TOWN OF ASHLAND BOARD OF SELECTMEN REGULAR MEETING MONDAY, MAY 7TH, 2018 at 6:30 PM ASHLAND ELEMENTARY SCHOOL

- I. PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER
- III. PUBLIC COMMENT (Agenda items only)
- IV. APPROVAL OF MINUTES
 - a. BOS meeting(s); 4/16; 4/30
- V. CONSENT AGENDA BOS SIGNATURES
 - a. Weeks of:
 - i. April 16th: A/P: \$197,023 Payroll \$18,726
 - ii. April 23rd: Payroll \$18,676
 - iii. April 30th: A/P: \$191,222
 - b. Inspection pass Junkyard License #18-1; Buskey's Auto
 - c. CAI Technologies digital parcel map contract (GIS)

VI. DEPARTMENT HEAD(S)

- a. Public Works Director 1986 pickup truck replacement
- b. Police Chief request to release from CRF for new cruiser decal
- c. Town Administrator Municipal Clerk's Week Proclamation

VII. OLD BUSINESS

VIII. NEW BUSINESS

- a. KV Partners concept design for TAP Grant sidewalk project
- b. Ashland Heritage Commission "Squamstock" Announcement

IX. SELECTBOARD ITEMS

- a. Public body appointments
 - i. Heritage Commission Katie Maher
 - ii. Planning Board Mardean Badger
 - iii. Memorial Park Trustee Elizabeth Stevens
 - iv. Scribner Trustee Richard Ogden
 - v. Scribner Trustee Katie Maher
 - vi. Economic Development Levi Bradley
- X. PUBLIC COMMENT (Agenda items only)
- XI. NON-PUBLIC SESSION
 - a. Pursuant to RSA 91-A: 3, II (a)
- XII. ADJOURNMENT

Posted on 5/4/2018 at the Town Office building and town website

The Ashland Board of Selectmen reserve the right to enter nonpublic session when necessary according to the provisions of RSA 91-A. Any person with a disabling condition who wishes to attend this public meeting and needs to be provided reasonable accommodations to participate, please contact the Ashland Town Office at 603-968-4432 so accommodations can be made. It is asked that such requests be made with prior notice.

1	ASHLAND BOARD OF SELECTMEN MEETING MINUTES
2	WORK SESSION
3	MONDAY, APRIL 16, 2018
4	ASHLAND ELEMENTARY SCHOOL LIBRARY
5	6:30 PM
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8	PLEDGE OF ALLEGIANCE
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10	reset to all this emeants pay to the Baargore flowing three as on an item as a co-
11	CALL TO ORDER
12	Chairman Newton called the meeting to order at 6:32 PM with a roll call. Chairman Frances Newton,
13	Selectmen Leigh Sharps, Casey Barney, Kathleen DeWolfe, and Vice Chairman Harold Lamos,
14	present. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy
15	Smith.
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18	PUBLIC COMMENTS (Agenda items only)
19	None
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22	APPROVAL OF MINUTES
23	April 2, 2018-Pg. 2, line 36 insert "vehicle" after "utility", line 42 insert "vehicle" after "utility", pg. 3,
24	line 1 insert "on voting day" after "support"; pg. 3, line 7 strike "should be considered" replace with
25	"is"; line 8, strike "and the part of the original payment of \$150" replace with "or a separate expense";
26	line 34 replace "Planning Board" with "Board of Selectmen", line 35 replace "overriding" with "asking
27	that the Board of Selectmen override"; line 36 replace "Road" with "Lane"; line 41 replace "override"
28	with "appeal"; pg. 4, line 37 insert "of the Heritage Commission" after "consensus", line 44 replace
29	"was" with "as".
30	MOTION D. G. L. & GI
31	MOTION: By Selectman Sharps
32	Approve 4/2/18 minutes as amended.
33	SECOND: By Vice Chair Lamos
34	VOIE: 4-0-1 (Yes: Dewolfe, Barney, Sharps, Lamos; Abstain: Newton)
35	MOTION PASSED
36	
37	CONSENT AGENDA
38	Signed by Selectmen:
39	a. Payroll and Account Payables Manifests from 4/2/18.
40	b. Payroll manifest from 4/9/18.
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42	NEW BUSINESS
43	Ashland Economic Development Committee (AEDC) -L.W. Packard Mill building: Steve Felton,
44	Chairperson of the AEDC gave an overview of the L.W. Packard Mill building Brownfields project and
45	introduced Tim Andrews of Nobis Engineering. Mr. Andrews spoke on the environmental studies
46	which have been conducted at the site by Nobis. The project involves the Heath owned buildings of the

- mill complex, which consist of the main mill building and the old boiler house. A Phase I 1
- Environmental Site Assessment (ESA) has been completed in order to identify environmental concerns. 2
- A Phase II ESA had already been completed on the boiler house property but there was no prior data 3
- on the main building. A Hazardous Materials Building Assessment was conducted as well as surface 4
- NH Department of Environmental Services (NHDES) and the and subsurface monitoring. 5
- Environmental Protection Agency (EPA) have reviewed the reports. DES has requested more sampling 6
- which will be conducted the first week in May. These investigations have been done at no cost to the 7
- Town. Steve Felton added that the potential exists to obtain Brownfields funding for planning, structural 8
- assessment of building, cleanup, etc. which are not available unless the building is owned by the Town. 9
- The possibility of conducting a Charrette focusing on the Mill building specifically with Plan NH was 10
- suggested. Plan NH can do a presentation at a Board of Selectmen meeting. It was determined that 11
- there is a need to seek legal advice to identify potential issues before getting started. The next Economic 12
- Development Committee meeting is on April 24th at 6:30 PM. 13

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- **MOTION:** By Selectman Sharps 15
- Continue the process of finding legal answers and where the Town stands in this process. 16
- SECOND: By Selectman DeWolfe 17
- **VOTE:** 5-0 (All in favor) 18
- MOTION PASSED 19

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DEPARTMENT HEADS

- 23 **Department of Public Works:**
- DPW Director Moore asked for the Board of Selectman's approval to go into contract with John 24
- Deere for the purchase of new loader. Director Moore recommended the John Deere bid over the 25
- other bids received. He also has received interest in bidding for the old loader and is considering 26
- going out to bid with a minimum bid of \$10,000. Monies received would be transferred to the new 27
- loader to lower the appropriation. 28

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- **MOTION:** By Selectman DeWolfe 30
- Approve going out to bid for sale of old loader. 31
- **SECOND:** By Vice Chair Lamos 32
- VOTE: 5-0 (All in favor) 33
- MOTION PASSED 34

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- 36 **MOTION:** By Vice Chair Lamos
- Approve contract negotiations with John Deere for new loader. 37
- SECOND: By Selectman Sharps 38
- VOTE: 5-0 (All in favor) 39
- MOTION PASSED 40

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Police Department:

Chief Randall requested approval for decal bid for new cruiser. Three bids were received, the lowest 43 44

being from JD Design.

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- 1 MOTION: By Selectman DeWolfe
- 2 Approve JD Design bid of \$381 for decaling new cruiser.
- 3 **SECOND:** By Selectman Sharps
- 4 VOTE: 4-0-1 (Yes: DeWolfe, Barney, Sharps, Newton; Abstain: Lamos)
- 5 MOTION PASSED

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OLD BUSINESS

Town Administrator Updates: TA Smith summarized his Town Administrator Update which included reports from the Library, Parks and Recreation Department, Fire Department, and updates on the Town website. The Library reported many events being held in April which are posted on the town website including a Teen night on Friday 4/27/18 from 6:30-8:30 PM. The Parks and Recreation Department also have many events in April with the April vacation camp being held April 23-27. The department received a generous donation towards a new playground at the ball park of \$10,000 from Stoney Lonesome Farm, who has agreed to match funds up to \$10,000. The Fire Department reported that the new truck will be delivered in late May or June. The Town website has been recently updated which includes new pages for "Employment" and "Appointments"

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Project List:

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- NHDOT Transportation Alternatives Program (TAP) Grant (Rt. 3/25 sidewalk project): TAP survey has been completed and sent to engineer. KV Partners have been scheduled to attend Board of Selectmen's May 7th meeting for presentation of a conceptual plan.
- Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer
- Replacement: NHDES has been notified that the Warrant Article for State Revolving
- Fund funding did not pass by the required 3/5 majority and the Town will not be moving forward with financing at this time.
- 28 <u>Geographic Information System (GIS) Mapping</u>: TA Smith met with CAI Technology
- about next steps. CAI will be forwarding the contract. Expected start date of the project won't be until January 2019. The Town Office to pull land designs to help speed up the
- project. CAI will provide updates to the Town and Board of Selectmen as the project
- 32 continues.
- 33 <u>LW Packard Mill Site Brownfields project</u>: Discussed above.
 - NH Land & Community Heritage Investment Program (LCHIP): Fee proposal was received from Christopher P. Williams Architecture for Historic Structure Report. Chair Newton suggested creating a subcommittee of members from the Heritage Committee, the Historical Society, and the Board of Selectmen. Selectman DeWolfe expressed interest to be a representative from the Board of Selectman.

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- **MOTION:** By Selectman DeWolfe
- Move forward with Christopher P. Williams proposal for Historic Structure Report for the
- 42 *LCHIP grant.*
- 43 **SECOND:** By Selectman Sharps
- VOTE: 5-0 (All in favor)
 MOTION PASSED

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1 <u>Town Personnel Policy</u>: Staff will be reconvening to review wording changes.

<u>Town Office Building Maintenance</u>: Libby Masonry forwarded Town required insurance and tax ID information and informed Town that the project will be starting in the spring.

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NEW BUSINESS

- Lakes Region Planning Commission (LRPC) Transportation Advisory Committee (TAC): Ashland representative David Toth led discussion regarding State Highway funding and presented information on the subject from LRPC Highway Funding Fact Sheet on the various ways maintenance and improvements for state highways are funded.
- 11 <u>Ashland Water & Sewer Department:</u> Water and Sewer Commissioner David Toth requested permission to remove twelve trees at 6 Collins Street to expand the parking lot.

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14 MOTION: By Vice Chair Lamos

- 15 To approve the removal of twelve trees at 6 Collins Street to expand the parking lot.
- 16 **SECOND:** By Selectman Barney
- 17 VOTE: 5-0 (All in favor)
 18 MOTION PASSED

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- Ashland 150th Committee: Committee Chair Jane Sawyer gave an update on the 150th Celebration and extended an invitation to the Board of Selectmen to join the parade. Chair Newton read the invitation and will have legal look over the attached letter. Ms. Sawyer attended the recent Heritage Commission meeting and reported that the Ashland 150th Committee has no objection to Squamstock being held at the Holderness Science Center on 7/7/18. She also met with DPW Director Moore and Mark Liebert did a walk-through of the Riverwalk.
- Mango Security-Smoke Detectors: The finalization of the fire alarm system installation was discussed and determined to be necessary to protect the Town Hall building and contents.

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MOTION: By Selectman Sharps

- To approve the proposal from Mango Security in the amount of \$13,165 from the Town Building
 Maintenance Capital Reserve Fund (CRF) for the installation of smoke and heat detectors at the
- 32 Town Office building.
- 33 SECOND: By Selectman Barney34 VOTE: 5-0 (All in favor)
- 35 MOTION PASSED

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Mango Security-Security Cameras: The security cameras at the Town Office building and the Police Department 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. It was determined that the system needs to be upgraded.

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42 **MOTION:** By Vice Chair Lamos

- To approve the proposal from Mango Security in the amount of \$17,080. \$4,200 from the Police
- Department equipment purchase line (01-4210-10-452), \$10,000 from the General Government
- Building repair/replace upgrades line (01-4194-10-611), and \$2,880 from the Town Building

- 1 Maintenance Capital Reserve Fund (CRF) for the installation of security cameras at the Town Office
- 2 building and Ashland Police Department.
- 3 **SECOND:** By Selectman Sharps
- 4 VOTE: 5-0 (All in favor)5 MOTION PASSED

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- 7 CAI Technologies-Digital parcel map proposal: Warrant Article #20 was voted on to establish a
- 8 Property Tax Map Capital Reserve Fund in order to upgrade the Town tax maps. Discussion followed
- 9 regarding this project which will be starting in January. The goal is for the project to be funded
- completely from the unassigned fund balance. Funding for the project will be spread out over three
- 11 years and will not exceed \$39,300 per year.

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- 13 MOTION: By Selectman Barney
- 14 To approve the proposal from CAI Technologies, a three year agreement in the amount of \$117,900
- 15 for the purpose of upgrading the Town tax maps and creation of the Town's geographic information
- 16 system.
- 17 **SECOND:** By Selectman Sharps
- 18 **VOTE:** 5-0 (All in favor)
- 19 MOTION PASSED

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- 21 <u>Water and Sewer Department:</u> Selectman Sharps reported that the Water and Sewer Department
- 22 received a letter regarding the Northern Pass project from Steve Whitley, the Town legal counsel
- regarding filing a joint motion as an intervener with other towns which needs a response by 4/20/18.
- 24 Discussion followed in which it was agreed that the Board of Selectmen does not object to the motion
- but will not be joining as monies have not been budgeted for this.

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- 27 MOTION: By Selectman Sharps
- 28 To approve Town Administrator Smith to send a formal letter to Steve Whitley stating the Board of
- 29 Selectmen have no objection to the joint motion but don't have committed funds in the budget.
- 30 **SECOND:** By Vice Chair Lamos
- 31 VOTE: 5-0 (All in favor) 32 MOTION PASSED

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34 SELECTBOARD ITEMS

- 35 Board appointments: There are a number of board appointments expiring at the end of April. Chair
- Newton suggested having a special meeting on 4/30/18 at 6:30 to consider all candidates for the
- 37 vacancies at one time. Selectman Sharps made a motion to approve the special meeting, Selectman
- DeWolfe seconded for discussion. Discussion involved the need of clear term limits and the need of
- letters of intent from the volunteers. The existing structure of the Capital Improvement Program
- Committee (CIP) was discussed. TA Smith will have the Town Clerk update the appointment sheet and post.
- 42 <u>Ashland Heritage Commission appointment-Kendall Hughes:</u> Discussion occurred as to term length and timing of appointment.

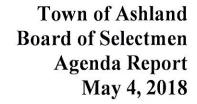
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1	MOTION: By Vice Chair Lamos						
2	To approve the appointment of Kendall Hughes as a member of the Heritage Commission for a three						
3	year term ending on April 30, 2021.						
4	SECOND: By Selectman Sharps						
5	VOTE: 4-1 (Yes: Barney, Sharps, Lamos, Newton; No: DeWolfe)						
6	MOTION PASSED						
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8							
9	LIAISON REPORTS						
10	 Selectman Sharps reported on the most recent Planning Board meeting 						
11	 Selectman DeWolfe attended the NH Department of Transportation meeting on 4/6 with 						
12	TA Smith. She also attended the Water and Sewer work session and the Heritage						
13	Commission meeting.						
14	Chair Newton attended the Economic Development Committee meeting.						
15	Selectman Barney attended the Electric Department Commissioners meeting and reported						
16	that electricity is needed in the new building for a fire alarm. It was a miscommunication						
17	that the building was not to have electricity.						
18							
19	PUBLIC COMMENT						
20	None						
21	ency and Service angular resolution (A. V. A. Margarette and Service and Servi						
22	There being no other business, Vice Chair Lamos made Motion to adjourn at 9:23 PM. Selectman						
23	Sharps seconded. Roll Call Vote: Barney, yes, Newton, yes, Lamos, yes; Sharps, yes; DeWolfe, yes.						
24	makes are reserved with the second of the second second of the second se						
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26	Respectfully submitted,						
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29	Wendy Smith						
30	April 19, 2018						
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1 ASHLAND BOARD OF SELECTMEN 2 **MEETING MINUTES** 3 MONDAY, APRIL 30TH, 2018 4 ASHLAND TOWN OFFICE 5 6:30 PM 6 7 I. **CALL TO ORDER** 8 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Fran Newton, Vice Chairman Harold Lamos, Selectman Casey Barney, Selectman Leigh Sharps, 9 10 Selectman Kathleen DeWolfe were all present. Others present: Town Administrator Charles Smith and Town Clerk/Tax Collector Patricia Tucker. 11 12 13 II. NON-PUBLIC SESSION At the start of the meeting Selectman Sharps motioned to enter non-public session, seconded 14 by Selectman Barney, to enter non-public pursuant to RSA 91-A: II (c); Matters which, if 15 16 discussed in public, would affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to 17 include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if 18 based on inability to pay or poverty of the applicant. 19 20 21 Public session reconvened at 6:39 P.M. – no decisions were made. 22 23 III. **NEW BUSINESS** 24 a. Board of Selectmen appointment process: The Selectmen reviewed policy on the appointment 25 process to Boards, Committees, and Commissions, along with an appointment application. A few changes were made to the policy, no changes were made to the application, both were 26 27 approved and are to be posted to the town website. 28 29 MOTION: Selectman DeWolfe To approve the Town of Ashland policy on boards, committees, and commissions, along with 30 31 the appointment application. 32 **SECOND:** Vice Chairman Lamos DISCUSSION: Board members had discussion about the process and procedures of town 33 34 public bodies, and their compliance with RSA 91-A. 35 **VOTE:** 5-0 (All in favor) MOTION PASSED 36 37 38 b. After vote on the appointment process the Board continued the discussion about compliance 39 with RSA 91-A and business being conducted by town boards, committees, and commissions. TA Smith reminded the Board that members of town boards can attend RSA 91-A training 40 41 with NHMA. 42 c. Further conversation from board members proceeded around the Ashland 150th Committee and their compliance with submitting financial information, contracts and documents to the 43 44 Board of Selectmen. As such Vice Chairman Lamos made the following motion:

1		MOTION: Vice Chairman Lamos					
2		To ask the Ashland 150th Committee to provide the Board of Selectmen copies of contracts					
3		they may have entered in for the celebration, and financial statements.					
4		SECOND: Selectman DeWolfe					
5		DISCUSSION: Board members had concerns contracts might have been entered and					
6		expenditures made without funding in the budget. Select Board to ask for a clarification from					
7		Ashland 150 th Committee.					
8		VOTE: 5-0 (All in favor)					
9		MOTION PASSED					
10							
11	IV.	OLD BUSINESS					
12	a.	LCHIP – Williams Architect					
13							
14		MOTION: Vice Chairman Lamos					
15		To pay the \$2,500 retainer fee to Williams Architect for the start of the LCHIP grant project					
16		with the Town Office building.					
17		SECOND: Selectman DeWolfe					
18		DISCUSSION: Per the contract the retainer fee shall be credited to the last billing of the					
19		project or future phase work.					
20		VOTE: 5-0 (All in favor)					
21		MOTION PASSED					
22		THO TIOTAL ASSED					
23	b.	Mango Security					
24	U.	MOTION: Vice Chairman Lamos					
25		To have the Chairman of the Board sign the sales agreement with Mango Security.					
26		SECOND: Selectman DeWolfe					
27		DISCUSSION: The sale agreements are for the installation of the security cameras and					
28		smoke detectors at the Town Office building. <i>Note; agreement approved at prior BOS</i>					
29		meeting.					
30		VOTE: 5-0 (All in favor)					
31		MOTION PASSED					
32							
33	0	McCrillis & Eldredge Insurance					
	C.	MCTION: Vice Chairman Lamos					
34		To approve the \$13 additional charge for Terrorism insurance coverage at the covered bridge					
35		and to have the Chairman of the Board sign the disclosure.					
36		SECOND: Selectman DeWolfe					
37							
38		DISCUSSION: N/A					
39		VOTE: 5-0 (All in favor)					
40		MOTION PASSED					
41	Ca1+	mon adjourned their meeting at 7:40 D.M.					
42	Selecti	men adjourned their meeting at 7:40 P.M.					
43	Thear	minutes were drafted by Charles Smith on May 1st 2010					
44	rnese	These minutes were drafted by, Charles Smith, on May 1 st , 2018.					





To: Board of Selectmen

From: Craig Moore

Subject: State Auction on May 19th 2018

Background: Our 1986 pickup replacement

Issue: Transmission is nearly gone. This truck is not drivable up a hill as the transmission is slipping. It also has lots of rust, the axel shackle rusted off recently and had to be replaced. This truck has 187178 miles on it. At this point It is not feasible to try to find repair parts for this truck. It was originally bought at state auction in 1998 for \$4000. This truck holds our fuel cell which we use to fill up the transfer station loader and our other equipment when the pumps are not open. Speaking with the state the trucks usually average is between \$6000 and \$8000 bid.

Recommended motion: Approval to bid on another vehicle at state auction to replace the current 1986 pickup Approximately \$6000 to \$8000.

Fiscal Impact: Estimated \$6000 to \$8000 Funds to be taken out of vehicle CRF.



TOWN OF ASHLAND, NEW HAMPSHIRE POLICE DEPARTMENT

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

April 29, 2018

RE: NEW CRUISER- 2018 POLICE INTERCEPTOR UTILITY

Dear Selectmen,

The new cruiser has been decaled and would request that \$381.00 be released from the Police Department Capital Reserve for payment at your earliest convenience.

I have attached the invoice along with the request.

authy S. Rambell

Should you have any questions please feel contact me.

Anthony L. Randall

Chief of Police, Ashland

603-968-4008



603-968-7995 www.jdprinting.net

INVOICE 73151

Please remit payment to: JD Design & Print, llc. P.O. Box 831, Plymouth, NH 03264

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PROCLAMATION

MUNICIPAL CLERKS' WEEK

MAY 6 - 12, 2018

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all

Whereas, The Municipal Clerk serves as the information center on functions of local government and community

Whereas, Municipal Clerks continually serve to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, We the Board of Selectmen of Ashland do recognize the week of May 6 through May 12, 2018, as Municipal Clerks Week and further extend appreciation to our Municipal Clerk, Patricia Tucker and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the Communities they represent.

Dated this7day ofMay, 2	2018, By the Board of Selectmen of Ashland
Frances Newton, Chairman	Harold Lamos, Vice Chairman
Leigh Sharps	Casey Barney
Kathleen DeWolfe	

