

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, APRIL 16TH, 2018 at 6:30 PM
ASHLAND ELEMENTARY SCHOOL LIBRARY**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
 - a. BOS meeting(s): 4/2/18
- V. CONSENT AGENDA**
 - a. Weeks of:
 - i. April 2nd - Acct. Payable \$208,375 Payroll \$25,273; \$19,323 (NHRS)
 - ii. April 9th - Payroll \$17,078
- VI. DEPARTMENT HEAD(S)**
 - a. Public Works Director – used Loader sealed bids
 - b. Police Chief – decals for new police cruiser
- VII. OLD BUSINESS**
 - a. Town Administrator updates
 - b. Project List
- VIII. NEW BUSINESS**
 - a. Ashland Economic Development Committee – L.W. Packard Mill building
 - b. Lakes Region Planning Commission (LRPC) Transportation Advisory Committee (TAC)
 - i. Ashland Rep. David Toth - discussion with Board of Selectmen about State Highway Funding
 - c. Ashland Water & Sewer Department – removal of approx. 12 trees between the office at 6 Collins St. and overhead utility lines in preparation of extending and squaring the parking lot.
 - d. Ashland 150th Committee – Chairman Jane Sawyer
 - e. Mango Security
 - i. Town Office building smoke detectors
 - ii. Town Office building/Ashland Police Department security cameras
 - f. CAI Technologies – Digital Parcel Map proposal (from 2018 warrant article #20)
- IX. SELECTBOARD ITEMS**
 - a. Ashland Heritage Commission appointment – Kendall Hughes
- X. LIAISON REPORTS**
- XI. PUBLIC COMMENT (Agenda items only)**
- XII. NON-PUBLIC SESSION (If needed)**
- XIII. ADJOURNMENT**

Posted on 4/13/18 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, APRIL 2, 2018**
4 **ASHLAND ELEMENTARY SCHOOL CONFERENCE ROOM**
5 **6:30 PM**

6
7
8
9 **PLEDGE OF ALLEGIANCE**

10
11
12 **CALL TO ORDER**

13 Vice Chairman Lamos called the meeting to order at 6:30 PM with a roll call. Vice Chairman Harold
14 Lamos, Selectman Casey Barney, Selectman Kathleen DeWolfe and Selectman Leigh Sharps present.
15 Chairman Frances Newton absent with advance notice. Others Present: Town Administrator Charles
16 Smith and Administrative Assistant Wendy Smith.

17
18
19 **PUBLIC COMMENT**

20 None

21
22
23 **APPROVAL OF MINUTES**

24 March 19, 2018-Approved as written.

25
26 **MOTION:** By Selectman DeWolfe
27 *Approve 3/19/18 minutes as written.*

28 **SECOND:** By Selectman Sharps

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

30 **MOTION PASSED**

31
32
33 **CONSENT AGENDA**

- 34 • Accounts Payable and Payroll Manifests for the weeks of March 19 and March 26, 2018 were
35 signed by a quorum of the Board.
- 36 • Thank you letter to Daniel Stack for service on the Pemi River Local Advisory Committee
37 (PRLAC). Vice Chair Lamos read the thank you letter and the Board of Selectmen expressed
38 their appreciation for Mr. Stack.
- 39 • NH Department of Revenue Administration MS 232 form signed by quorum of the Board.

40
41
42 **DEPARTMENT HEADS**

- 43 1. Parks and Recreation: Director Barney is in the process of researching the replacement of the
44 circa 1978 playground equipment. Quotes have been received of \$75,000 to \$80,000 for 30
45 year guaranteed metal or hard plastic systems. Director Barney would like to organize a
46 fundraising effort for the equipment in collaboration with the Ashland Area Recreation

1 Association (AARA) and have the funds raised placed in the AARA fund. The Selectboard
2 would then vote to accept the monies received for this project.
3

4 **MOTION:** By Selectman DeWolfe

5 *To allow Director Barney to move forward with fundraising activity for new playground*
6 *equipment in collaboration with the AARA.*

7 **SECOND:** By Selectman Sharps

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

9 **MOTION PASSED**
10

- 11 2. Department of Public Works: Director Moore is requesting approval to purchase a 2001
12 Caterpillar wheeled excavator from MB Tractor to replace the 1988 backhoe. The new
13 excavator has more precise controls and is therefore more safe and quicker than the existing
14 backhoe. It will be able to perform tasks that are currently contracted out thus saving money.
15 Director Moore proposed utilizing the NH Block Grant to finance this.
16

17 **MOTION:** By Selectman DeWolfe

18 *To approve the purchase of 2001 Caterpillar wheeled excavator from MB Tractor for \$46,900*
19 *to be taken from the NH Block Grant.*

20 **SECOND:** By Selectman Sharps

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

22 **MOTION PASSED**
23

24 The second item from the Department of Public Works was annual road sweeping and catch
25 basin cleaning. DPW Director Moore confirmed that the sweeping/catch basin cleaning cost
26 can also be taken from the NH Block Grant if there are funds available.
27

28 **MOTION:** By Selectman Barney

29 *To approve Purchase Order of \$6,200 taken from the Summer Maintenance line (01-4312-*
30 *20-556) for annual catch basin cleaning and road sweeping.*

31 **SECOND:** By Selectman DeWolfe

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

33 **MOTION PASSED**
34

- 35 3. Police Department: Chief Randall reported to the Board of Selectmen that the new 2018 Police
36 Interceptor Utility is in the Police Department's possession. Chief Randall requested that
37 \$26,897 be released from the Police Department Capital Reserve for Replacement and Repair
38 of Police Vehicles.
39

40 **MOTION:** By Selectman Barney

41 *To allow \$26,897 to be moved by the Trustees of the Town to pay for 2018 Police Interceptor*
42 *Utility.*

43 **SECOND:** By Selectman DeWolfe

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

45 **MOTION PASSED**

Chief Randall thanked the taxpayers for their support and reminded the public that Drug Take Back Day will be taking place on April 28, 2018.

4. Town Administrator: The Town Moderator has requested payment of \$150 for the recount of Warrant Article #2. TA Smith explained that Town Moderator compensation policy varies depending on the town. Discussion ensued regarding whether the recount should be considered an extension of election duties and the part of the original payment of \$150.

MOTION: By Selectman Sharps

To approve a \$150 payment to the Town Moderator for the recount of Warrant Article #2 in 2018 to be taken from the Election Salary line (01-4140-20-130).

SECOND: By Selectman Barney

VOTE: 4-0 (All in favor)

MOTION PASSED

OLD BUSINESS

None

NEW BUSINESS

NH Land & Community Heritage Investment Program (LCHIP) grant: TA Smith spoke on the background of the LCHIP grant which will expire at the end of this year. The Selectboard decided that proposals from recommended consultants need to be back by April 13th, the Friday before the next Selectboard meeting and interviews will be held before the end of April.

MOTION: By Selectman DeWolfe

To approve the Request for Proposals for the LCHIP grant and request proposals from consultants recommended by the Ashland Heritage Commission.

SECOND: By Vice Chair Lamos

VOTE: 4-0 (All in favor)

MOTION PASSED

Planning Board permit issue: The Planning Board received a letter from the Code Enforcement Officer overriding a Planning Board decision to allow a temporary home occupation car sales business on Mill Pond Road. Selectman Sharps recused herself due to her being the Selectboard Representative to the Planning Board. Discussion followed regarding the procedures, timing, and the importance of communication involved in this issue.

MOTION: By Vice Chair Lamos

To not override the decision of the Planning Board.

SECOND: By Selectman Barney

VOTE: 3-0-1 (DeWolfe, Lamos, Barney-yes; Sharps-abstained)

MOTION PASSED

1 **SELECTBOARD ITEMS**

- 2 • Ashland Conservation Commission appointment: For voting purposes it is necessary to change
3 Vice Chair Lamos from Conservation Commission Selectboard liaison to member. A new
4 Selectboard liaison does not need to be appointed.

5
6 **MOTION:** By Selectman DeWolfe

7 *To nominate Harold Lamos for Ashland Conservation Commission member.*

8 **SECOND:** By Selectman Sharps

9 **VOTE:** 3-0-1 (DeWolfe, Sharps, Barney-yes; Lamos-abstained)

10 **MOTION PASSED**

- 11
12 • Pemigewasset River Local Advisory Committee (PRLAC) nominee: The nomination of
13 Selectman DeWolfe as a member of PRLAC was presented. The NH Department of
14 Environmental Services (NHDES) then appoints nominated members. Nomination Form
15 signed by quorum of the Board.

16
17 **MOTION:** By Selectman Sharps

18 *To nominate Kathleen DeWolfe for PRLAC member.*

19 **SECOND:** By Vice Chair Lamos

20 **VOTE:** 3-0-1 (Lamos, Sharps, Barney-yes; DeWolfe-abstained)

21 **MOTION PASSED**

- 22
23 • NHDES 2017 Post-Closure Monitoring Report: TA Smith reported that the Emery & Garrett
24 DES Waste Management landfill closure report stated the closed landfill is in "excellent
25 condition and performing according to its design". The report needs to be signed and sent to
26 the NHDES.

27
28 **MOTION:** By Selectman DeWolfe

29 *To allow Town Administrator Smith to sign report.*

30 **SECOND:** By Selectman Sharps

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

32 **MOTION PASSED**

- 33
34 • Liaison Reports: Selectman Sharps reported on the 3/20/18 Heritage Commission meeting and
35 read the highlights of the meeting. Dates of 6/2/18 or 6/23/18, 7/3/18 or 7/14/18, and sometime
36 in the month of September were presented as possibilities for the Squamstock event being
37 planned. The consensus was that September would be best. The Planning Board recently met
38 and Selectman Sharps reminded the public that there are two vacancies on that board.
39 Selectman DeWolfe attended the Ashland Water and Sewer Department meeting and read her
40 notes on the meeting. She also attended the Library Trustees meeting and reported on that
41 meeting as well.
42 Vice Chair Lamos brought up that the Electric Department minutes stated that the new Electric
43 Department building is planning on being electrified. He would like more information on that
44 was well as on the vegetative swale and stockpile of soil.

1
2 **MOTION:** By Selectman DeWolfe

3 *To have the liaison of the Electric Department invite the Electric Department*
4 *Commissioners to the 4/16/18 Board of Selectmen meeting.*

5 **SECOND:** By Selectman Sharps

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

7 **MOTION PASSED**
8

- 9 • Other Items: Kendall Hughes has requested to be appointed to the Heritage Commission. Vice
10 Chair Lamos tabled until all of the Selectboard are present.
11
- 12 • Parks and Recreation: Director Barney announced that on April 20th there will be a Kids Night
13 Out and on April 21st an Easter Egg Hunt will be held in the ballfield. An April Vacation camp
14 is also being planned. More information can be found online for these events.
15

16
17 **PUBLIC COMMENT**

18 None.
19

20
21 There being no other business, Selectman DeWolfe made **Motion to go into Non-Public Pursuant to RSA**
22 **91-A:3, II (a) at 7:33 PM.** Selectman Sharps seconded. **Roll Call Vote:** Barney, yes, DeWolfe, yes, Lamos,
23 yes; Sharps, yes. **Board of Selectmen left nonpublic at 7:56 PM.**
24

25
26 Respectfully submitted,
27

28
29 Wendy Smith
30 April 4, 2018

Town of Ashland

Town Administrator Updates

April 2018

Town Administrator update reports are monthly reports that contain a compilation of department information. To keep the Board of Selectmen apprised of the Town's recent activities these updates are provided to the Board prior to their meeting. Providing these reports in advance allow the opportunity to ask questions of the administration and answer questions from their constituents.

LIBRARY

- **Patron Visits:** 492 people visited the library in March
- **Computers:** The library's computers were used 72 times last month.
- **Circulated Items:** Library patrons downloaded 86 audios and eBooks in March.
- **New Books:** The Library added 32 books for adults and 26 books for children in March.
- **News/Events:** Teen night at the library will be held on Friday, April 27 from 6:30-8:30 pm. Knitting group meets every Tuesday evening at 6 pm. Pre-school story time will take place on Friday, May 4th from 10:30-11:30 am. The Library will offer drop in craft and play time in the afternoons during April school vacation week. Book discussion group will meet on Monday, April 30th at 7:00 pm to discuss the New Hampshire classic "John Goffe's Mill" by George Woodbury.

PARKS AND RECREATION

- Director Barney has partnered with the AARA to raise money for a new playground at the ball park. They are in the process of getting information out to local businesses and actively fundraising. They have received a very generous donation of \$10,000 from Stoney Lonesome Farm, who has agreed to match funds up to \$10,000. Parks and Rec are also coming up with ideas of how to recognize people who give us donations.
- Director Barney finished the recertification process for the Food Bank to ensure that the After-School Program will still qualify to receive healthy snacks and drinks at a reduced price. This program has been a great asset to our program and saved the department a considerable amount of money.
- Parks and Rec heard back from the last camper about the upcoming season. Due to some unfortunate family circumstance he will not be returning. They have contacted people on the waiting list and the site has been taken. The paperwork has been sent out and we are waiting for it to come back.
- Clean up of the campground and the beach has been scheduled and will happen the middle of April before the May 1st opening day. DPW Director Moore has talked to the Sargent in charge and is scheduling the exact day.
- Director Barney talked to A.P. Blake about coming and turning on and getting the water heater ready for the campground. He is ready to do so as soon as there is enough snow gone to get into the building.
- Parks and Rec have three events planned for April at the Booster Club.
 - 1) April 20th is Kids Night out from 6-8:30
 - 2) April 21st is the second annual Easter Egg Hunt at 11am
 - 3) Parks and Rec will be holding a week of camp for April vacation April 23-27.
- All the Parks and Rec events are on our website, on the PBS station, sent to Ashland school, in the paper and sent to other schools in our area.

TOWN WEBSITE

Recent updates on the Town of Ashland website have included:

- New pages for “Employment” and “Appointments,” which will list open positions as they are available;
- Reminder about activities available for children during school vacation week (April 23-27) provided by the Park and Recreation Department and the Ashland Town Library;
- Updated page for the 4th of July Committee, which includes the schedule of events for July 3rd and 4th. Advertising information is also available on the front page;
- Updated page for the 150th Anniversary Committee, which includes the schedule of events for July 20-29;
- New publication by the NH Department of Agriculture, describing control methods for Japanese Knotweed. One method recommended for landowners (smothering the plant) should be started in early June.
- News Release regarding the 2018 Property Tax Revaluation process, noting that property owners will receive letters of new property values in the Fall of 2018.

Suggestions or comments about the town website may be directed to the Town Administrator.

FIRE DEPARTMENT

- During the month of March, the Fire Department responded to a total of 29 calls;
 - 20 medical emergencies
 - 5 fire/rescue calls
 - 4 motor vehicles
 - 0 service calls
- Regular training during March involved;
 - Introduction to the new online training platform – Target Solutions.
 - EMS training for assessment and management of musculoskeletal injuries.
 - Department members attend outside training for resource management and training on obstetric emergencies.
 - The Forestry Warden and several Deputies attended annual forestry training, which reviewed NH forest fire laws and regulations, and the use of drones in forestry operations.
- Truck checks were completed with all information logged into the date base.
- Work continued with the new engine, the anticipated delivery for the engine, sometime in late May or June.
- Fire Department is still waiting for the arrival of the ballistic vests/helmets purchased through the NHHSEM grant. Once the equipment has arrived they will finish the practical portion of the required training.
- Life Safety Code inspection continue for both assembly and rental occupancies.
- NFIRS reports for March were reviewed and sent to the State Fire Marshal’s Office.
- Deputy Bousquet has completed quality assurance reviews of all TEMSIS reports for medical incidents.

POLICE DEPARTMENT

DEPARTMENT OF PUBLIC WORKS

TOWN CLERK/TAX COLLECTOR

April 2018

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: Winter storms caused survey to be delayed. Once the survey's completed KVP will update us on the schedule and process moving forward.

Current: TAP survey has been completed and sent to engineer. KV Partners scheduled for next BOS meeting, May 7th, for presentation of a conceptual plan.

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

Description: Replace water and sewer lines and road reconstruction

Updates:

Previous: Warrant article did not pass. A recount has been petitioned and scheduled for Thursday.

Current: notified NHDES the town vote for SRF funding did not pass by the required 3/5 majority and the Town will not be moving forward with financing at this time.

LW PACKARD MILL SITE

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

Updates:

Previous: Nobis Engineering and LRPC to meet with Ashland Economic Development Committee

Current: joint meeting with BOS scheduled for April 16th

NH LAND & COMMUNITY HERITAGE INVESTMENT PROGRAM (LCHIP)

Description: Matching grant with LCHIP to provide a Historic Structure Report (HSR) on the Town Office building. HSR is a "road map for rehabilitating and reuse of the building, that provides a detailed and comprehensive analysis of the building and pays particular attention to its future reuse."

Updates:

Previous: Warrant article 19 passed granting approval to move forward with the LCHIP. Contacted LCHIP about approval, conference call with Architect about next steps.

Current: LCHIP provided RFP which was forwarded to the Ashland Heritage Commission for advisement. Heritage Commission made a few changes and recommended three consultants. BOS approved RFP, recommended consultants, and deadline for RFP - April 13th.

TOWN PARCEL AUDIT - GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING

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

Updates:

Previous: Warrant article passed. Scheduled meeting with CAI Tech for April and the next steps.

Current: TA met with CAI Tech about next steps. CAI to forward contract. Expected start date of the project won't be until January 2019. Town Office to pull land designs to help speed up the project. CAI will provide updates to the Town and BOS as the project continues.

TOWN PERSONNEL POLICY

Description: Review and update OF the town personnel policy

Updates:

Previous: TA, TC/TC, DPW Director and Police Chief had initial meeting for overview of current policy and suggested changes.

Current: Staff to reconvene and review wording changes.

TOWN OFFICE BUILDING MAINTENANCE

Description: Maintenance and repairs for the town office building

Updates:

Previous: Deposit check sent to Libby Mason to begin repairs on the old jail in spring.

Current: Libby Mason forward town required documents (insurance and tax ID info) and informed Town project still on par to start in the Spring.

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. *Note: recommendation to handle knot weeds, cover base with black tarp and cover with wood chips.*

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: Mango Security forwarded proposal to install the smoke detectors at Town Office building (phase II).

TOWN BUILDINGS TELECOMMUNICATIONS

Description: Installation of fiber optic cable at Town Office building

Updates:

Previous: Spectrum to disconnect Internet service.

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

BUILDING PERMIT FEES

Description: Increase the current town building permit fees

Updates:

Previous: Warrant article passed granting BOS authority to raise fees

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

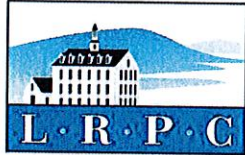
SOLAR ENERGY

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

Updates: No updates

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

Current: No updates



LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3
Meredith, NH 03253
tel (603) 279-8171
fax (603) 279-0200
www.lakesrpc.org

HIGHWAY FUNDING FACT SHEET

Spring 2018

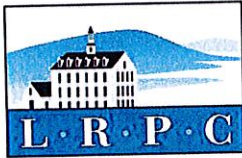
Federal Gasoline Tax – 18.4 c/g (cents per gallon) (unchanged since 1993)¹

- Provides revenue to the **Highway Trust Fund**
 - Funds the nation's surface transportation programs
 - Under the FAST Act, federal share of most transportation projects is 80%
 - NH share in FY 20 -- \$183 million

NH State Gasoline Tax – 24 c/g

- 4.2 c/g increase in 2014 – first increase since 1991
 - **SB 367 (2014)**
- Average state gasoline tax in US – 28.3 c/g
 - Maine – 31.4 c/g Massachusetts – 26.7 c/g Vermont – 30.7 c/g
- 2014 increase authorized borrowing of up to \$200 million for I-93 expansion from Salem to Manchester
- 2014 increase also authorized 2 years of funding for district rehabilitation programs and state bridge aid for municipal bridges (2015 and 2016)
- 2014 increase authorized \$6.8 million annually for state bridge aid to municipalities (any remaining funds to DOT's Highway and Bridge Betterment account) in FY 17 and each fiscal year until I-93 bonds are repaid, or 20 years after initial bonds issued,
- **Increase in gas tax is repealed when I-93 bonds are paid, or 20 years after initial bonds issued,**

¹ US Energy Information Agency



NH Turnpike Toll Rates

- 50 cents to \$2.00, depending on location; 30% discount with EZ Pass transponder
 - Last increase – 2007 (Hampton Toll – 2009)
- Can only be used for Turnpike projects

NH Turnpike Toll Increase of 25 to 50 cents would free up \$180 million in future federal funds to be used elsewhere throughout the state

- Turnpike Toll Credits are earned when state funds (turnpike toll revenue) is used for turnpike projects
- Turnpike Toll Credits are a "soft match" that allow 100% federal funds to be used on non-Turnpike projects
- TYP projects that require state match will use toll credits
- Use of toll credits as state match for federal program reduces it by 25%
 - If state funds were available as the 20% match to the federal program, \$183 million in federal highway funds would become a \$229 million program)

State Aid Highway Program -- \$1.7 million/year NH general funds (requires 33% local match)

- **Discontinued** by legislature in FY 18-19 state budget

Municipal and Transportation Improvement Fund

- RSA 261:153, VI gives municipalities the option to add a maximum of \$5 to motor vehicle registration fees for use on municipal transportation improvements
- HB 121 (2017) – granting municipalities the option of increasing the fee to a maximum of \$10
 - Passed the House; failed by one vote in the Senate



Town of Ashland Board of Selectmen Agenda Report

Date: 4/9/2018

To: Board of Selectmen

From: Town Administrator

Subject: Town Office building smoke detectors

Recommended motion:

To approve the proposal from Mango Security in the amount of \$13,165 for the installation of smoke and heat detectors at the Town Office building.

Background:

In 2017, the Board of Selectmen approved the installation of new fire alarm system at the Town Office building. For fiscal reasons, only part of the installation was installed, items such as the fire alarm control panel, pull stations, and wall/ceiling mount horns and strobes were installed. Our next step to finalize the installation, are the addition of smoke and heat detectors. Once installed the Town Office building will have remote reporting to the Ashland Fire Department.

Issue:

In the event of a fire, the Town Office building does not have smoke detectors that notify the Ashland Fire Department.

Fiscal Impact:

\$13,165 – Town Building Maintenance Capital Reserve Fund (CRF)

Proposal

March 29, 2018

Name: Town of Ashland
Address: 20 Highland Street
Ashland, NH 03217Attention: Charles Smith 603-968-4432
Email: townadmin@ashland.nh.gov
Location: Town Offices / Police Department
20 Highland Street, Ashland, NH

Proposal to add smoke and heat detection to your existing manual fire alarm system based on original system design.

PART #	QTY	DESCRIPTION	
Add First Floor Detection			
2151	7	Smoke detector, photoelectric, 100 Series, low profile	
B110LP	7	Detector base, 2-wire, 100 Series, low profile	
ED-283BPL	8	Edwards 135 degree fixed temperature heat detector	
		Wire, hardware and labor to install & test	
Charge installed			\$4,690.00
Add Second Floor Detection			
2151	7	Smoke detector, photoelectric, 100 Series, low profile	
B110LP	7	Detector base, 2-wire, 100 Series, low profile	
ED-283BPL	9	Edwards 135 degree fixed temperature heat detector	
		Wire, hardware and labor to install & test	
Charge installed			\$5,425.00
Add Attic Detection			
ED-284BPL	7	Edwards 194 degree fixed temperature heat detector	
		Wire, hardware and labor to install & test	
Charge installed			\$3,050.00
Total charge			\$13,165.00

I would like to take a moment to thank you for considering Mango Security Systems, Inc. for your alarm system needs. If you have any questions or would like to proceed with this matter please contact our office at 1-800-479-4723.

Best regards,

*Steven Mango*Steven Mango
Mango Security Systems, Inc.

Prices quoted herein are good for twenty days and installation is subject to the terms of our standard Installation Agreement. Payment terms are 50% deposit and balance due upon substantial completion. Additional charges will be applied if rigid type insulation is discovered in walls or other spaces where system wiring is required and advance notice is not given of its presents.

Accepted by: _____
Duly Authorized



Town of Ashland Board of Selectmen Agenda Report

Date: 4/9/2018

To: Board of Selectmen

From: Town Administrator

Subject: Upgrade security cameras

Recommended motion:

To approve the proposal from Mango Security in the amount of \$17,080 for the installation of security cameras at the Town Office building and Ashland Police Department.

Background:

The current cameras at the Town Office building and the Ashland Police Department do not provide the necessary support.

Issue:

Technology has caught up to our current security camera system. They are over ten years old and do not provide adequate coverage of the front desk, outside the Town Office building, and for the Police Department with their booking process and interviews.

Since our last system was installed, the court systems are requesting Police Department's provide enhanced facial recognition with their video interviews, these new cameras help the Ashland PD with facial recognition.

The current cameras outside the Town Office building have "blind spots" and don't record all aspects of the building, as recent damage to the Old Jail building went unnoticed. These new cameras won't cover all our blind spots, but will help increase our surveillance of the building, and in the future provide the capability to fill in those spots.

The camera in the Town Office only provides coverage for the room and not the front desk, these new cameras will be able to focus on the counter and help us with disputes.

In the end, an upgrade of our security cameras will increase the safety and security for our town employees, help minimize future liability, and protect our municipal property.

Fiscal Impact:

\$4,200 (line #01-4210-10-452)

\$10,000 (line #01-4194-10-611)

\$2,880 (CRF – Town Building Maintenance)

Proposal

April 3, 2018

Name: Town of Ashland
Address: 20 Highland Street
Ashland, NH 03217

Attention: Charles Smith 603-968-4432
Email: townadmin@ashland.nh.gov
Location: Town Offices / Police Department
20 Highland Street, Ashland, NH

Proposal to upgrade your existing video system. First the head end will be relocated to the Chief's office to an 18 unit rack with built in cooling fans that can be removed if too loud. A cabinet containing the required splice connections will be located high on the wall in the area of the current head end possibly behind the hall way door. Second upgrade the recording device to a hybrid DVR/NVR that has the capacity for 3 mega-pixel HD-TVI analog cameras and up to 8 mega-pixel IP cameras. I have provided an option for 8 analog/10 IP or 16 analog/18 IP, either will have 12 terabytes of storage (there will be 7 analog cameras remaining from the existing system 4 inside and 3 outside). Third a HDMI 1 x 4 splitter will be used to transmit the video to 4 monitors, the Chief's Office and existing head end monitors will be reused and the booking and dispatch monitors will be upgraded. Fourth new IP cameras will be installed requiring the addition of a router and PoE switch in the new equipment rack to facilitate the IP video network. A new IP camera will be located in the Conference/Interview room that will provide an approximate 5' wide view from the camera approximately 14' away to view an interviewee, the existing wider angle analog camera and audio system will remain in service. A second IP camera will be added to the Town Office viewing the service counter replacing the existing camera. There are 2 options for this camera with differing views. The first places the camera on the Conference Room wall viewing across the room to the service counter (face of customer, back of employee), the second places the camera on the wall adjacent to the service counter viewing primarily the customer and the service counter. A third IP camera with built in full time microphone will be installed in the Booking Room replacing the existing analog camera. The last new IP camera is outside mounted to the soffit of the south side of the building viewing towards the rear of the building. An additional option is provided to upgrade the 3 existing exterior cameras to 3 mega-pixel HD-TVI analog cameras with Infra-red illumination functional to approximately 130' for night time B&W video.

PART #	QTY	DESCRIPTION
Relocate head end and upgrade system using existing monitors at old head end and Chief's Office		
HX-T9008HU	1	Hikvision DS-9008HUHI-F8/N series embedded hybrid DVR/NVR, no DVD, no HDD installed (8 6TB HDDs maximum), 18 IP or 10 IP & 8 analog ports, recording resolutions 8MP IP, 3MP HD-TVI /WD1 CVBS/8MP IP, HDMI1/VGA1 1920 x 1080, HDMI2/VGA2 3840x2160 maximum, 260/260 Mbps maximum in/out bandwidth, H.264+ compression
or		
HX-H9016Q	1	Hikvision DS-9016HUHI-F8/N series embedded hybrid DVR/NVR, no DVD, no HDD installed (8 6TB HDDs maximum), 32 IP or 18 IP & 16 analog ports, recording resolutions 8MP IP, 3MP HD-TVI , WD1 CVBS analog, HDMI1/VGA1 1920 x 1080, HDMI2/VGA2 3840x2160 maximum, 320/320 Mbps maximum in/out bandwidth, H.264+ compression
and		
3O-RE18	1	Omnimount RE18, 18 U standard 19" rack enclosure, enclosed cooling system with top and bottom ventilation, pre-installed cooling fans on top, lockable tempered-glass left- or right-hinged front door, removable side panels for servicing, adjustable feet level and stabilize rack without interfering with casters, front or rear rack mounted components. Includes: •(3) 2U space shelves, (3) 2U space solid blanks, supports up to 500 lbs., 2U shelf supports up to 50 lbs., black, 23.625"w x 23.625"d x 38.9"h

4611585	3	Western Digital Purple Surveillance Storage WD40PURZ, 3.5 internal hard drive, 4 TB, SATA 6Gb/s, 64 MB buffer
TC-OMNI500	1	Tripp Lite OMNI500ISO 500 VA UPS with 300 watt isolation transformer, automatic voltage regulation 5.2"w x 7.5"d x 10.8"h
ZX-EVSP4K14	1	Vanco EVSP4K14 4K Premium HDMI 1 x 4 splitter. Transmits audio and video from a single source to 4 HDMI outputs up to 4K2K (2160p) Ultra High Definition resolution without any loss of quality or resolution. Supports video formats up to 4K2K@60Hz with 12bit YCBCR 4:4:4 and HDR
AX-600ULPD8	1	Altronix AL600ULPD8, 8 3.5A fuse protected outputs 6A maximum combined, UL294 access control, UL1481 fire, form 'C' AC trouble, form 'C' low battery, overcurrent protection, locking enclosure 15.5"h X 12"w x 4.5"dX 4.5"d, 40AH max.
DK-8FF	1	Ditek 8 outlet off side plug strip, includes 3 transformer spaces, surge protected
SF-EM121204	1	STI 12"w X 12"h X X4"d instrument cabinet
ZX-RDM012	1	Vanco RDM012 Redmere thin HDMI cable 12', 25% of the size of a standard HDMI cable, •Active amplification is provided by the RedMere chip. This technology allows data speed to exceed 10.2 Gbps up to 100', Enables IP-based applications over HDMI, Supports 3D, 4K x 2K and 1080p
ZX-RDM035	1	Vanco RDM035 Redmere thin HDMI cable 35', 25% of the size of a standard HDMI cable, •Active amplification is provided by the RedMere chip. This technology allows data speed to exceed 10.2 Gbps up to 100', Enables IP-based applications over HDMI, Supports 3D, 4K x 2K and 1080p
		Wire, hardware and labor to install & test

Charge installed

8 Analog/10 IP	\$8,300.00
16 Analog/18 IP	\$8,855.00

New Monitors at Dispatch and Booking

2771865	2	ASUS VS239H, 23" 1920 x 1080 Full HD LED monitor, 16:9 aspect ratio, 50,000,000:1 high contrast ratio, 250 cd/m2 brightness, VGA, DVI-D and HDMI interfaces, 100mm x 100mm flat panel mount interface, 21.7"w x 15.7"h x 7.9"d with stand, black
0E-40APM1337	2	W Box 40APM1337 single-arm full motion monitor mount, fits 13-37" TVs up to 40 lbs., post-installation leveling, vesa 75 x 75 to 200 x 200 (mm), tilt, pan and swivel for maximum viewing flexibility, extends 19" from wall and retracts to 3.8", includes complete hardware kit
ZX-RDM050	2	Vanco RDM050 Redmere thin HDMI cable 50', 25% of the size of a standard HDMI cable, •Active amplification is provided by the RedMere chip. This technology allows data speed to exceed 10.2 Gbps up to 100', •Enables IP-based applications over HDMI, •Supports 3D, 4K x 2K and 1080p
		Wire, hardware and labor to install & test

Charge installed

\$1,625.00

New IP Cameras
Install in Rack Router and PoE Switch for Video Network

3515740	1	Cisco RV130 gigabit security router with VPN and 4 port gigabit switch with available USB 3G/4G failover,	
TQ-TPE1020WS	1	TRENDnet TPE-1020WS 8 + 2 port gigabit PoE/PoE+ switch, 8 PoE up to 30 watt ports (75 watt budget max), 2 gigabit ports, 2 SFP ports rack mountable, Wire, hardware and labor to install & test	
Charge installed			\$1,065.00

Interview/Conference Room

HX-OD2132F12	1	Hikvision DS-2CD2132F-I-12MM, 3MP (2048 x 1536) value series dome camera. 1/3" progressive scan CMOS imager, 12mm lens with 20.6° horizontal FOV, true day/night, IR illumination to approximately 60', back light compensation, digital wide dynamic range, H.264, MJPEG, dual stream, -22°F - 140°F operation, 12VDC or PoE 5 watt maximum	
HX-CB110	1	Hikvision CB110 conduit base/back box (3/4" K/O's) for Wire, hardware and labor to install & test	
Charge installed			\$670.00

Town Office/Service Counter Option 1 Dome Mounted on Conference Room Wall

HX-OD2132F12	1	Hikvision DS-2CD2132F-I-12MM, 3MP (2048 x 1536) value series dome camera. 1/3" progressive scan CMOS imager, 12mm lens with 20.6° horizontal FOV, true day/night, IR illumination to approximately 60', back light compensation, digital wide dynamic range, H.264, MJPEG, dual stream, -22°F - 140°F operation, 12VDC or PoE 5 watt maximum	
HX-CB110	1	Hikvision CB110 conduit base/back box (3/4" K/O's) for Wire, hardware and labor to install & test	
Charge installed			\$675.00

Town Office/Service Counter Option 2 Mini-Bullet Mounted on Service Counter Wall

HX-D2032I	1	Hikvision DS-2CD2032-I, 3MP (2048 x 1536 to 15 FPS) IP66 IR Bullet, 1/3" CMOS imager, 4mm Lens (75.8 degree), -22-140F, 3D DNR, Digital WDR, BLC, H.264/MJPEG, 32 Kbps - 16 Mbps, 30 meter IR range, PoE 7W maximum	
HX-CBXS	1	Hikvision CBXS camera conduit base, extra small Wire, hardware and labor to install & test	
Charge installed			\$685.00

Booking (Full time audio, mic built into the camera)

HX-OD2542F4	1	Hikvision DS-2CD2542FWD-IS, 4MP (2688x1520 to 20 FPS) value plus series compact dome camera. 1/3" progressive scan CMOS imager, 4mm lens with 83° horizontal FOV, true day/night, IR illumination to approximately 30', back light compensation, digital wide dynamic range, H.264+, H.264, MJPEG, dual stream, up to 128GB SD card local storage, - 22°F - 140°F operation, 12VDC or PoE 5 watt maximum, built in mic and 1 line level audio Wire, hardware and labor to install & test	
Charge installed			\$845.00

Building Exterior, South Side Viewing East Towards Rear of Building

- HX-BL32F6 1 Hikvision DS-2CD2232-I5-6MM, EXIR 3MP (2048 x 1536 to 20 FPS) IP66 IR Bullet, 1/3" progressive scan CMOS imager, 6 mm lens approximately 43° FOV, -22-140F, 3D DNR, Digital WDR, BLC, H.264/MJPEG dual stream, 32 Kbps - 16 Mbps, approximately 50 meter IR range, PoE 9W maximum, uses CB-130 surface/raceway mounting box
- HX-CB130 1 Hikvision CB130 conduit base/back box (3/4" K/O's) for
Wire, hardware and labor to install & test

Charge installed **\$830.00**

Upgrade Existing Exterior Analog Cameras to 3MP Analog Bullet Cameras with 130' IR Illumination

- HX-BL16F7TZ 3 Hikvision DS-2CE16F7T-AIT3Z HD-TVI 3MP WDR EXIR Bullet Camera, 1/3" CMOS imager, 1920 x 1536 resolution, 2.8-12mm motorized zoom lens 26.8° - 83° horizontal field of view, 131' IR range, true day/night, 3-axis positioning, internal synchronization, IP66, -40° - 140°F operating range, 12 VDC 6W (.500A), 24 VAC 9W (.375A), use CBS conduit base
- HX-CBS 3 Hikvision CBS camera conduit base, small
Wire, hardware and labor to install & test

Charge installed **\$1,830.00**

I would like to take a moment to thank you for considering Mango Security Systems, Inc. for your alarm system needs. If you have any questions or would like to proceed with this matter please contact our office at 1-800-479-4723.

Best regards,

Steven Mango

Steven Mango
Mango Security Systems, Inc.

Prices quoted herein are good for twenty days and installation is subject to the terms of our standard Installation Agreement. Payment terms are 50% deposit and balance due upon substantial completion. Additional charges will be applied if rigid type insulation is discovered in walls or other spaces where system wiring is required and advance notice is not given of its presents.

Accepted by: _____
Duly Authorized



Town of Ashland Board of Selectmen Agenda Report

Date: 4/12/2018

To: Board of Selectmen

From: Town Administrator

Subject: CAI Technologies proposal

Recommended motion:

To approve the proposal with CAI Technologies, a three year agreement in the amount of \$117,900 for the purpose of upgrading the Town tax maps and creation of the Town's geographic information system.

Background:

At the March 2018 town vote, the legislative body (Town) voted warrant article #20 in the affirmative to establish a Property Tax Map Capital Reserve Fund that will upgrade the Town tax maps, this proposal from CAI Technologies moves that vote forward. Furthermore, to reference the agreement, "this project is to generate current, accurate parcel maps and indexes which show the correct size, shape, location, and ownership of every property in the Town...and the basic intention is as a tool for property tax assessment purposes."

Issue: Benefits:

After all the data has been collected, analyzed, and digitized, it'll create our own geographic information system (GIS) that will be published on the Internet through AxisGIS. Once the parcel data is online residents, homeowners, business owners, professionals, our schools, and Town staff, will have the ability to print parcel maps with layered information, research and analyze data, and collaborate on projects. In the end, it's our expectation the GIS system will further connect our local government with the community, provide for better government decision making, better record keeping, improve transparency for citizen engagement, and enhance our communication abilities.

Fiscal Impact:

The project does not require taxation. Our goal is for the project to be funded completely from the unassigned fund balance. Funding for the project will be spread out over three years and not to exceed \$39,300 per year.



DIGITAL PARCEL MAP PROPOSAL AND SPECIFICATIONS FOR THE TOWN OF ASHLAND, NEW HAMPSHIRE

Submitted April 12, 2018 by



11 Pleasant Street, Littleton, NH 03561
P (603) 444-6768 / (800) 322-4540
cai-tech.com

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LETTER OF TRANSMITTAL

Cartographic Associates, Inc.
dba CAI Technologies
11 Pleasant Street, Littleton, NH 03561
Tel: 800-322-4540 Fax: 603-444-1366
cai-tech.com

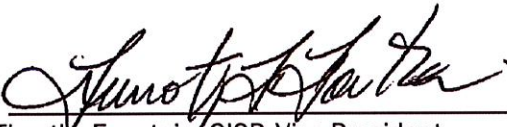


The undersigned proposer acknowledges and accepts that all the terms and conditions set forth in this proposal are mandatory and agrees that they will be included in their entirety in any contract resulting from this proposal.

CAI Technologies warrants and certifies that the individual signing this proposal is a bona fide employee of the firm and has authority to solicit and secure any agreement resulting from this proposal. The proposal has been arrived at independently, without collusion, consultation, or communication as to any other proposer or with any competitor. The proposal price was not disclosed by the proposer and was not knowingly discussed prior to the submission, directly or indirectly, to any other proposer or any other competitor. No attempt was made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

No elected official or appointed official or employee of the Town of Ashland, NH shall benefit financially or materially from any contract resulting from this proposal. This proposal shall remain in full force and effect for at least ninety (90) days from the date first shown herein.

PROPOSER:

BY: 
Timothy Fountain, GISP, Vice President
Contracting Officer

PROJECT UNDERSTANDING

The objective of this project is to generate current, accurate parcel maps and indexes which show the correct size, shape, location, and ownership of every property in the Town. CAI understands that although the maps generated as a result of this proposal may be used for several purposes, the basic intended use is as a tool for property tax assessment purposes. Therefore, although CAI uses several information sources considered to be legal documents (deeds, surveys, etc.), the information generated is not intended to be used for legal descriptions or property conveyance purposes.

CAI thoroughly understands that the major problems with previously prepared parcel maps, which are deemed unacceptable for the uses intended, are generally known to be: 1) The lack of a rigid spatial framework which assures an accurate, common scale throughout the maps, and 2) The lack of careful, diligent record research and the proper reconciliation of that research to the rigid spatial framework. There have been many other problems noted in prior work but, basically, most of them can be traced from the two major reasons as stated.

This proposal will completely cure all of these problems and will result in an accurate, defensible, and complete inventory of every acre in the Town. Additionally, CAI understands that the mapping system proposed herein will be the fundamental basis for the Town's future GIS. Accordingly, the methodology and procedures employed on this project will assure the integrity of the GIS's component databases.

TECHNICAL PROPOSAL

DIGITAL PARCEL MAPS

SCOPE OF THE PROJECT

1. Subject to the terms and conditions of these specifications, CAI shall generate digital parcel maps of the entire geographic area of Ashland, New Hampshire.
2. The ownership status of each parcel shall be determined as of April 1, 2021 and final maps shall be delivered by December 31, 2021

ORTHOPHOTOGRAPHY

CAI shall use the 2010 and 2015 color digital 1-foot pixel resolution, 4-band Orthoimagery made available through NH GRANIT. If more current imagery is available through NH GRANT, CAI shall utilize that as well.

PARCEL INVENTORY/RESEARCH/COMPILATION

1. All property boundaries shall be plotted in accordance with accepted, standard professional criteria using a knowledge of surveying, engineering, forestry, photogrammetry, history, real property appraisal, and boundary law.
2. In compiling the maps, CAI shall constantly reconcile the intent of the record conveyance with the physical evidence as shown on the base map or by ownership possession as claimed by property owners.
3. Further, CAI shall reconcile the compiled parcel boundaries to the assessed area of the subject parcel as shown in the TOWN's assessment roll.
4. Four sources of information shall be used to inventory and compile the parcel boundary lines.

4.1. Surveys: CAI shall attempt to obtain all available surveys. These shall be acquired from TOWN, County, and local sources. CAI shall contact local surveyors in order to obtain as many surveys as possible. All property and boundary surveys shall be properly catalogued. All said surveys shall be referenced to the parcel maps in the attribute database and all surveys inventoried as part of this project shall be assigned a unique identification number and scanned to PDF format.

To eliminate human plotting error, all surveys shall be adjusted to the exact mapping scale and carefully compiled directly onto the digital planimetric base map, resulting in an enhancement of the base map.

4.2. Deeds: In situations where no current, accurate survey is available, CAI shall review the latest deed description of the parcel and, in some cases shall review prior descriptions in an attempt to acquire a good metes and bounds description of each such parcel. All parcels shall be plotted according to their best description, all the while reconciling the intent of the conveyance to available physical evidence, indications of possession, and the assessment roll. If the parcel's deed description is not found in the TOWN's records, CAI shall attempt to obtain it from the County Registry of Deeds.

4.3. Photos/Base Map: In those cases where parcels are not surveyed or where deed descriptions are not well described, property line data may be obtained by studying the base map. In many instances, although a parcel may not be surveyed or well described, it may be well defined by physical features

such as stone walls, fences, roads, streams, and treelines which are visible and identifiable from the base map.

4.4 Parol Evidence: In cases where land is not surveyed, nor well described or defined, CAI may contact the reputed landowner either by mail, in person, or by telephone in order to attempt to accurately pinpoint the boundary lines. CAI may also communicate with the Town to attempt to accurately pinpoint the boundary lines.

4.5 Features worth noting as a result of the intensive parcel inventory process include:

4.5.1 All roads are carefully plotted according to their right of way limits. This has several implications, especially for parcel area calculations.

4.5.2 Since all non-surveyed parcel areas are computed by software, the accurate and correct plotting of parcels is critical. If the boundary line plotting is incorrect, then the resulting computed area will be incorrect and value assessments based on that area will be incorrect.

4.5.3 The plotting accuracy of a parcel's boundaries is due not only to the diligence and perseverance of the researcher, but also to the cartographer's experience in reconciling all the information correctly, considering the written documentation, the physical evidence, and the intent of all affected parties.

4.6 Any parcel which cannot be located, plotted, or its ownership determined by CAI using any of the sources listed in Section 4.4 above, shall be recorded on an errata list along with documentation as to why the parcel made the list. This list shall be delivered to the TOWN at the completion of the project.

4.7 CAI wishes to emphasize that all property line compilation work shall be done in a careful and diligent manner by trained professional staff, experienced in mapping New England communities.

4.8 This portion of the mapping project, parcel research, inventory, and compilation, is extremely important, and often overlooked or made to seem unimportant by both municipal officials and other mapping consultants. Many people believe that property lines from older, inaccurate maps can be "best-fit" or "rubber sheeted" to the features on a new base map. Without the benefit of the process described in Section 4 herein, that is simply not true. The lack of adequate research and the proper reconciliation of that record information to accurate base maps is exactly why most communities have to re-map when they want to proceed into a GIS environment. Only years after the original, inadequate work was completed, do they realize that it is not appropriate for their real needs.

CAI prides itself on this critical, make or break, stage of the project. Without it, it is doubtful if the complete mapping project will be a success.

PARCEL MAPS/GRAPHIC DATABASE

1. Sheet size and format

1.1. Sheet size shall be 24" x 36" overall, with a 20" x 30" neat area oriented to the state plane coordinate grid system.

1.2. All completed parcel map sheets shall be prepared digitally with the ability to provide additional prints quickly on demand.

1.3. Basic map information shall be shown in the border at the bottom of the map sheet and shall include: Title block, delivery date, revision block, legend, north arrow, scale, and index diagram.

1.4. When it is necessary to show portions of a single parcel on two or more map sheets, all match lines shall be clearly labeled to facilitate the location of the whole parcel.

1.5. Map sheets shall be numbered sequentially in a manner conducive to a smooth flow using the first digit of the map scale as the first digit of the map sheet number.

2. Digital Drafting Standards

2.1. Linetypes

CAI has defined a set of linetypes associated with specific entities, i.e. roads, dashed roads, Right of Way, etc. Listed below are the linetypes and the associated layer names. Some data conversion projects may have existing specific linetypes, in which case the digital linetype will match any existing manually drafted linetype. For new mapping projects, linetypes will be as shown below.

<u>LINETYPE</u>	<u>LAYER NAME</u>
ML	MATCHLINE
UTILITY	UTILITY
RW	RW
COMMON	COMMON
TOWNLINE	TOWNLINE
WETLAND	WETLAND
DASHED	DASHROAD
CONTEND	CONTEND
TRAIL	TRAIL
CONTINUOUS	ALL OTHERS

2.2. Text

All text is set to conform to the standard cartographic criteria. These will be set automatically along with the text style and layer when the selection is picked from the menu. If a text height must be reduced, it will be dropped to accommodate the cartographic need.

2.3. Layers

All data will be put in their own unique and corresponding layer. After picking a layer, it will be set automatically along with the linetype and if needed, text style, and height. It is imperative that each data set be kept on its respective layer.

CAI wants to emphasize that all digital drafting for this project shall be done completely by its own experienced and trained staff. No offshore facilities or individuals who are not properly authorized to work in the U.S. shall be employed on the project. The implications of this statement are worth consideration.

3. Scales

CAI shall map the Town at 1"=400' with selected areas of 1" = 200' and 1" = 100' where applicable. The specific scale limit boundaries shall be at CAI's discretion after consultation with the TOWN.

4. Dimensions and Acreage

Dimensions of property lines shall be shown on the maps. Dimensions shall be those obtained from the deeds or surveys. Where no such record dimensions exists, a scaled dimension may be shown followed by the letter "s" to indicate that the dimension is scaled. This shall be done for road and/or water frontage dimensions

only. Where deed dimensions do not agree with the amount of distance available on the base manuscripts, the discrepancy shall be noted by placing the letter "d" following the deed dimension and then showing a scaled dimension. This shall be done at CAI's discretion only where there is a significant variation, and it is also dependent upon map scale.

Acreages of all parcels shall be shown on the maps, except for those where the parcel's size makes it difficult to show, or where the acreages could tend to clutter the maps. All non-surveyed acreages shall be calculated using computer software. All survey acreages shall be indicated by the subscript Ac, while all calculated acreages shall be indicated by the subscript AcC. Calculated acreages shall be rounded as follows: less than 1 acre, to the nearest .01 acre; 1-15 acres to the nearest 0.1 acre; more than 15 acres to the nearest acre. If survey areas are shown on the source data as square feet, they shall be converted to acres, rounding to the nearest .001 acres.

5. Information to be shown - Parcel Maps

5.1. Boundaries of individual parcels, including record dimensions.

5.2. Parcel (lot) numbers.

5.3. Parcel areas, space permitting.

5.4. The original lot lines of filed subdivisions should be shown by means of tick marks at line angles so that they will be readily visible but subdued from the rest of the data on the maps. Lot numbers from the subdivision plans shall be shown in a manner distinct from other numbers on the maps by enclosing the number in a circle and placing it in an area of the parcel away from its frontage.

5.5. The location and names (or designations) of streets, highways, roads, railroads, rivers, lakes, etc.

5.6. Major easements and rights-of-way.

5.7. Zoning limits and their associated designations if a Zoning polygon layer is provided by the Town.

5.8. Popular names of wholly tax exempt property.

5.9. Adjacent map numbers, using the index diagram.

5.10. X and Y coordinates from the New Hampshire State Plane Coordinate System.

6. Index Map - An overall map, using the Town's existing parcel map sheet layout, of the community shall be prepared showing:

6.1. The layout of the map sheets.

6.2. Boundary lines of the entire municipality.

6.3. The basic public road network, major rights-of-way, airports, railroads and bodies of water.

6.4. A title block including the date the mapping was completed.

6.5. A legend.

6.6.The X and Y coordinates from the New Hampshire State Plane Coordinate System.

7. Digital Compilation

7.1.All data in Sections 5 above shall be digitized in a professionally acceptable format, per the standards previously listed in Section 2.

7.2.This file structure, along with the previously described layer formats (2.3), will provide a highly useful and easily managed graphic database.

8. GIS Processing

8.1.All digital feature data created in item 7 above shall be stored in one complete, seamless, composite file.

8.2.Using ArcGIS software, CAI shall process the composite file to assure a correct topological format, i.e. each parcel's geometry will be perfected so it can be used for GIS applications.

8.3.Final delivery product to the TOWN will consist of an ESRI file geodatabase. Data will be transmitted on properly formatted CD-ROM, or other media acceptable to the TOWN. All information will be structured to CAI's established graphic specifications.

PARCEL NUMBERING

1. Every parcel of land shall be assigned a new unique parcel identification number.
2. The proposed parcel number will consist of five parts: the map number (###), lot number (###), subplot number (###), building number (###), and condo number (#####). CAI recommends that the TOWN contact their Assessing & Accounting software vendor(s) to confirm that the proposed numbering scheme is appropriate and acceptable to function in those systems.
3. If parcels are sub-divided after the property map has been numbered, each piece of land carries the same base parcel number (map and lot) as before, but with a suffix (subplot).
4. Retained parcel maintains the whole number; the sold off portions are suffixed starting with the number "001" as subplot. A maximum of three digits for the subplot will be allowed.
5. Parcels shall be numbered on each map sheet beginning with the number 1. Numbers shall flow consistently and systematically along roads and streets with the intent of complying with standard field appraisal practices to assure efficiency in navigating around each map sheet.

INDEX/ATTRIBUTE DATABASE

1. Information to be shown in the map index system shall include, but not necessarily be limited to, the following:
 - (a) Parcel Id number
 - (b) Owner's name
 - (c) Deed reference
 - (d) Parcel area
 - (e) Parcel location
 - (f) Survey or subdivision name
 - (g) Survey or subdivision lot number
 - (h) Old tax map and lot reference, if applicable

(i) Tax exempt status

2. All attribute data shall be input into unique fields and manipulated using MS Access, an SQL RDMS. This is a powerful, industry standard software which is completely GIS compatible.
3. The index shall be provided in computer printout format, as well as in ASCII digital format. The hard copy indexes shall be provided in three different sorts; numerical by map and lot number, alphabetical by owner's name, and numerical by old map and lot number to facilitate the transfer of the new map data to the TOWN's assessment records.

INFORMAL PUBLIC REVIEW

1. There shall be an informal public review session to enable taxpayers to view the maps for accuracy. This shall be a one (1) week day period, between the hours of 10am and 6pm. It shall be the TOWN's responsibility to advertise said review session.
2. Representative(s) of CAI shall be available to hear complaints and explain the mapping process to landowners.
3. CAI shall correct all errors of delineation brought to their attention at the informal public review, in both the graphic and attribute databases.
4. New prints of said corrected maps and printouts of said indexes, as well as corrected digital data, shall be furnished without additional charge.
5. CAI shall provide to the TOWN a listing of all property owners attending said informal public review.

AXISGIS

AXISGIS PRODUCT OVERVIEW:

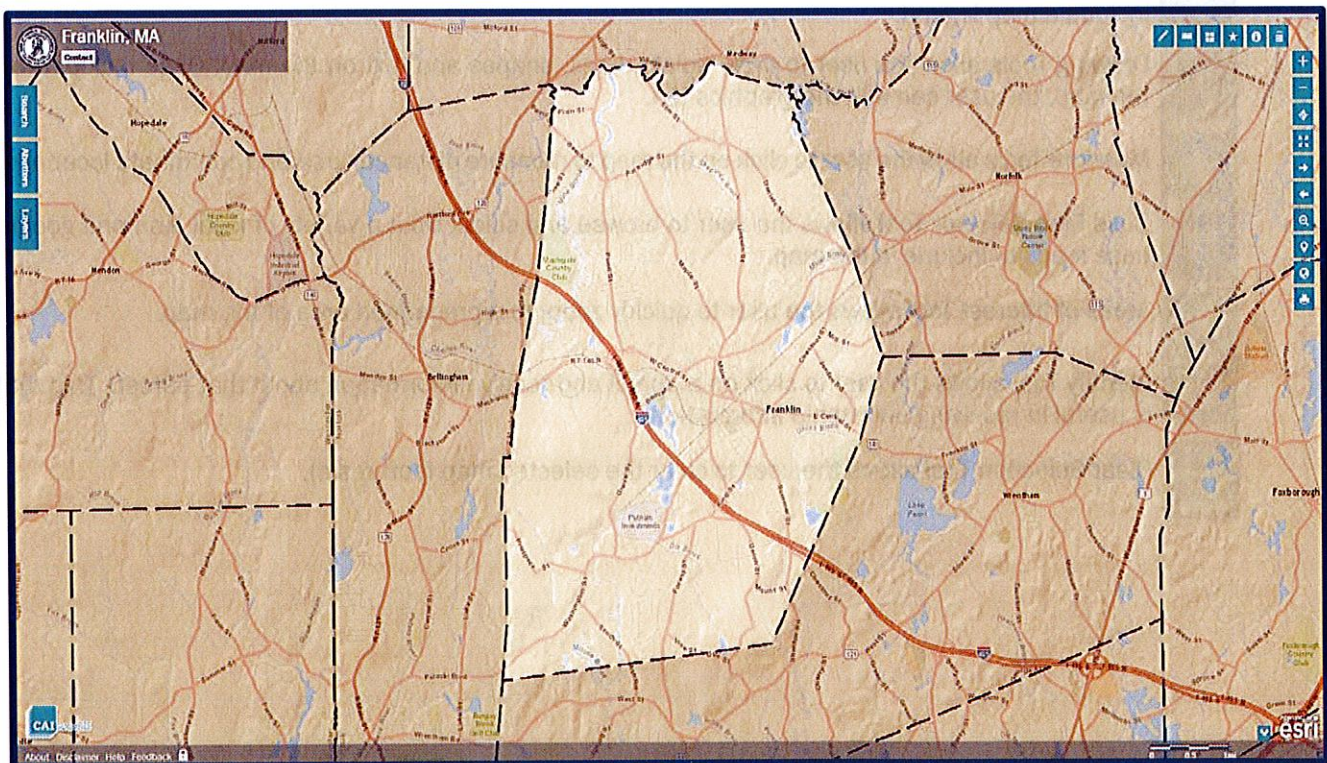
AxisGIS is an Internet-based service for communities and businesses that want to publish their GIS online. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public. AxisGIS is developed on JavaScript / HTML5 technology which results in a responsive user interface that is cross browser compatible and functional in a mobile environment.

AxisGIS clients pay no software fees, no annual software maintenance fees, and very low setup costs. AxisGIS even provides the web server. By relieving most of the expense, AxisGIS enables the people behind the data to focus on why their GIS is on the Internet in the first place.

















AxisGIS is helping communities publish their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration, and creating a connection between local government, businesses, and communities.

FUNCTIONALITY OVERVIEW:

The image displays the typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available tools and functions.



The TOWN's AxisGIS website will include the following tools:

	Zoom-In Tool allows the user to focus on a specific, smaller area on the map.
	Zoom-Out Tool allows the user to focus on a larger area on the map. Click the Zoom-Out tool and then click on the map near the center of the larger area you are interested in seeing.
	Zoom to My Location zooms the map to the current location of the user.
	Zoom to Full Extents Tool allows the user to quickly reset the map view to the original map extent.
	Zoom Next Tool allows the user to quickly zoom to next map extent when using previous map extent tool.
	Zoom Previous Tool allows the user to quickly zoom to the previous map extent.
	Zoom Marquee Tool allows the user to click and drag a rectangle surrounding the area you want to zoom in to.
	Street View Tool allows the user to click on the map to see Street View for that location.
	Bird's Eye Tool allows the user to click on the map to see Bird's Eye view for that location.
	Print Map Tool allows the user to generate a printable PDF map and allows the user the option to include a map legend.
	Drawing Tools allow the user to draw points, lines, shapes and text on the map. Once included on the map, the user can edit the graphics too.
	Measure Tools allow the user to click on the map to measure distance, area and coordinate locations.
	Base Map Selector Tool allows the user to browse and select from a variety of local, esri and google base maps to include in the map.
	Areas of Interest Tool allows the user to quickly zoom to a predefined area of the map.
	Identify Tool allows the user to click on a parcel and receive information about that parcel. This tool is useful in receiving ownership information.
	Clear Selection Tool allows the user to clear the selected map features(s).

The **Search Function** enables the user to find properties by owner name, address or by parcel identifier, depending on the data available. As the user types the information in the Search dialog box the matching results begin to show in the list and corresponding points display on the map. The results list allows the users to view the property Building Image, Parcel #, Address and Owner. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results, or select and zoom to a particular property.

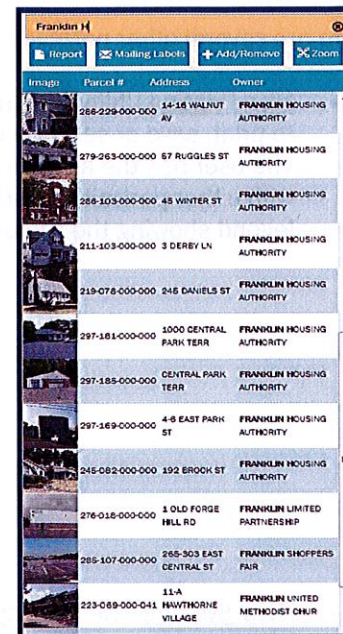
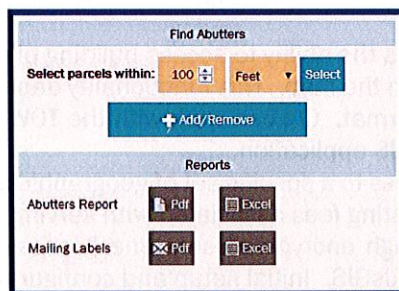


Image	Parcel #	Address	Owner
	268-229-000-000	14-16 WALNUT AV	FRANKLIN HOUSING AUTHORITY
	279-263-000-000	67 RUGGLES ST	FRANKLIN HOUSING AUTHORITY
	268-103-000-000	45 WINTER ST	FRANKLIN HOUSING AUTHORITY
	211-103-000-000	3 DERBY LN	FRANKLIN HOUSING AUTHORITY
	219-078-000-000	245 DANIELS ST	FRANKLIN HOUSING AUTHORITY
	297-181-000-000	1000 CENTRAL PARK TERR	FRANKLIN HOUSING AUTHORITY
	297-185-000-000	CENTRAL PARK TERR	FRANKLIN HOUSING AUTHORITY
	297-169-000-000	4-8 EAST PARK ST	FRANKLIN HOUSING AUTHORITY
	245-082-000-000	192 BROOK ST	FRANKLIN HOUSING AUTHORITY
	276-018-000-000	1 OLD FORGE HILL RD	FRANKLIN LIMITED PARTNERSHIP
	285-107-000-000	255-303 EAST CENTRAL ST	FRANKLIN SHOPPERS FAIR
	223-089-000-041	11-A HAWTHORNE VILLAGE	FRANKLIN UNITED METHODIST CHUR



Find Abutters

Select parcels within: 100 Feet

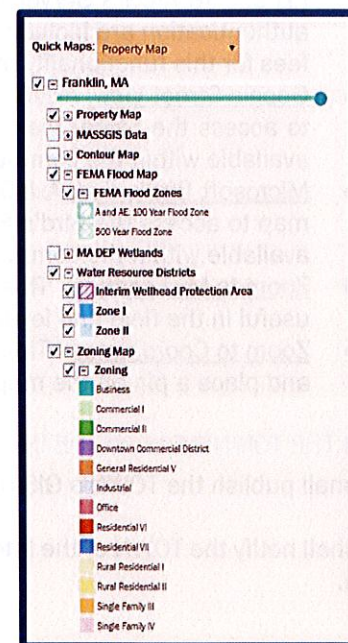
Reports

Abutters Report

Mailing Labels

Find Abutters Function enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate an Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to an Excel file by clicking the appropriate button.

The map **Layers** tab allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The Layers tab also includes access to “Quick Maps”. This function provides quick and easy access to a set of predefined map layers that are already set up with display properties. The ability to utilize this function depends on the municipality’s available data. There is also a Transparency slider that allows the user to set the transparency for map layers to “see through” onto rich base map content.



Quick Maps: Property Map

☒ Franklin, MA

- ☒ Property Map
- ☐ MASSGIS Data
- ☐ Contour Map
- ☒ FEMA Flood Map
 - ☒ FEMA Flood Zones
 - ☐ A and AE, 100 Year Flood Zone
 - ☐ 500 Year Flood Zone
- ☐ MA DEP Wetlands
- ☒ Water Resource Districts
 - ☒ Interim Wetland Protection Area
 - ☒ Zone I
 - ☒ Zone II
- ☒ Zoning Map
 - ☒ Zoning
 - ☐ Business
 - ☐ Commercial I
 - ☐ Commercial II
 - ☐ Downtown Commercial District
 - ☐ General Residential V
 - ☐ Industrial
 - ☐ Office
 - ☐ Residential VI
 - ☐ Residential VII
 - ☐ Rural Residential I
 - ☐ Rural Residential II
 - ☐ Single Family III
 - ☐ Single Family IV

There are several other notable features to AxisGIS. These include:

- **Map Printing Utility:** This utility allows the user to design and layout custom maps prior to generating a PDF to print, save or send via email. The user can enter a custom map title and define the printed map scale. The user has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation. This powerful utility also includes the option to include a map legend showing the symbology for the various map layers on the custom map.

- **Help System:** The help system is designed to provide assistance to users while accessing the AxisGIS website. The system includes an interactive PDF document that can be viewed in a web browser or downloaded and printed for future reference. The user also has the option to access the AxisGIS Product Feature Tour. The Feature Tour interactively guides the user through the various application functionality directly in the user interface.
- **Building Photos & Associated Documents:** This function allows users the ability to access building photos and/or documents related to particular properties and or features on the map. This functionality depends on the available data for the TOWN, how it is stored and the data format. CAI can work with the TOWN to determine if and how this functionality can be used within the AxisGIS application.
- **Staff Login Access:** This function allows for password-protected access to a specific set of geographic data layer(s) and/or attribute data within the community. The annual hosting fees associated with serving one (1) secure ArcGIS Server Map Service configured for access through encrypted username & password authentication are included with the base annual hosting fees for AxisGIS. Initial setup and configuration fees for this functionality may apply.
- **Google Street View:** AxisGIS includes access to Google Street View which allows a user to click on the map to access the Street View data for a particular area. This function is subject to Street View data being available within the community.
- **Microsoft Bird's Eye:** AxisGIS includes access to Microsoft Bird's Eye which allows a user to click on the map to access the Bird's Eye data for a particular area. This function is subject to Bird's Eye data being available within the community.
- **Zoom to My Location:** This function zooms the map to the current location of the user. This is particularly useful in the field and leverages the GPS technology in the user's mobile device.
- **Zoom to Coordinates:** This function allows the user to enter geographic coordinates zoom to that location and place a pin on the map.

PUBLISH THE TOWN'S GIS TO THE INTERNET

CAI shall publish the TOWN's GIS data to the Internet.

CAI shall notify the TOWN of the Internet Address (URL) for AxisGIS. This address can be added to the TOWN's web page.

After the TOWN has been notified that the AxisGIS application is on-line, the TOWN has thirty (30) days from the date of notification to examine the site and to request changes.

AxisGIS shall be accessible using the current versions of Microsoft's Internet Explorer & Edge, Chrome, Firefox or Safari web browsers over cable, DSL, or T1 (or greater) internet connections.

GIS DATA UPDATE:

CAI shall refresh the GIS data on the AxisGIS website annually. Should the TOWN be using CAI's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data.

ATTRIBUTE DATA UPDATE

CAI shall design and create a Data Processing Utility for the TOWN to use for periodic upload using an export file(s) from the CAMA system to an online database accessed by the AxisGIS website.

It is the TOWN's responsibility to maintain the Tabular attribute data, including a database table for any records to be excluded, for use by the AxisGIS website.

GENERAL CONDITIONS

CAI shall provide the AxisGIS service to the TOWN with commercially reasonable access to an Internet-based mapping application service provider (ASP) environment through which the TOWN can access the TOWN data.

In order to provide the TOWN with commercially reasonable access to the ASP environment, CAI shall periodically schedule the complete or partial shutdown of the ASP Environment for maintenance, bug fixes, updates or other reasons. CAI will make commercially reasonable efforts to perform Scheduled Maintenance during off-peak hours.

TOWN SUPPORT

CAI shall provide telephone, fax, and email support services concerning AxisGIS to the TOWN. These services can be used to answer usage and technical questions.

CAI shall respond to any TOWN alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

RESPONSIBILITIES OF THE PARTIES

The TOWN shall:

Designate a project liaison who will be CAI's main contact during the course of the project, and who will be responsible for all TOWN related obligations in this project.

Receive periodic reports from CAI and shall receive and evaluate the progress of the project and notify CAI as to whether the work to date is timely and satisfactory.

Provide "parcel identification data" in an acceptable format for each parcel including, at a minimum, the following items: Owner's name(s) and mailing address, parcel ID, property location, and sub-division and deed references.

Provide CAI with any and all existing maps and plans in their files by December 31, 2018.

Provide a GIS formatted digital copy of the most recent and accepted E-911 road centerline data including street name and address range attributes.

Provide CAI with an ASCII text or DBF formatted export file from the TOWN's CAMA system containing the attribute information for inclusion into the AxisGIS site.

Provide CAI with a GIS formatted Zoning Polygon layer including the zone designation attribute.

Provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.

Provide an assessment database export file containing the newly assigned parcel identification numbers for inclusion into the AxisGIS site.

Provide CAI with any custom GIS data layers for inclusion into the AxisGIS site.

Maintain the tabular attribute data for the AxisGIS website.

After the TOWN has been notified that the AxisGIS site is on-line, it must advise CAI of any changes, modification, and enhancements to the data available within thirty (30) days.

All materials shall be returned to the TOWN's files as soon as possible after completion of that portion of the project. CAI assumes full responsibility of all materials in its possession, and all materials shall be returned in the same condition as when taken. All data provided by the TOWN under the Parcel Mapping shall be current to April 1, 2021.

CAI shall:

Be responsible for fulfilling all requirements stated in these specifications in a timely fashion and in a professional and satisfactory manner.

CAI PROJECT STAFFING

1. CAI will be responsible for the supervision of all phases of work and shall assume single point responsibility for this entire project. CAI's organizational structure employed to manage the project is described below:
2. All project teams at CAI include a principal owner who is ultimately responsible for the successful completion of the project to the client's satisfaction. Additionally, each parcel mapping project team will include a project manager, who will be supported by technically competent, professional project mappers, CAD/GIS technicians, data input personnel, reprographics personnel, and administrative staff.
3. For this project, we have assembled a strong team. Specifically, the principal in charge/Project Director will be Tim Fountain, Vice President, GISP. He will coordinate all preliminary work in acquiring and indexing all plans and deeds. He will also act as liaison with the TOWN, write all progress reports, and handle general administrative functions.
4. Tim Fountain will be ably supported by Sandra Butson a Project Mapper with nearly 30 years' experience in parcel mapping. Ms. Butson will support all aspects of inventorying and indexing all plans as well as the record research and parcel compilation functions of the project.
5. All CAD/GIS work will be done under the direction and supervision of Franco Rossi, President. Deborah Nault, with more than twenty-five years of experience, will be the principal CAD specialist assigned to this project. Additionally, Rhonda Caron, with more than fifteen years of experience, will be the principal GIS Analyst assigned to the project.
6. Sandra Butson, QA/QC Coordinator will be responsible for making certain all QA/QC procedures are followed. Her nearly 30 years of experience in all aspects of the parcel mapping process make her an invaluable member of the Project Team.
7. All database input will be done under the direction and supervision of Sandra Rossi, Office/Database Manager, with more than twenty-five years' experience.
8. All printing and reprographic work will be done by Terri Parks, contributing more than 25 years of experience.
9. Training responsibilities will be handled by Tim Fountain.
10. It is important to note that CAI's owners are actively involved in all aspects of parcel mapping, including original compilation, remapping, and regular on-going map maintenance functions. This is an asset and value unlikely to be offered by any other firm specializing in municipal mapping.

MAINTENANCE, TRAINING AND PROJECT DEBRIEFING

1. Training in the administrative use of the maps shall be provided for the TOWN and its staff. CAI is serious and sincerely committed to the proper and timely maintenance of our client's mapping capital investments. Nearly 400 municipalities throughout the Northeastern US have placed their confidence and trust in CAI's stewardship of all or part of their mapping and/or GIS systems.
2. Map maintenance should be done on a regular basis, not less than annually. CAI is prepared to provide complete map maintenance services. Such maintenance would be subject to agreement between the TOWN and CAI upon completion of this contract. This section does not relieve CAI from its responsibilities to provide map maintenance education to the TOWN.
3. Throughout the project, as a result of communication between the TOWN and CAI, various amounts of training and expertise will be given to the TOWN. Training and education is a continuous process in which CAI vigorously participates. We want you to be totally comfortable with using the mapping system.
4. Following delivery of the final map products, a debriefing on the project shall be held. Representatives of the TOWN and a principal of CAI shall schedule the debriefing at a mutually acceptable time and place. During the debriefing, training, map maintenance, and many other interesting and informative issues shall be discussed. Also, helpful forms shall be distributed to the TOWN.
5. CAI actively supports its client's mapping and GIS systems. We have a department, headed by Franco Rossi, a principal, whose sole responsibility is map maintenance. We offer different levels of service, depending on municipal needs. Generally, we encourage municipalities to send data on a regular basis to us so maps and indexes can be kept current and accurate.

We have several different options available for system support and file updating transmission. Suffice it to say that we've been in the mapping business a long time and we're here to stay. We are constantly looking for newer and better ways to provide maintenance, refinement, and updating services.

DATA OWNERSHIP

1. The TOWN shall own all digital data generated as a result of the project described in this proposal. CAI shall deliver all digital data, created as part of the project, to the TOWN.
2. The data being created for this project have limitations which restrict their appropriateness for applications outside the scope of this project.
3. CAI guarantees its work and, as part of any contract resulting from this proposal, may be making subsequent changes to the database.
4. CAI may serve as a data repository for the TOWN.
5. The actual format of the databases created by this project constitute CAI's intellectual property and said format shall be used by CAI on other projects.
6. For these reasons, it is vitally important that CAI and the Town protect themselves against any misuse of the data. CAI strongly recommends that the Town, in order to limit its liability, draft a data licensing agreement or appropriate disclaimer form, should the TOWN release copies of the data or any portion thereof to a third party; subject to any federal and state regulations concerning public information and 'right to know'.

DELIVERABLES

1. All backup information used in parcel inventory/research, including deeds, plans, notes, and records of landowner contact. This also includes the errata list.
2. Parcel map digital files, including index map and title page files.
3. Two (2) sets of the black line prints, including index map and title page.
4. Two (2) alphabetical indexes, in both hard copy and digital formats.
5. Two (2) numerical indexes, and two (2) indexes sorted numerically by old map/lot number, in both hard copy and digital formats.
6. One plot of the property line composite map, as well as the GIS processed digital file.
7. One complete set of maps, in digital PDF format.
8. One complete set of survey plans inventoried as part of this project, in digital PDF format.
9. The original plots and digital data shall be owned by the TOWN, but they shall be stored in CAI's office as long as they refine, revise, maintain, and reprint the maps. They shall be delivered to the TOWN at any time upon written request.
10. AxisGIS Setup and 1 year hosting

PROJECT SCHEDULE

DIGITAL PARCEL MAPS

CAI shall commence on the project upon receipt of a fully executed contract and after December 31, 2018.

Calendar Year 2019 shall include completing the following phases of work: Preliminary, Inventory/Index and Plan Scanning, Record Research.

Calendar Year 2020 shall include completing the Parcel Compilation phase of work.

Calendar Year 2021 shall include completing the following phases of work: Parcel Numbering, Area Calculations, Quality Assurance / Quality Control, Preliminary Map Delivery, Informal Public Review and Final Delivery.

Final maps, with ownership current to April 1, 2021, shall be delivered by December 31, 2021.

AXISGIS SERVICE

All setup work and initial publishing of data to the Internet, except the on-going support and Internet availability of the TOWN's GIS data, shall be completed within ninety (90) days of receipt of an assessment database export file containing the newly assigned parcel identification numbers.

Internet access to the TOWN's AxisGIS will begin within ninety (90) days of receipt of an assessment database export file containing the newly assigned parcel identification numbers and shall conclude on the last day of the twelfth month following.

GUARANTEE

1. CAI guarantees its work. Although we make a sincere, genuine attempt to completely understand and comply with all aspects of the project, in the event that we do err or omit something, it will be corrected promptly at no additional cost to the TOWN.
2. This guarantee applies to the work performed and services provided herein. It does not apply to errors or omissions in source documents used by CAI in the course of the project, and over which it has no control. Also, it does not apply when new information, not available during the contract period, is provided to CAI.
3. To obtain guarantee services, the TOWN shall submit map correction forms to CAI which describe the problem to be resolved. CAI shall respond to all such submissions within 30 days, usually sooner.

PAYMENT SCHEDULE AND COST

COST

The entire cost of the project is \$117,900.00.

PAYMENT SCHEDULE

1. The project is spread out over three calendar years with invoicing not to exceed \$39,300.00 per year.
2. A payment of ten percent for Calendar Year 1 funding (\$3,930.00) shall be made upon invoicing, after receipt of a fully executed contract for the project.
3. Payments shall be made to CAI monthly based on the portion of the work completed and reported to the TOWN during the preceding month and based on progress reports submitted along with the invoice. Upon review by the TOWN of the monthly progress report the monthly payment shall be paid to CAI.
4. \$39,300.00 shall be invoiced between receipt of a fully executed contract and December 31, 2019.
5. \$39,300.00 shall be invoiced during calendar year 2020.
6. \$39,300.00 shall be invoiced during calendar year 2021.
7. The final ten percent for Calendar Year 3 funding (\$3,930.00) shall be withheld and paid to CAI within thirty (30) days following the satisfactory delivery of all products specified in Deliverables.

MANDATORY CONTRACTURAL REQUIREMENTS

The following constitute legal obligations and conditions with which CAI must comply, and which will be incorporated, in their entirety and without modification, in any contract resulting from CAI's proposal.

1. General Law

CAI affirms that they will conduct this project in compliance with the laws, statutes, and administrative rules of the State of New Hampshire relating to property mapping. Therefore, CAI has a complete understanding of these laws. Furthermore, CAI is cognizant of the role of the New Hampshire Department of Revenue in administering and enforcing these laws.

2. General Legal Compliance

CAI will comply with all federal, state and municipal laws, ordinances, rules and/or regulations, including labor laws, and those against discrimination, existing or adopted in the future which are applicable at any time to CAI pursuant to its obligations during this project. CAI and any of its sub-contractors, agents, servants and/or employees shall obtain, at their sole cost and expense, all required permits, franchises, approvals, licenses and/or certificates, necessary for the performance of its obligations pursuant to the Agreement.

3. Governing Law

The contract shall be governed by and construed in accordance with the laws of the State of New Hampshire.

4. Employment Requirements

All project personnel must be identified to the TOWN prior to being employed for the project and will be required to carry identification papers while on project business. This identification will identify the employee, explain the mapping process, ask for taxpayer cooperation, and be signed by the TOWN or its authorized representative.

5. Prime Contractor Responsibility

The TOWN requires single point responsibility for the entire project.

6. Assignment of Contract

CAI shall not assign or in any way transfer any interest in this Agreement without the prior written consent of the TOWN, provided, however, that claims for money due or to become due to CAI from the TOWN hereunder may be assigned to a bank, trust company or other financial institution without such consent so long as notice of any such assignment is furnished promptly to the TOWN. Any such assignment shall be expressly made subject to all defenses, set-offs, or counter-claims which would have been available to the TOWN against CAI in the absence of such assignment.

7. Inspection, Monitoring and Evaluation

To assure compliance with this Agreement, the TOWN shall have the right to enter into CAI's premises during normal business hours to inspect, monitor or otherwise evaluate the work performed therein by giving CAI twenty-four (24) hour verbal or written notice.

8. Ownership of Information

- A. All information acquired by CAI from the TOWN or from others at the expense of the TOWN in the performance of this Agreement, shall be and remain the property of the TOWN. All records, data files, computer records, work sheets, deliverable products complete and incomplete, and all other types of information prepared or acquired by CAI for delivery to the TOWN shall be and remain the property of the TOWN.

B. CAI agrees that it will use this information only as required in the performance of this Agreement or subsequent maintenance agreements and will not, otherwise use said information, nor copy nor reproduce the same in any form, except pursuant to any mutual agreement with the TOWN. CAI further agrees to return said information to the TOWN promptly at the request of the TOWN in whatever form it is maintained by CAI.

C. CAI agrees to take reasonable steps to ensure the security of this information under its control.

9. Indemnification

CAI shall indemnify and hold harmless the TOWN against any and all liability, loss, damage, costs, or expenses relating to personal injury or property damages which the TOWN may sustain, incur or be required to pay, arising out of or in connection with services performed under this contract, by reason of any negligent action or inaction or willful misconduct of CAI, a person employed by CAI, or any of its subcontractors, provided that:

A. CAI is notified of any claim within ninety (90) days after the TOWN becomes aware of it, and

B. CAI is afforded an opportunity to participate in the defense of such claims.
In such event, CAI shall have the right to approve any settlement negotiated.

10. Insurance Requirements

CAI will serve in the capacity of an independent contractor in this parcel mapping project and will maintain insurance at least as hereinafter set forth so as to protect it and the municipality from any and all claims for personal injury and property damage, and from claims under the Worker's Compensation Acts including death, arising out of operating under this contract, for the entire pendency of the mapping project:

A. A comprehensive general liability insurance policy.

B. A comprehensive automobile insurance policy.

C. All of the insurance must be issued by an insurer licensed and authorized to do business in New Hampshire and which maintains an office within New Hampshire. The foregoing comprehensive liability insurance policy and comprehensive automobile liability insurance policy shall be submitted to the municipality within fourteen days of the signing of the contract.

11. Termination of Contract

A. Subject to the provisions of the Section titled "Force Majeure", if CAI shall fail to fulfill in a timely and satisfactory manner its obligations under this Agreement, or if CAI shall violate any of the covenants, conditions, or stipulations of this Agreement, which failure or violation shall continue for twenty-one (21) business days after written notice of said failure or violation is mailed to CAI, then the TOWN shall thereupon have the right to terminate this Agreement by giving written notice to CAI of such termination and specifying the effective date thereof, at least seven (7) days before the effective date of such termination.

B. Subject to the provisions of the Section titled "Force Majeure", if the TOWN shall fail to fulfill in a timely and satisfactory manner its obligations under this Agreement which failure or violation shall continue for twenty-one (21) business days after written notice of said failure or violation is received by the TOWN, then CAI shall thereupon have the right to terminate this Agreement by giving written notice to the TOWN of such termination and specifying the effective date thereof, at least thirty (30) days before the effectiveness date of such termination.

- C. In the event of termination, all finished work and all work in process and all documentation complete and incomplete, shall, at the option of the TOWN, be delivered to it. CAI shall be entitled to receive just and equitable compensation for any work performed under this Agreement completed prior to the date of termination.
- D. Notwithstanding the above, in the event of termination of the contract, CAI shall not be relieved of liability by virtue of any breach of this Agreement by CAI and the TOWN may withhold any set-off until such time as the exact amount of damage due to the TOWN from CAI is determined.

12. Force Majeure

Neither party will be liable to the other, or be deemed to be in breach under this Agreement, for any failure to perform, including without limitations, a delay in rendering performance, due to causes beyond its reasonable control, such as an order, injunction, judgement, or determination of any Court of the United States or of the State of New Hampshire, an Act of God, war, civil disobedience, extra-ordinary weather conditions, labor disputes, or shortages or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance will be extended automatically to the extent of such delays provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay. It is agreed, however, that the performance dates of this contract are important to the implementation of the entire parcel-mapping program.

PARCEL MAP CONTRACT TOWN OF ASHLAND, NEW HAMPSHIRE

April 12, 2018

This is a contract between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Ashland, a municipal corporation located at 20 Highland St., P.O. Box 517, Ashland, NH, in Grafton County, New Hampshire 03285 acting through its duly elected Board of Selectmen, hereinafter called the TOWN, for parcel mapping services according to the specifications, terms, and conditions below written:

Witnesseth that:

Whereas, CAI represents that they are authorized and qualified to do such work and are experienced in recognized topographic, planimetric, and parcel mapping,

Now, therefore, the TOWN and CAI, for the consideration and under the conditions hereinafter set forth, do agree as follows:

1. Contract Documents

The document entitled Digital Parcel Map Proposal and Specifications for the Town of Ashland, New Hampshire, dated April 12, 2018, the terms of which are hereby incorporated by reference, together with this agreement, form this contract. In the event of inconsistencies between this Agreement and the Specifications, they shall be resolved, in writing, to the mutual satisfaction of both parties.

2. Scope of Work

CAI shall perform all necessary services and provide labor, materials, and equipment to produce and deliver to the TOWN finished maps and digital data of the Town of Ashland in accordance with the specifications, and provisions herein contained.

The area to be mapped is the Town of Ashland, NH.

Maps furnished shall include property maps and digital data complete, as specified, ready for use, and with ownership and boundary line information current as of April 1, 2021.

3. Time of Commencement and Completion

CAI shall commence the project on the first suitable day after execution of this contract and all work shall be completed on or before December 31, 2021.

4. Compensation

The TOWN shall pay a total amount of \$117,900.00 under this contract as follows:

- a. The project is spread out over three calendar years with invoicing not to exceed \$39,300.00 per year.
- b. A payment of ten percent for Calendar Year 1 funding (\$3,930.00) shall be made upon invoicing, after receipt of a fully executed contract for the project.
- c. Payments shall be made to CAI monthly based on the portion of the work completed and reported to the TOWN during the preceding month and based on progress reports submitted along with the invoice. Upon review by the TOWN of the monthly progress report the monthly payment shall be paid to CAI.

- d. \$39,300.00 shall be invoiced between receipt of a fully executed contract and December 31, 2019.
- e. \$39,300.00 shall be invoiced during calendar year 2020.
- f. \$39,300.00 shall be invoiced during calendar year 2021.
- g. The final ten percent for Calendar Year 3 funding (\$3,930.00) shall be withheld and paid to CAI within thirty (30) days following the satisfactory delivery of all products specified in Deliverables.

5. Responsibilities of the Town

The TOWN shall make available all existing deeds, maps, digital data, property record cards, property transfer records, all subdivision approvals, and any other existing data that CAI deems necessary for successful completion of the project. It shall be their responsibility to keep CAI informed of any changes in these records made during the period of time the contract is in force.

It shall, however, be CAI's responsibility to secure the necessary data, but this will not relieve the TOWN from providing CAI with such information and data as may be in the TOWN's possession. The TOWN assumes no liability for the accuracy of such information, unless they are official documents of the TOWN.

6. Defective Work

All contract work which the TOWN determines does not meet contractual requirements and is rejected by the TOWN shall be corrected promptly to fully conform to these specifications. The TOWN must be reasonable in its determination. The cost of such work and replacements shall be borne wholly by CAI.

7. Final Release

In consideration of the execution of this Agreement by the TOWN, CAI agrees that simultaneously with the acceptance of what the TOWN tenders as the final payment by it under this contract, CAI shall execute and deliver to the TOWN a release of all claims against the TOWN arising under or by virtue of the contract.

8. Notices

Any action, notice, or request to be taken, given, or made by the TOWN hereunder may be taken, given, or made by the TOWN or its agent, or such other person or persons as the TOWN may authorize for the purpose. All notices or requests required to be given or made to CAI hereunder shall be deemed to be duly and properly made or given if mailed to the undersigned at 11 Pleasant Street, Littleton, NH 03561, or delivered personally to the undersigned, or to some other address as CAI may designate in writing to the TOWN. All notices, requests, or other papers required to be given or made to the Town of Ashland hereunder shall be deemed to be duly and properly made or given if mailed to the Board of Selectmen, Town of Ashland, 16 Merrill Access Road, Ashland, New Hampshire 03285, or to such other representative or address as the TOWN may designate in writing to CAI.

9. Insurance Coverage

CAI shall maintain all necessary insurance coverages under Workmen's Compensation Law as well as public liability insurance. Certificates of said insurance will be provided upon request.

10. Assignment of Contract

This contract, with the exception of aerial photography and photogrammetric mapping, shall not be assigned or sublet by CAI without the written consent of the TOWN; except that this provision shall not prohibit the hypothecation of any money due or to become due hereinafter.

11. Termination of Contract

If CAI should be adjudged bankrupt, or it shall make a general assignment for the benefit of its creditors, or if a receiver of its property should be appointed, or if the work to be done under the contract should be abandoned, or if the contract or any part thereof not excepted should be sublet or assigned without the previous written consent of the TOWN, or if any of the work is unnecessarily delayed, or if CAI violates any material provision of this contract, the TOWN may notify CAI to discontinue all work, or any part thereof, and thereupon, CAI shall discontinue such work or such part thereof as the TOWN may designate, and the TOWN may thereupon, by contract or otherwise as it may determine, complete the work or part thereof and charge the entire expense of so completing the work or part thereof to CAI, provided that in the case of unnecessary delay or any material violation of the contract, the right to discontinue shall be conditioned on thirty (30) days prior notice by the TOWN and the subsequent failure within thirty (30) days on the part of CAI to supply an explanation acceptable to the TOWN for the alleged delay or violation.

In the event any provision of the Agreement shall be deemed illegal or invalid for any reason, such illegality or invalidity shall not affect the validity of any other provisions.

12. Responsibility of CAI Regarding the Observance of Public Laws

- a. Laws to be observed - CAI is assumed to be familiar with, and at all times shall observe and comply with all Federal, State, and local laws, by-laws, safety laws, and any and all codes, ordinances, and regulations affecting contract work in any manner.
- b. Patented devices, materials, and processes - CAI shall indemnify the TOWN, its officers, agents, servants, and employees against liability of any nature or kind, including costs and expenses, for or on account of any patented or unpatented invention, article, or appliance manufactured or used in the performance of this contract, including use by the TOWN.
- c. Public officials not personally liable - There shall be no personal liability upon the municipal officials, their agents, or employees, for any duty imposed or the exercise of any power or authority conferred upon them by or within the scope of the contract, it being understood that in all such matters they act solely as agents and representatives of the TOWN.
- d. Responsibility for damage claims - CAI shall hold harmless the TOWN and representatives thereof from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any persons or property in consequence of any neglect in safe-guarding contract work, or on account of any act or omission by CAI or its employees, or from any claims or amounts arising or recovered under the Workmen's Compensation laws or any other law, by-law, ordinance, regulation, order, or decree. CAI shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, neglect, or misconduct in the manner or method of performing contract work.

13. Timely Prosecution of Contract Work

- a. Delivery - After completion of the project, CAI shall deliver all the items or parts of these items of a deliverable character.

All source data and other pertinent data used by CAI in the course of completing the project must be delivered to the TOWN at the conclusion of the contract. Such data must be identified and properly documented for easy subsequent access by the TOWN.

- b. Failure of TOWN to supply requested data - Any part of the contract work for which record data has not been supplied by the TOWN to CAI within fifteen (15) days after written notice requesting same is received by the TOWN from CAI, such data being essential for progress or completion of that part of

the contract work, CAI's work shall be suspended until such time as such material is provided. Said suspended time shall not be considered as contract time and all contract dates and times shall be adjusted accordingly.

- c. Work in progress halted by TOWN - Any part of the contract work for which work in progress is removed from CAI's office by the TOWN in order that it may be inspected or tested and the TOWN is notified at the time of removal that such work in progress is:
 - 1. essential for further progress or completion of the contract work, and in fact, such work could reasonably be found to be essential, or,
 - 2. if such work in progress is not returned within ten (10) days after written notice from CAI to the TOWN requesting the return of such work in progress, and such work in progress is essential for the further progress or completion of the contract, the contract work shall be suspended until such work in progress is returned, and the time which passes during such suspensions shall not be counted as contract time with respect to that part of the work involved.
- d. Progress reports - Reports of progress, unusual conditions and difficulties, and causes of delays when these occur shall be submitted along with project billing while the contract remains in force.
- e. Prosecution of contract work - Progress in contract work shall be at a rate which shall be sufficient to complete this contract and all segments thereof in accordance with the completion date as established in the contract. If it appears to the TOWN that the rate of progress is such that the contract will not be completed within the contract time, and TOWN may order CAI to increase its rate of performance and to take such other action as will be necessary to complete the project within the contract time at no extra cost to the TOWN.
- f. Temporary suspension - The contract work may be suspended temporarily, either wholly or in part as may be warranted, when conditions beyond the control of CAI are unfavorable to its satisfactory prosecution. A request by CAI for authorization of temporary suspension shall be submitted in writing to the TOWN. When a temporary suspension of all contract work is requested by CAI and such suspension is authorized by the TOWN, or when a temporary suspension is directed by the TOWN for the convenience of the TOWN, the time which passes during the suspension shall not be counted as contract time.
- g. Plan for contract performance - The plan for contract performance in effect at any time shall be that plan most recently submitted by CAI and approved by the TOWN.
- h. Weather - CAI shall be responsible for making its own estimates of weather conditions. Payment will not be made for any contract work which is unsatisfactory due to weather, or due to air or ground conditions caused by weather, foliage, and any other conditions which might have an unsatisfactory effect upon performance, quality, and accuracies required.

CAI shall also be responsible for taking advantage of all weather which is suitable for performing contract work. Any failure to do so may be sufficient cause to permit the TOWN to reject any extension of time sought by CAI.

Unless there is concurrence by the TOWN in writing of CAI's estimates of weather conditions, the weather shall not be sufficient reason for suspension of contract work, extension of time, or performance delays.

- i. Disputes - Work shall be suspended at the direction of the TOWN pending settlement of disputes arising because CAI fails to comply with the provisions of the contract, and the time which passes during the suspension shall not be counted as contract time. Work must be started up again at the direction of the TOWN and any time passing after CAI is instructed to start work shall be counted as contract time.
- j. Shipment Time - Time between shipment of any unit or units of production by TOWN to CAI and the receipt of such unit or units by CAI for possible correction or revision, shall not be counted as contract time with regards to the specific unit or units involved.
- k. Inspection - CAI shall furnish reasonable facility for making inspections the TOWN deems necessary to ascertain whether the contract work is being executed in conformance with all contract requirements. Should any or all items or a segment or portion of a segment of an item not be acceptable when inspected, the TOWN will so advise CAI, in writing, and CAI shall do whatever is necessary to make the items acceptable.

14. Measure and Payment

Cancellation of Items - The TOWN reserves the right to cancel any or all contract items whenever unforeseen difficulties prevent or delay unreasonably the completion of the contract. CAI will be paid for the percentage of the work completed as determined by the TOWN. Materials and supplies ordered and delivered for the unfinished portion of cancelled items, or for items cancelled for which no portion is completed will be paid for at actual cost of materials, supplies, and in addition, payment will be made for the actual expenses of handling or transportation and such other actual expenses sustained by CAI by reason of the cancellation and not represented by work completed or material and supplies delivered.

No anticipated profits will be included in such payments for cancelled items.

Any and all materials and supplies paid for in conjunction with settlement for cancelled items shall become the property of the TOWN and shall be disposed of as directed by the TOWN.

15. Responsibility for Materials in Case of Loss or Damage

While any resultant items for contract work are in the possession of CAI, either before or after completion of the contract, it shall be responsible for their preservation. Should these be lost, damaged, or destroyed while in its possession, regardless of the reason for loss, damage, or destruction, CAI shall replace them promptly, in the same quality and quantity as specified in the contract, at no cost to the TOWN.

16. Arbitration of Disputes

All disputes and disagreements between the parties arising out of this Contract, or any provision thereof, shall be submitted to and settled by arbitration if the parties are unable to settle the same between themselves. A Board of Arbitrators selected in accordance with the applicable Rules of the American Arbitration Association shall hear and decide such disputes. Arbitrators shall be selected with due consideration for their familiarity with issues of the kind involved in the dispute.

If the parties fail to reach agreement as to any dispute under this Contract, either party may request submission to arbitration. On selection of the Board of Arbitrators, the arbitration shall proceed in accordance with the rules of the American Arbitration Association. The decision of the arbitrators shall be final and conclusive on the parties unless fraudulent, capricious, or arbitrary. The decision and award of the arbitrators may be entered in any court of competent jurisdiction, and enforced by due proceedings in such court in the manner provided by law.

If the decision and award of the arbitrators includes a finding of default or failure to perform on the part of either party, costs and expenses of the arbitration shall be assessed against such party, including a reasonable allowance for attorney's fees to the other party.

17. General Provisions

- a. Binding Effect – This contract shall be binding upon and shall inure to the benefit of the parties, their successors, and assigns.
- b. Captions – The captions included in this Contract are inserted only as a matter of convenience and for reference and in no way define, limit, or describe the scope of this Contract, nor the intent of any provision thereof.
- c. Severability – If any term or provision or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Contract, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.
- d. Entire Agreement – This Contract constitutes the entire agreement between the parties and may be amended only by a written agreement between the parties which makes specific reference hereto.
- e. Governing Law – This Contract shall be construed as a New Hampshire contract and shall be governed by the laws of the State of New Hampshire.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective officers hereunto duly authorized and their respective seals affixed hereto as of the date first above written.

TOWN OF ASHLAND, NH

CAI Technologies

BY: _____

BY: 
Timothy Fountain, GISP
Vice President

BY: _____

BY: _____

BY: _____

Charlie Smith

From: Kendall Hughes <kendall@hughesregroup.com>
Sent: Friday, March 30, 2018 5:34 PM
To: Charlie Smith
Subject: Heritage commission

Dear Mr. smith,

Per our conversation I am formally writing to you and the board of selectmen to volunteer for the heritage commission.

I've been a resident of the town of Ashland for 50 years I have served on the board of selectmen the school board the budget committee. The Fourth of July committee the 150th committee the house and standards board and the CIP committee I have been extremely involved with the town of Ashland over the years as has my family I have a thorough understanding of Ashland's history and culture Of this great community.

Hey Raisedfor wonderful boys here. And remember the wonderful things that we used to do the smorgasbord the street party is the day in the parks the community event at the ballpark and at the beach these are the historical things of Ashland I would like to get that opportunity to other children and community members of this town

I have a bachelors in business Administration and I am a business owner of this community I also serve on the fire department Ashland

Thank you for your consideration.

Kendall Hughes

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Kendall Hughes

Appointed (A) Elected [E]	PUBLIC BODY	Appointed (A) Elected [E]	PUBLIC BODY	Appointed (A) Elected [E]	PUBLIC BODY
	BUDGET COMMITTEE		SCRIBNER MEMORIAL TRUSTEES		HERITAGE COMMISSION
E	SHERRIE DOWNING [2021]	A	ALFRED SALVONI (4/30/2019)	A	KATHLEEN MAHER [4/30/18]
A	JEANETTE STEWART[2020]	A	RICHARD OGDEN (4/30/2018)	BOS REP	LEIGH SHARPS [2018]
E	ELLISON BADGER (2020)		CONSERVATION COMMISSION	A	DAVID RUELL [4/30/19]
E	DAVID RUELL (2019)	A	HAROLD LAMOS [4/30/2021]	A	SUSAN MACLEOD (4/30/2020)
E	GINGER GRANT (2020)	A	WALTER DURACK [4/30/18]	ALT	VACANT
E	LEE NICHOLS (2021)	A	AMANDA LOUD [4/30/19]	ALT	VACANT
FULL	VACANT	A	VACANT	ALT	VACANT
BOS REP	HAROLD LAMOS [2019]	A	VACANT	ALT	VACANT
BOS ALT	CASEY BARNEY [2020]		HOUSING STANDARDS BOARD	ALT	VACANT
SB REP	SANDRA COLEMAN [2018]		KENDALL B. HUGHES (4/30/20)	FULL	ECONOMIC DEVELOPMENT COMMITTEE
SB ALT	VACANT	RSA	FRAN NEWTON -HEALTH OFFICER	FULL	BENOIT LAMONTAGNE [4/30/19]
	PLANNING BOARD	RSA	STEPHEN HEATH - FIRE CHIEF	FULL	SUSAN MACLEOD [04/30/18]
A-FULL	SUSAN MACLEOD (4/30/2018)		VACANT	FULL	STEPHEN FELTON [04/30/20]
FULL	MARDEAN BADGER (4/30/2018)		VACANT	BOS	CHERYL COX [4/30/20]
BOSREP	LEIGH SHARPS		MEMORIAL PARK TRUSTEES	FULL	FRAN NEWTON [6/15/18]
BOSALT	FRANCES NEWTON	A	MARK LIEBERT [4/30/19]	PBREP	VACANT
		A	STEPHEN JAQUITH [4/30/2020]	FULL	VACANT
FULL	VACANT	A	LIZ STEVENS [4/30/18]		
FULL	VACANT	A	SUSAN MACLEOD [4/30/19]		
ALT	VACANT		CAPITAL IMPROVEMENT PROGRAM COMMITTEE		
ALT	VACANT	BOS REP	FRAN NEWTON [2018]		
ALT	VACANT	A	KENDALL B. HUGHES [4/30/20]		
	ZONING BOARD (AS NEEDED)	A	SUSAN MACLEOD [4/30/18]		
A-FULL	SUSAN MACLEOD (4/30/2019)	A	STEPHEN FELTON []		
A-FULL	ELLISON BADGER (4/30/2018)	A			
FULL	TIMOTHY SWEETSIR (4/30/18)	A	VACANT		
FULL	MICHELLE FISTEK [4/30/20]				
FULL	VACANT				
ALT	ALAN J. CILLEY (4/30/2020)				
ALT	VACANT				