elected
- 21 officials and the Board's Code of Ethics. TA Smith to forward code of ethics
- 22 and personnel policy to Board members.

- 23 ○ **Structure height limits**

- 24 ▪ Vice Chairman Lamos forwarded a proposed warrant article that would limit
- 25 the height of structures on town owned land to 65ft. Board requested the
- 26 article be sent to legal counsel for further review.

- 27 ○ **Board of Selectmen upcoming schedule**

- 28 ▪ December 28th at 6PM in the Town Office building – finalize the default
- 29 budget and estimated revenues.
- 30 ▪ January 2nd & 16th – regular Board meeting (January 2nd) and work session
- 31 (January 16th). Note; generally, the Board meets on Mondays' but those two
- 32 days in January are holidays. Board decided to move regular meeting one day.
- 33 ▪ January 9th – public hearing for the Thompson St. bond warrant article.

34

35 **PUBLIC COMMENT**

- 36 • Arlene Stoppe, Ashland, NH, Ashland Residents for a Rights Based Ordinance (RBO), stated
- 37 for the record the Ashland Residents, RBO, did not know about the formation of the group
- 38 prior to her volunteering.
- 39 • NH State Representative Migliore, Bridgewater, NH, stated he was working on a NH
- 40 Constitutional Amendment for RBO's and it was separate from CELDF ordinances.
- 41

1
2 **LIASON REPORTS**

- 3 • Selectman Sharps reported on the following:
- 4 ○ **Ashland Source Water Protection Committee:** the committee, along with LRPC
 - 5 working on a grant to establish a Groundwater Protection Ordinance has been
 - 6 finalized. The ordinance has been sent to legal counsel for review and will be on the
 - 7 warrant for voter approval.
 - 8 ○ **PRLAC:** during November, PRLAC made two onsite visits to Campton Sand &
 - 9 Gravel and a private residence in Thornton, NH. PRLAC is keeping up with the
 - 10 matrix, tracking contaminants into the river, and their testing process. PRLAC meets
 - 11 again in January.
 - 12 ○ **Heritage Commission**
 - 13 ▪ The 4th of July fund has been reconciled. Before the funds are to be released
 - 14 to the 4th of July Committee they need to be accepted by the Board.
 - 15 ▪ Heritage Commission now has a Facebook page called "Ashland Heritage."
 - 16 ▪ Next summer the Commission intends on having a shared heritage event with
 - 17 the Town of Holderness called "Squam Stock."
 - 18

19 There being no other business, Selectman Sharps made **motion to go into non-public session pursuant to**

20 **RSA 91-A:3, II (b) at 8:11 PM.** Selectman Barney seconded. **Roll Call Vote:** Barney, yes, Newton, yes,

21 Lamos, yes; Sharps, yes. Selectman Sivalingam had to leave the meeting prior to the nonpublic session. Board

22 of Selectmen came out of non-public session at **8:25 PM** and announced the hiring of a new DPW Foreman

23 pending the acceptance of their offer.

24

25 Chairman Newton made a **motion to go back into non-public session pursuant to RSA 91-A:3, II (a) at**

26 **8:26 PM.** Selectman Sharps seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos, yes; Sivalingam,

27 yes, Sharps, yes. Selectmen reentered public session at 8:33PM and adjourned their meeting at 8:34PM.

28

29 These minutes were drafted by,

30
31 Charles Smith
32 December 19, 2017

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **REGULAR MEETING**
3 **THURSDAY, DECEMBER 28, 2017**
4 **ASHLAND TOWN OFFICE BUILDING**
5 **6:00 PM**

6
7 **CALL TO ORDER**

8 Chairman Newton called the meeting to order at 6:04 PM with a roll call. Chairman Fran Newton,
9 Vice Chairman Harold Lamos, Selectman Casey Barney, Selectman Leigh Sharps, Selectman
10 Tejasinha Sivalingam was absent with prior notice. Others present: Town Administrator Charles
11 Smith.

12
13 **PROPOSED WARRANT ARTICLES**

- 14
15 • **Ashland Building Regulation fees** – the Board of Selectmen were forwarded a
16 proposed warrant article from land use about delegating the authority to set building
17 regulation fees. Article was tabled for further information from Planning Board.
18 • **Ashland Water & Sewer** – the Board of Selectmen reviewed two proposed bond
19 warrant articles. Both articles have no taxation.

- 20
21 1. Bond article in the amount of \$1.5M for the construction and equipping of a
22 new Septage Receiving Station. Board agreed to recommend the article and
23 move it forward to the warrant, as topic was discussed at prior board meeting.

24
25 **MOTION:** Selectman Sharps
26 *Recommend the Ashland Water & Sewer septage receiving bond warrant*
27 *article.*

28 **SECOND:** Selectman Barney

29 **DISCUSSION:** N/A

30 **VOTE:** 4-0 (Yes: Newton, Lamos, Barney, Sharps)

31 **MOTION PASSED**

- 32
33 2. Bond article for the development of an Asset Management Plan in the amount
34 of \$30K.

35
36 **MOTION:** Selectman Sharps
37 *Recommend the Ashland Water & Sewer bond article for an Asset*
38 *Management Plan.*

39 **SECOND:** Vice Chairman Lamos

40 **DISCUSSION:** N/A

41 **VOTE:** 4-0 (Yes: Newton, Lamos, Barney, Sharps)

42 **MOTION PASSED**
43
44
45

1 **ESTIMATED REVENUES**

2
3 Board of Selectmen reviewed the 2018 estimated revenues. Vice Chairman Lamos questioned the
4 high discrepancy in State Source line 3359 (Other including railroad tax) being \$33K in 2016 and
5 \$351K in 2017. Board asked the Town Administrator to follow up with the Department of Revenue
6 about the line. Board approved the estimated revenue contingent upon an explanation about line
7 3359. *Note: after the meeting, Town Administrator followed up with DRA and was told the \$320K*
8 *line increase was from the town approval of warrant article 5 – NHDOT TAP Grant.*
9

10 **DEFAULT BUDGET**

11
12 The Board reviewed each section of next year’s proposed default operating budget. Board members
13 made the necessary reductions and increases based on contractual obligations and one-time
14 expenditures in the current operating budget. Board voted to recommend the default budget and to
15 change the name of the CIP line item to Economic Development Committee. CIP line is funded with
16 \$1 as a placed holder and presently not being used.
17

18 1. **MOTION:** Vice Chairman Lamos
19 *To change the title of the CIP – other general government to Economic*
20 *Development Committee.*

21 **SECOND:** Selectman Sharps

22 **DISCUSSION:** N/A

23 **VOTE:** 4-0 (Yes: Newton, Lamos, Barney, Sharps)

24 **MOTION PASSED**

25
26 2. **MOTION:** Vice Chairman Lamos
27 *To recommend the default budget in the amount \$2,783,759.*

28 **SECOND:** Selectman Sharps

29 **DISCUSSION:** N/A

30 **VOTE:** 4-0 (Yes: Newton, Lamos, Barney, Sharps)

31 **MOTION PASSED**

32
33 **PERSONNEL ACTION FORMS (PAF)**

- 34
35 • **Department of Public Works** – Board signed a PAF to hire a temporary staff for
36 snow removal at \$15/hr.
37 • **Parks & Recreation** – Board signed a PAF to hire an After-School Helper at \$8/hr. to
38 help on an as needed basis.
39

40
41 Chairman Newton made a motion to adjourn at 7:31PM. Selectman Sharps seconded. All in favor.

42
43 These minutes were drafted by,

44
45 Charles Smith
46 December 29, 2017

QUESTION 8. Are you in favor of amending Article 15 of the *Ashland Building Regulations* to delegate authority to set fees to the Board of Selectmen?

Purpose: To retain the current process of public hearings for amending the building permit fees.

ARTICLE 15: FEES: ~~Fees for permits may be set by the Planning Board after a public hearing, and do not have to be voted on at the annual Town Meeting.~~ In accordance with RSA 41:9-a, V, RSA 674:51, III (d) the Board of Selectmen have the authority to set Building permit fees provided that the Board of Selectmen first holds a public hearing on any proposed change in compliance with RSA 41:9-a, IV."

Shall the Town of Ashland adopt the Conflict of Interest Ordinance as drafted below in accordance with RSA 31:39-a Conflict of Interest Ordinances?

SECTION I : DECLARATION OF POLICY: Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of that government. Each local officer of the Town, whether elected or appointed, including paid or unpaid members of various Town boards, commissions, or committees (hereinafter referred to as "Town Official"), must earn and honor that trust by his or her conduct in all official actions. It is the purpose of this ordinance to ensure fair consideration of any application or matter to be voted upon, and also to ensure the appearance of fair consideration so as to maintain public confidence in the integrity of Town government.

SECTION II : CATEGORIES FOR DISQUALIFICATION: A Town Official shall be disqualified to act on a matter before a Town board, commission, or committee (hereinafter called the "Town Board") because of a conflict of interest as follows:

- A) FINANCIAL INTEREST:** When the Town Official has a direct personal financial interest in a matter before the Town Board. Such interest includes, but is not limited to, an ownership interest, a mortgage interest, a creditor or debtor interest or relationship.
 - B) RELATED BY BLOOD OR MARRIAGE:** When the Town Official is directly related by blood or by marriage to the person requesting action, or opposing action on a matter before the Town Board. Directly related shall mean spouse, parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent, or grandchild.
 - C) EMPLOYMENT RELATIONSHIP:** When the Town Official, or a member of the Town Official's family (family shall mean husband, wife, or child) has an employment relationship with the person requesting action or opposing action on a matter before the Town Board.
 - D) ABUTTER:** When the Town Official is an abutter to the land which is the subject matter or action requested or to be taken by the Town Board.
 - E) GIFTS:** When the Town Official has taken, for personal use, from any person, any fee, gift, or other valuable item in the course of the Town Official's work or in connection therewith, when such gift or valuable item is given in the hope of, or expectation of, receiving a favor or better treatment than that accorded to other persons requesting action or opposing action on a matter before the Town Board.
One or more of the above grounds for disqualification may apply, for example, relationship by blood or marriage to an abutter.
- SECTION III : DISCLOSURE:** A Town Official shall be under a duty to disclose that a conflict of interest, as defined in Section II above, exists when a matter is before the Town Board of which the Town Official is a member or participant. Thereafter, the Town Official shall withdraw from the Town Board considering such matter, shall not sit with the remainder of the Town Board, shall not participate in any deliberative sessions on such matter, and shall not vote on such matter. The Town Official may remain in the room where the Town Board is meeting, and may participate in the discussion, but only as a member of the general public.
- SECTION IV : CHALLENGE PROCEDURE: A)** Any person may inquire into the possible conflict of interest of any Town Official on any matter requiring official action, stating the grounds for the inquiry.
- B)** Such challenged Town Official shall be obligated to inform the person if any conflict of interest exists.

C) If the person making the inquiry is not satisfied with the challenged Town Official's response he may require the presiding officer of the Town Board to call for a vote as to whether or not the challenged Town Official shall be disqualified to take the official action. A majority of the remaining Town Board members, including alternates, shall determine whether or not the challenged Town Official may be allowed to take the official action.

SECTION V : APPEAL PROCEEDINGS: Appeals under this ordinance shall be governed by RSA 31:39-a.

SECTION VI : ORDINANCE PROVIDED TO TOWN OFFICIAL: Upon taking his/her position, the Town Official, as defined above, shall be furnished by the Town Clerk with a copy of this Ordinance. Each such person shall sign a written acknowledgment that he/she has been provided with such a copy. The acknowledgment shall be filed by the Town Clerk with the Town Official's appointment papers.

SECTION VII : EFFECTIVE DATE: This ordinance shall be effective as of the date of adoption at the Ashland Town Municipal Voting Day. Notwithstanding the foregoing, this ordinance shall exempt affected Town Officials who are in office or employed by the Town at the time this ordinance is adopted for a period of ninety (90) days.

Warrant article to discuss

"Shall the town of Ashland prescribe that no NEW structure; be it a building, pole, tower, or sign be built on TOWN OWNED land greater in height than 65 (sixty five) feet. This is the will of the people, and an act of direct governance by the legislative body of the town of Ashland."

Guidelines for ethical conduct of Public Officials

Summary: Ethical governance of Ashland Public Officials follows from appreciation and respect for: residents (individually and collectively), ecology, and themselves (individually and collectively). These guidelines are meant to inspire Ashland Public Officials towards integrity, responsibility, and trust in the process of democratic self-governance.

Article I. The Public bodies and their members

A. Commitment to Democratic self-governance

1. Public Officials assume responsibility for deepening their understanding of Democratic self-governance by:
 - a. Participating in their local, state, and federal governance through time, resources, and/ or engagement outside their official commitments; and
 - b. Following their conscience, applicable laws/ ordinances/ policies, and listening respectfully to others' opinions.

B. Commitment to continued learning and development

1. Public Officials engage in ongoing training and education by:
 - a. Studying the United States Declaration of Independence and Constitution, the New Hampshire Constitution, NH RSAs, common law decisions, and other pertinent laws, regulations, ordinances, as well as helpful third party resources; and
 - b. Cultivating insight into how their office influences Ashland's culture, economy, social and historical context, environmental resources, and institutions of governance; and
 - c. Becoming well acquainted with the Rules of Order that apply to their meetings (e.g. Democratic Rules of Order, or Robert's Rules of Order, etc); and
 - d. Reflecting on their motives and intentions for holding office; and
 - e. Regularly attending trainings and seminars; and
 - f. Nurturing their commitment to liberty, equality, and community.

C. Commitment to receiving and reflecting on feedback

1. Public Officials regularly seek input by:
 - a. Listening to and considering input from residents; and
 - b. Consulting with other Public Officials; and
 - d. Turning items over to the residents for legislation by town vote.

D. Commitment to balanced public service

1. Public Officials responsibly balance their public service with other areas of their life so as to avoid potential overwhelm, a misplaced sense of entitlement, and resentment by:
 - a. Remaining committed to family, work, leisure, and personal relationships; and
 - b. Recognizing and addressing the challenges, to clarity and effectiveness, that arise in the presence of dual relationships, and conflicts of interest; and
 - c. Removing them selves from any situation that compromises the integrity of their office.

E. Commitment to recognizing limitations

1. Public Officials recognize the limits of their:
 - a. Time, by not over committing themselves; and
 - b. Scope, by delegating to other public officials when appropriate; and
 - c. Power, by seeking, trusting in, and honoring the legislative capacity of the residents; as well as seeking to empower and assist the underserved and marginalized; and
 - d. Environment, by making decisions that are ecologically responsible and sustainable.
 - e. Influence, by only endorsing candidates when not in an official forum nor when acting in an official capacity.

Article II. Public Officials and the Residents

A. Commitment to responsive governance

1. Public Officials initiate connections with residents, and establish working relationships with residents by:
 - a. Conversing with residents on issues; and
 - b. Planning and problem solving with residents; and
 - c. Including residents in work and projects (e.g. volunteers, appointments, etc) when they express interest; and
 - d. Clarifying procedures and processes of Municipal, State, and Federal governance to residents; and
 - e. Explaining the role and responsibility of their office to residents and how residents can work with them; and
 - f. Respectfully delineating boundaries around their personal privacy, time, and space. While also being clear and inviting about the time and places in which they are available to residents and other public officials; and
 - g. Disclosing what compensation the Public Official receives, if any; and
 - h. Kindly receiving and addressing resident questions and concerns; and
 - i. Insuring democratic evaluation of Public Officials by maintaining that all Public Offices that are permitted to be chosen by election, be so elected, and only be appointed when a vacancy or a failure to elect occurs; and
 - j. Sharing all relevant information with other public officials.

B. Commitment to dignity of residents, public officials, and employees

1. Public Officials honor the dignity of residents and each other by:
 - a. Demonstrating respect for the diversity of communication, values, culture, conscience, opinions, beliefs, lifestyles, and ideas; and
 - b. Inquiring into the motives, experiences, relationships, or personal affairs of others only when necessary; and
 - c. Avoiding gossip and back-biting; and
 - d. Establishing and maintaining appropriate physical, emotional, psychological, political, social, and commercial boundaries with residents and other public officials when acting in an official capacity, or when otherwise required by law; and
 - e. Recognizing that Ashland is a small town in which individuals have various relationships and responsibilities; and

- f. Refraining from leveraging the power of their office inappropriately, including but not limited to: retribution, bullying, manipulation, hazing, harassing, misleading, abusing, seeking personal gain, seeking gain for a third party, unduly influencing public officials, misrepresenting the town, or coercing; and
- g. Understanding that the residents, at a town meeting, or public officials acting in their official capacity may make decisions that are disagreeable; and
- h. Respecting all residents and public officials regardless of age, sex, gender identity, race, color, sexual orientation, marital status, familial status, physical or mental disability, religious creed, national origin, political affiliation, education, employment status, or economic status.
- i. Refusing direct or indirect bribes, favors, benefits, and gifts; and
- j. Using public resources exclusively to fulfill their official duties and completing approved projects; and
- k. Opposing the inappropriate use of power, and influence by other public officials and employees; and
- l. Maintaining kind and cordial public service for residents as well as a professional and comfortable work environment for employees.

C. Public information and discretion

- 1. Public officials maintain transparency to residents and other public officials by:
 - a. Receiving training in, studying, and applying RSA Chapter 91-A Access to governmental records and meetings; and
 - b. Respectfully informing and educating residents and other public officials on matters pertaining to RSA Chapter 91-A; and
 - c. Using discretion in addressing the issues of residents, and other public officials; and
 - d. Conducting business and holding meetings in open, accessible, well marked, and well published locations.