

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, MAY 21ST, 2018 at 6:30 PM
ASHLAND ELEMENTARY SCHOOL LIBRARY**

Prior to the start of the Board of Selectmen's regular work session meeting, at 6:00 PM, in the Ashland Elementary School Library, the Selectmen will meet in non-public session with the Town Clerk/Tax Collector pursuant to RSA 91-A: 3, II (c). Matters which, if 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 include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
 - a. BOS meeting(s): 5/7/18
- V. CONSENT AGENDA – SIGNATURE FILE**
 - a. Weeks of:
 - i. 5/7/18 – A/P \$86,003; Payroll \$21,841
 - ii. 5/14/18 – Payroll \$16,849
 - b. Tax Warrant
 - c. Personnel Action Form – Parks & Rec seasonal employee
 - d. Health Trust employee group benefits – July renewal
- VI. DEPARTMENT HEAD(S)**
 - a. Fire Chief – acceptance of hazardous mitigation update
 - b. Police Chief – release of CRF to fund outfitting of new cruiser
- VII. NEW BUSINESS**
 - a. Lakes Region Community Developers (formerly known as Laconia Area Community Land Trust)
 - i. CDBG funds for Harvey Heights
 - b. KV Partners – TAP Grant; sidewalk project (West St. to Gordon St.)
 - c. Ashland Historical Society; NH Preservation Alliance award for restoration of Whitten House
- VIII. OLD BUSINESS**
 - a. Town Administrator updates
 - b. Project List
 - c. Town Administrator
 - i. LRPC – participation in oil/propane RFP
 - ii. NH DES State Revolving Fund (SRF) application for funding Thompson St. project
 - iii. NH DRA – Town of Ashland Permanent File Report
 - d. Board of Selectmen discussion on oversight with public bodies
- IX. SELECTBOARD ITEMS**
 - a. Town of Ashland Land Use Assistant proposal
 - b. Citizen inquiry
- X. LIAISON REPORTS**
- XI. PUBLIC COMMENT (Agenda items only)**
- XII. NON-PUBLIC SESSION (If needed)**
- XIII. ADJOURNMENT**

Posted on 5/18/18 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, MAY 7, 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 Chairman Newton called the meeting to order at 6:31 PM with a roll call. Chairman Frances Newton,
14 Vice Chairman Harold Lamos, Selectman Casey Barney, Selectman Kathleen DeWolfe and
15 Selectman Leigh Sharps present. Others Present: Town Administrator Charles Smith and
16 Administrative Assistant Wendy Smith.
17

18
19 **PUBLIC COMMENT**

20 Jane Sawyer expressed her approval of the upcoming Squamstock event.
21
22

23 **APPROVAL OF MINUTES**

24 April 16, 2018-Approved as amended.
25

26 **MOTION:** By Selectman Sharps

27 *Approve 4/16/18 minutes as amended.*

28 **SECOND:** By Selectman DeWolfe

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

30 **MOTION PASSED**
31

32 **APPROVAL OF MINUTES**

33 April 30, 2018-Approved as amended.
34

35 **MOTION:** By Selectman Sharps

36 *Approve 4/30/18 minutes as amended.*

37 **SECOND:** By Vice Chair Lamos

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

39 **MOTION PASSED**
40
41

42 **CONSENT AGENDA**

- 43 • Accounts Payable and Payroll Manifests for the weeks of April 16, 23, and 30, 2018 were signed
44 by a quorum of the Board.
45 • Junkyard License #18-1 for Buskey's Auto approved.
46 • CAI Technologies – Digital parcel map contract for Geographic Information System (GIS).

1 **DEPARTMENT HEADS**

- 2 1. Department of Public Works (DPW): DPW Foreman Daniel Titus represented absent Director
3 Craig Moore and requested permission to bid on a vehicle at May/19/18 state auction to replace
4 the 1986 pickup truck. The 1986 truck's transmission is failing and has almost 200,000 miles
5 on it. The truck will be put out to bid for parts.
6

7 **MOTION:** By Vice Chair Lamos

8 *Approval to bid on vehicle to replace current 1986 pickup at state auction. Approximately*
9 *\$6,000 to \$8,000 to be taken out of vehicle Public Works Capital Reserve Fund.*

10 **SECOND:** By Selectman Barney

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

12 **MOTION PASSED**
13

- 14 2. Police Department: Chief Randall requested that \$381 be released from the Police Department
15 Capital Reserve Fund (CRF) for decaling the new Police Interceptor Utility Vehicle.
16

17 **MOTION:** By Selectman DeWolfe

18 *To allow \$381 to be moved by the Trustees of the Town from the Police Vehicle Capital*
19 *Reserve Fund to pay for decaling of the 2018 Police Interceptor Utility vehicle.*

20 **SECOND:** By Selectman Barney

21 **VOTE:** 4-0-1 (DeWolfe, Newton, Barney, Sharps-yes; Lamos-abstained)

22 **MOTION PASSED**
23

- 24 3. Town Administrator: Town Administrator Smith read Proclamation of Municipal Clerks'
25 Week (May 6 – May 12, 2018).
26

27 **MOTION:** By Selectman Sharps

28 *To approve and authorize Proclamation of Municipal Clerks' Week.*

29 **SECOND:** By Selectman Barney

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

31 **MOTION PASSED**
32

33 TA Smith reminded the public to register their dogs. He also requested that the next Board of
34 Selectmen meeting of May 21st start at 6:00 PM to go into nonpublic. The Board of Selectman
35 agreed to the time change.
36
37

38 **OLD BUSINESS**

39 Ashland 150th Committee: Committee Chair Jane Sawyer confirmed that the cost for the event will be
40 covered by ticket sales and fund raising. The 150th Committee budget is under the Ashland Historical
41 Society and no tax payer funds are used except for the \$5,000 paid for the fireworks last year. She
42 requested approval from the Board to accept approval of the Hobo Railway Contract and authority to
43 expend \$1,000 deposit from the Ashland 150th Committee checking account.
44
45
46

1 **MOTION:** By Selectman Sharps

2 *To approve the Hobo Railroad contract and expend \$1,000 deposit from the Ashland 150th*
3 *Committee account.*

4 **SECOND:** By Selectman Barney

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

6 **MOTION PASSED**

7
8 Chair Sawyer requested approval of the street dance band "Club Soda" contract and permission to
9 expend a deposit of \$400.

10
11 **MOTION:** By Selectman Sharps

12 *To approve the "Club Soda" contract and expend \$400.00 deposit from the Ashland 150th Committee*
13 *account.*

14 **SECOND:** By Selectman Barney

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

16 **MOTION PASSED**

17
18 Letters were sent to landowners on Pleasant Street informing them of the street dance. Parking locations
19 were discussed as well as the nonimpact of businesses in the area. Chair Sawyer encouraged the public
20 and Board of Selectmen to attend the Ashland 150th Committee meetings or forward questions to Chair
21 Sawyer through TA Smith.

22 23 24 **NEW BUSINESS**

25 KV Partners-Concept Design for Transportation Alternatives Program (TAP) Grant Sidewalk Project:
26 Mike Vignale presented the design concept for the TAP grant sidewalk which runs from West Street to
27 Gordon Street. Aspects of the plan were covered including crosswalks, trees, drainage systems and
28 temporary easements. The approximate schedule for the design phase would be this year with the
29 building starting in 2019. Chair Newton opened up the presentation to the public and the Board of
30 Selectmen for comments and questions. Various topics were brought up including care of grassy areas,
31 changing the location of the sidewalk in the West Street area and the crosswalk and sidewalk situation
32 in the area of Gordon Street. Mr. Vignale will attend the next Board of Selectmen meeting on May 21,
33 2018 to present a revised project design.

34
35 Ashland Heritage Commission – Squamstock Announcement: Kathleen Maher read the announcement
36 of Squamstock, a 60's peace themed Art Festival fundraiser for the Ashland and Holderness schools
37 celebrating the 150th anniversary of the split of Ashland from Holderness. The event will be held on
38 July 1, 2018 from 4:00 PM to 7:00 PM at the Squam Lakes Natural Science Center. There will be a
39 silent auction, food, and a friendly tug of war. The Heritage Commission voted to sponsor Squamstock
40 in 2017 because it celebrates Ashland and Holderness' shared heritage. Funds raised will be split
41 between the two schools and distributed by a disinterested fiscal agent.

42 43 44 **SELECTBOARD ITEMS**

- 45 • Public Body Appointments: A new Appointment for Boards, Committees, and Commissions
46 Policy and application can be found on the Town website. The new policy will provide

consistency in the appointment process. The Board of Selectmen encouraged the public to volunteer for Ashland's various Boards and Committees.

The following requests for appointment consideration were read and voted on:

1. Heritage Commission – Kathleen Maher

MOTION: By Selectman Sharps

To nominate Kathleen Maher to serve as a member of the Heritage Commission with an expiration of 4/30/2021.

SECOND: By Vice Chair Lamos

VOTE: 5-0 (All in favor)

MOTION PASSED

2. Planning Board – Mardean Badger

MOTION: By Selectman Sharps

To nominate Mardean Badger to serve as a member of the Planning Board with an expiration of 4/30/2021.

SECOND: By Selectman DeWolfe

VOTE: 5-0 (All in favor)

MOTION PASSED

3. Memorial Park Trustee – Elizabeth Stevens

MOTION: By Selectman DeWolfe

To nominate Elizabeth Stevens to serve as a member of the Memorial Park Trustees with an expiration of 4/30/2021.

SECOND: By Selectman Sharps

VOTE: 5-0 (All in favor)

MOTION PASSED

4. Scribner Trustee – Richard Ogden and Katie Maher

Discussion took place regarding the operations and procedures of the Scribner Trustees such as meeting accessibility and 91A Right to Know compliance.

MOTION: By Vice Chair Lamos

To nominate Richard Ogden to serve as a member of the Scribner Trustees with an expiration of 4/30/2020.

SECOND: By Selectman Barney

VOTE: 4-0-1 (Lamos, Newton, Barney, Sharps-yes; DeWolfe –abstained)

MOTION PASSED

MOTION: By Selectman DeWolfe

To nominate Kathleen Maher to serve as a member of the Scribner Trustees.

SECOND: By Selectman Sharps

No vote was taken because of Richard Ogden nomination and vote closed this motion due to only one seat being available.

5. Economic Development Committee - Levi Bradley

MOTION: By Selectman DeWolfe

To nominate Levi Bradley to serve as a member of the Economic Development Committee with an expiration of 4/30/2021.

SECOND: By Selectman Sharps

VOTE: 5-0 (All in favor)

MOTION PASSED

The new appointees were sworn in by Chair Newton with the exception of Elizabeth Stevens who was not present.

- Selectman Sharps attended the Annual Planning and Zoning Conference and requested that she be considered to be the solar information point person in conference with the Board of Selectmen, the Electric Department, and the Water/Sewer Department.

MOTION: By Selectman DeWolfe

To nominate Selectman Sharps as the solar information point person for the Town of Ashland.

SECOND: By Vice Chair Lamos

VOTE: 5-0 (All in favor)

MOTION PASSED

- The Board of Selectmen expressed their sympathy to the Hughes family for the loss of Elaine Hughes.

PUBLIC COMMENT

Levi Bradley asked if KV Partner sidewalk presentation scheduled for 5/21/18 will be a public hearing. It was confirmed that it would be a presentation of the revised plan and not an official public hearing. Richard Ogden asked about the timeframe of this project which will be construction estimated to be starting in the spring of 2019.

There being no other business, Selectman Sharps made **Motion to go into Non-Public Pursuant to RSA 91-A:3, II (a) at 8:15 PM.** Vice Chair Lamos seconded. **Roll Call Vote:** Newton, yes; Barney, yes; DeWolfe, yes; Lamos, yes; Sharps, yes. **Board of Selectmen left nonpublic at 8:45 PM. Adjourned at 8:46 PM.**

Respectfully submitted,

Wendy Smith

May 10, 2018



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Robert L. Quinn, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



May 8, 2018

Chief Stephen Heath
Ashland Fire Department
PO Box 856
9 Main Street
Ashland, NH 03217

Dear Chief Heath:

The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) is pleased to provide your community with a Hazard Mitigation Grant (CFDA #97.039) through FEMA-4316-DR-NH-3-P for the Ashland Local Hazard Mitigation Plan Update Project. The amount of the Federal portion of this grant is \$6,000.00. Enclosed is a Grant Agreement for the community to enter into with the State of New Hampshire. The next step in the process is to execute the Grant Agreement and obtain approval from the State Business Office. **Do NOT begin the project until your Grant Agreement has been approved.**

Please review the checklist below to ensure the Grant Agreement has all necessary and pertinent information to proceed with approval.

- ☐ Board of Selectmen signed, notarized, and initialed Grant Agreement.
- ☐ A copy of the Meeting Minutes which must acknowledge the community's acceptance of the **terms and conditions of the grant as well as match requirements.**
- ☐ Copies of current Liability and Workers Compensation Insurance

Please forward all **completed** paperwork to:

Whitney Welch, State Hazard Mitigation Officer
NH Homeland Security and Emergency Management
33 Hazen Drive
Concord, NH 03305

Upon receipt of the **completed** paperwork, it will be forwarded to the State Business Office for approval. Once approval is received, an Award Letter will be sent to your community along with a copy of the executed Grant Agreement for recordkeeping. You will also receive instructions on Quarterly Reporting. If you have any further questions, please do not hesitate to contact us at 603-271-2231 or hazardmitigationplanning@dos.nh.gov.

Thank you for your continued efforts with emergency management.

Sincerely,

Whitney Welch
State Hazard Mitigation Officer

Cc: Paul Hatch, Field Representative, w/out encl.

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Grant Agreement Checklist

Hazard Mitigation Grant Program (HMGP) Program

Applicant: Town of Ashland Grant Amount: \$6,000.00

Project: Local Hazard Mitigation Plan Update

All steps below are required to be completed in their entirety.

If any items are not completed properly, the Grant Agreement will not be processed.

Complete and return this checklist and all Grant Agreement documents by **May 31, 2018** to:
NH DOS/HSEM Attn: State Hazard Mitigation Officer, 33 Hazen Drive, Concord NH, 03305

Grant Agreement

Grantee signors complete the following:

- ☐ Block 1.11 – Subrecipient Signatures
Have a **majority** of the Select Board or City Council sign in blocks 1.11
- ☐ Block 1.12 – Name & Title of Subrecipient Signor
Print names and titles of the signors
- ☐ Initial and date **each page of the Grant Agreement**
- ☐ Initial and date **Exhibit A, B and C.**

Notary Public or Justice of the Peace complete the following:

- ☐ Block 1.13 – Fill in County and Date
- ☐ Block 1.13.1 – Signature of Notary Public or Justice of the Peace, with seal.
- ☐ Block 1.13.2 – Name and Title of Notary Public or Justice of the Peace, with expiration date

Additional Required Documents

- ☐ Meeting Minutes- ****See SAMPLE MEETING MINUTES****
Minutes of the meeting documenting that the community/agency's GOVERNING AUTHORITY accepted/approved the HMGP grant agreement. Ensure the minutes state **the community/agency is accepting the grant agreement terms as presented**. Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.
The minutes should also include:
 - ☐ What the grant is for
 - ☐ Total project cost
 - ☐ Amount of local match (25%)
- ☐ Certificate of Vote/Authority for Signature
Only required if ONE person and not the majority of board/council signs the grant agreement.

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name Town of Ashland (VC#177354)		1.4. Subrecipient Tel. #/Address 603-968-4432 20 Highland Street, Ashland, NH 03217	
1.5 Effective Date Business Office Approval	1.6. Account Number AU #29200000	1.7. Completion Date June 1, 2021	1.8. Grant Limitation \$6,000.00
1.9. Grant Officer for State Agency Whitney Welch, State Hazard Mitigation Officer		1.10. State Agency Telephone Number (603) 223-3667	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1		1.12. Name & Title of Subrecipient Signor 1	
Subrecipient Signature 2		Name & Title of Subrecipient Signor 2	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on _____ / _____ / _____, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2. Name & Title of Notary Public or Justice of the Peace _____ (Commission Expiration) _____			
1.14. State Agency Signature(s) By: _____ On: _____ / _____ / _____		1.15. Name & Title of State Agency Signor(s) Steven R. Lavoie, Director of Administration	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: _____ / _____ / _____			
1.17. Approval by Governor and Council (if applicable) By: _____ On: _____ / _____ / _____			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials: 1.) _____

2.) _____

3.) _____

Date: _____

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.

4. EFFECTIVE DATE: COMPLETION OF PROJECT.

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").

4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").

5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.

5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.3. The manner of, and schedule of payment shall be as set forth in EXHIBIT B. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.

5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.

7.1. RECORDS and ACCOUNTS.

Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions

8.1. PERSONNEL.

The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9.1. DATA: RETENTION OF DATA: ACCESS.

As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.

11. EVENT OF DEFAULT: REMEDIES.

11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and

11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and

11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.

12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member or employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Subrecipient Initials: 1.)

2.)

3.)

Date:

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Subrecipient Initials: 1.)

2.)

3.)

Date:

EXHIBIT A

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the Town of Ashland (hereinafter referred to as "the Subrecipient") \$6,000.00 to update their Local Hazard Mitigation Plan.
2. "The Subrecipient" agrees to submit quarterly progress reports within fifteen (15) days after each quarter (April 15th, July 15th, October 15th, and January 15th) until all activities associated with the grant award have been completed.
3. "The Subrecipient" agrees that the project grant period ends June 1, 2021 and that a final performance and expenditure report will be sent to "the State" by July 1, 2021.
4. "The Subrecipient" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
5. "The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Subrecipient" shall maintain documentation of the 25% cost share required by this grant.

Subrecipient Initials: 1.) _____

2.) _____

3.) _____

Date: _____

EXHIBIT B

Grant Amount and Method of Payment

1. GRANT AMOUNT

	Applicant	Grant	
	Share	(Federal Funds)	Cost Totals
Project Cost	\$2,000.00	\$6,000.00	\$8,000.00
Project Cost is 75% Federal Funds, 25% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Hazard Mitigation Grant Program (HMGP) FEMA-4316-DR-NH-3-P			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.039 (HMGP)			
Applicant's Data Universal Numbering System (DUNS): 033527511			

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$6,000.00.
- b. "The State" shall reimburse up to \$6,000.00 to "the Subrecipient" upon "the State" receiving appropriate documentation of expended funds (i.e, copies of invoices and cancelled checks) and proof of match from "the Subrecipient".

Subrecipient Initials: 1.)

2.)

3.)

Date:

EXHIBIT C

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to "the Subrecipient" must be returned to "the State" if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to "the Subrecipient" must be expended within thirty (30) days of receiving the advanced funds.
4. "The Subrecipient" will be required to provide the formally approved Local Hazard Mitigation Plan electronically (via email or CD) at the completion of the project.
5. "The Subrecipient" agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period "the Subrecipient" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

Additionally, "the Subrecipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Subrecipient" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Subrecipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Subrecipient" will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.) _____

2.) _____

3.) _____

Date: _____

Sample Meeting Minutes

Please use this language when documenting meeting minutes accepting the grant

"The Town of Ashland Board of Selectmen, in a majority vote, accepted the terms of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of \$6,000.00 for the Local Hazard Mitigation Plan Update. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the Town will be responsible for a 25% match (\$2,000.00)."

If the Board wants just the Town Manager/Administrator to sign the agreement, include this statement in the meeting minutes: "Further, the Board authorizes the Town Manager to sign all documents related to the grant."

As a reminder, please have the Governing Board and notary/justice of the peace sign and date the Grant Agreement the same date (this date should be the same as the meeting was held).

Sample Meeting Minutes

Please use this language when documenting meeting minutes accepting the grant

"The Town of Ashland Board of Selectmen, in a majority vote, accepted the terms of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of \$6,000.00 for the Local Hazard Mitigation Plan Update. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the Town will be responsible for a 25% match (\$2,000.00)."

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*As a reminder, please have the Governing Board and notary/justice of the peace sign and date the Grant Agreement the **same date** (this date should be the same as the meeting was held).*



**TOWN OF ASHLAND, NEW HAMPSHIRE
POLICE DEPARTMENT**

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

May 12, 2018

RE: NEW CRUISER- 2018 POLICE INTERCEPTOR UTILITY-OUTFITTING

Dear Selectmen,

The new cruiser has been outfitted by Ossipee Mountain Electronics and would request that the invoice in the amount of \$9,408.75 be released from the Police Department Capital Reserve for replacement and repair of police vehicles at your earliest convenience.

Should you have any questions please feel to contact me at your convenience.

Anthony L. Randall
Chief of Police, Ashland
603-968-4008



Ossipee Mountain Electronics, Inc.

Invoice **INV074154**
Date **5/9/2018**
Page **1 of 2**
Service Call **180320-0006**

Bill To
Ashland Police Dept PO Box 885 Ashland, NH 03217

Ship To
Ashland Police Dept 20 Highland St. Ashland, NH 03217

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
2018 PI-UTILITY	ASH460	Craig Belcher	INSTALL	Net 30	ORD071477

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
1.00	1.00	0.00	CG.X	ChargeGuard On/Off TimerSwitch, 30Amp (3156	89.10	89.10
1.00	1.00	0.00	94293	Vent Shades, Set of 4, 13+ PIU	89.00	89.00
1.00	1.00	0.00	BT0639ITU16	Transfer Kit, PB300/400, 2016 PIU	179.00	179.00
1.00	1.00	0.00	QK0634ITU12	PrisonerSeatStdAloneStOnly12VS ReqCtrOutB	728.10	728.10
1.00	1.00	0.00	DK0100ITU12	Door Panels, VS, TPO Black Plastic 12+ PIU	220.50	220.50
1.00	1.00	0.00	TK0230ITU12	Cargo Box, LFC-LftTopCombLck,BSN-BaseSldnc	1,124.10	1,124.10
1.00	1.00	0.00	TPA9289	Cargo Box, Radio Tray	330.30	330.30
1.00	1.00	0.00	GK11191-1S1BLKRC-H	Gun Mount, Dual,1 Sml, 1 BlackRac, Handcuff K	702.05	702.05
2.00	2.00	0.00	IONE	ION, Super LED, BLUE/WHITE, Black Housing	112.50	225.00
1.00	1.00	0.00	EL3SNBRK2LPH	Bracket, Mini-License, Horizontal, LED3	14.40	14.40
2.00	2.00	0.00	ENT2B3E	Intersector, Under-MirrorLED(18),w/Brackets, BL	200.90	401.80
1.00	1.00	0.00	PNT1CRV05	Bracket, SoundOff ENT2B3(x), '13 Ford PI Utility	12.00	12.00
1.00	1.00	0.00	ETHFSS-SP	Flasher, Hd Lt, Select-A-Pattern, Pos. Switched	46.90	46.90
1.00	1.00	0.00	P46FLC	PAR46 LED Replacement Spotlight, 8 Degree	195.00	195.00
1.00	1.00	0.00	RP-1-848	Radar, Raptor, Dual Ka Ant, Directnl	2,195.00	2,195.00
1.00	1.00	0.00	ES100C	Speaker, Dynamax 100 Watt Class A Composite	228.75	228.75
1.00	1.00	0.00	ESB-FPIUND	Bracket, Speaker ES100, Grille Mtg No Hole 16+	40.00	40.00
1.00	1.00	0.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	34.95	34.95
1.00	1.00	0.00	B1443CO	VHF 3db Loading Coil 132-174	35.10	35.10
1.00	1.00	0.00	RO49T	Antenna Whip 49" SS	9.75	9.75
1.00	1.00	0.00	S	Shock Spr For B&C Series Coil (37200)	14.80	14.80
1.00	1.00	0.00	EM-M11001-195	Cable, NMO Mount, 17' RG195 Low Loss, No Co	24.30	24.30
1.00	1.00	0.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.80	1.80
1.00	1.00	0.00	2750712	Switch, Illuminated Rocker, SPST(73312DL)	8.40	8.40
1.00	1.00	0.00	R1	Solenoid ,12V, 85 Amp Continuous, S.P.S.T (67C	54.40	54.40
1.00	1.00	0.00	HP34	Hole Plug, 3/4" (27237)	0.85	0.85
1.00	1.00	0.00	CABLE, #6, RED	Cable, #6, RED	4.00	4.00

Vehicle Make/Model: FORD PIU	Registration: MP504-3		
4-2-18 Remove all equipment from the old cruiser.			9,108.75
4-25-18 Setup new Ford PIU with new and used equipment.			0.00
			300.00
NOTE: Call Chief Randall when the car is stripped, Cell # 960-0292 Home # 968-9740.			0.00
			9,408.75

Ossipee Mountain Electronics, Inc. • PO Box 950 • 832 Whittier Highway • Moultonboro, NH 03254

TEL: (603) 476-5581 • Toll Free: (800) 639-5081 • Fax: (603) 476-5587

www.omesbs.com

If payment is not received within 30 days of the invoice date, a finance charge of 2% per month will be assessed on all past due invoices. If purchaser fails to pay within 60 days of invoice date, purchaser shall be responsible for all reasonable Attorney's fees and collection fees incurred in the collection of all past due invoice and interest charges.
 WORK PERFORMED ON ALL REPAIRS WILL BE WARRANTED FOR 30 DAYS.



Ossipee Mountain Electronics, Inc.


Invoice **INV074154**
 Date **5/9/2018**
 Page **2 of 2**
 Service Call **180320-0006**

Bill To
Ashland Police Dept PO Box 885 Ashland, NH 03217

Ship To
Ashland Police Dept 20 Highland St. Ashland, NH 03217

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
2018 PI-UTILITY	ASH460	Craig Belcher	INSTALL	Net 30	ORD071477

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
6.00	6.00	0.00	IN4001	Diode, 1 Amp	1.00	6.00
2.00	2.00	0.00	HP-2713	Hole Plug, 1"	1.85	3.70
1.00	1.00	0.00	730-2023	Windshield Mirror Mounting Kit	8.50	8.50
1.00	1.00	0.00	AE5930	Fuse 30 amp Maxi	3.00	3.00
1.00	1.00	0.00	PRME	Fuse Holder MAXI, Weatherproof	8.75	8.75
9.00	9.00	0.00	AE5063	Fuse Holder ATC #18 w/fuse	2.50	22.50
2.00	2.00	0.00	AE5060	Fuse Holder ATC #12 w/fuse	2.50	5.00
1.00	1.00	0.00	15-402	Able 2 - 2 x 3 Velcro (2) Sets Hook/Loop	6.95	6.95
1.00	1.00	0.00	12-VS-13 PIU	Partition, Rear Expanded Steel Screen, 13+ PIU	325.00	325.00
1.00	1.00	0.00	MISC.	Wire, Connectors, Cable Ties, Wire Loom, Etc.	60.00	60.00
1.00	1.00	0.00	LABOR	Strip 2014 PI-U and Setup 2018 PI-Utility	1,650.00	1,650.00
3.92	3.92	0.00	LABOR	MAX	0.00	0.00
23.35	23.35	0.00	LABOR	ALLEN	0.00	0.00
3.93	3.93	0.00	LABOR	BRUCE	0.00	0.00
30.95	30.95	0.00	LABOR	CHRIS	0.00	0.00


 INITIALS - OK TO PAY
01-4915 - 30 - 300
 G/L NUMBER
5-12-18
 DATE

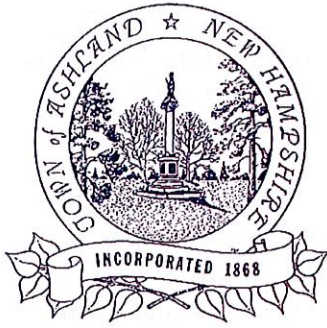
Vehicle Make/Model: FORD PIU	Registration: MP504-3		
4-2-18 Remove all equipment from the old cruiser.		Subtotal	9,108.75
4-25-18 Setup new Ford PIU with new and used equipment.		Additional Discount	0.00
		Freight	300.00
		Payment Received	0.00
NOTE: Call Chief Randall when the car is stripped, Cell # 960-0292 Home # 968-9740.		Total	9,408.75

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 WORK PERFORMED ON ALL REPAIRS WILL BE WARRANTED FOR 30 DAYS.



Town Administrator Updates - May 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 – Director Weinberg

- Patron Visits: 552 people visited the library in April
- Circulated Items: Patrons borrowed 828 items from the library last month.
- News/Events:
 - Library patrons can now place Inter-Library Loan requests on-line by using the form on the library's website. Go to ashlandtownlibrary.org and click on the Inter-Library Loan tab on the top right.
 - Teen night at the library will be held on Friday, May 25th from 6:30-8:30 pm.
 - Pre-school story time will take place on Friday, June 1st from 10:30-11:30 am.
 - Registration for the library's Summer Reading Program begins June 11th. This year's theme is - Libraries Rock! Programing highlights include a live animal program from Squam Lakes Natural Science Center (June 28) and a presentation of American Folktales and songs by the Hampstead Stage Company (August 2). The library will be closed on Monday, May 28 in observance of Memorial Day.

PARKS AND RECREATION – Director Barney

- Ashland Elementary has had 20 kids move out of our district in the last few months, 6 of them were from our program. We are now averaging 15 kids a day. I have had parents start to sign up their kindergarten kids for next year. I am hoping that our numbers will rebound, and we will be back to over 20 again next year.
- All the sites at the campground are rented. All the necessary arrangements have been done for the campground, so it is ready for the opening day of May 1. The prisoners have come and cleaned up after a long winter. The water and electric have been turned on and cleaners have come in for the bathhouse.
- The Easter Egg hunt at the booster club was a success. There were donations from the Ashland Community Center and St. Marks Church. Because of their very generous donations of candy and baskets there were 300 eggs hid on the ball field and there were 4 baskets that were given to kids through a free drawing. The Easter Bunny also came for a photo op.
- During April vacation week the kids planted some flowers and vegetable in egg cartons. They have been taking care of them and the hope is that the will sprout, and I will have either the After School or Summer Camp kids replant them in the two boxes that we have at the Booster Club so by mid-summer we will have some fresh vegetable for snacks.

- Mark Liebert (AARA) and I have met with three different companies to get estimates for playgrounds. They should all be in by the second week of May. Once they are all in we are going to pick the best one and that is the one we will use for our advertising for the fundraiser. We have a donation letter ready to go as soon as we have the exact numbers to put on it. (I will run it by Charlie and legal before it goes out).
- Sign up for Summer Camp is May 8th at the Booster Club from 4:30-6. The camp calendar and all registration forms are ready to go. They have been put at the Town Office, the school, town website, PBS station, our Facebook page and around town.
- I have put help wanted ads in the newspaper, around town, our website, and our Facebook page to start getting the help needed for the summer. I plan to start doing interviews the beginning of May.

FIRE DEPARTMENT – Chief Heath

- During the month of April, the fire department responded to a total of 35 calls, (22 medical emergencies, 7 fire/rescue calls, 3 motor vehicle accidents, and 3 service calls).
- Regular department training during April involved a review of the pre-plan for operations in the abandoned portion of the former L.W. Packard Mill, including a tour of the mill.
- EMS training involved assessment and management of endocrine and psychiatric emergencies.
- Truck checks were also completed, with all the information logged into the data base.
- Work continues the new engine, and we are anticipating delivery sometime in June.
- We are still waiting for the arrival of the ballistic vests/helmets purchased through the NHHSEM grant. Once the equipment has arrived we will finish the practical portion of the required training.
- Life Safety Code inspections continue for both assembly and rental occupancies.
- NFIRS reports for April 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 – Chief Randall

- The following is Police activity for the months of March and April:

Dispatched Service Call	549
Incidents	161
Arrests	29
Warrants	1
Accidents	4
Citation/warnings	132
Parking Tickets	20

- The Department continues to follow up investigations with on-going cases as well.
- Sgt. Gray attended training to become the Department's Threat Liaison Training Officer (TLO). A TLO is a point of contact between State and Federal agencies for sharing of information related to drugs and criminal activities and trends.
- Lt. Ulwick, Sgt. Gray, and Officer Waterbury attended training sponsored by the DEA relative to meth labs and updates on current illegal drugs and activities associated with drug use. The training was held in Littleton, NH and there was not cost for the training.
- The Ashland Police Department participated in the Nation Drug Take Back again this year and took in 24.6 lbs. of expired and unused drugs.
- The Department radar units passed their yearly radar certifications.
- Please remember that car break-ins are crimes of opportunity and it is recommended that you lock your vehicles at all times.

DEPARTMENT OF PUBLIC WORKS – Director Moore

- With Spring finally here we removed the plows and sanders completed the cleaning and needed lubrication on them only to have a 2-day ice and snow storm. So, we removed the equipment again, cleaned them and lubricated for summer storage.
- We assisted the Electric Department with the downed wires on Leavitt Hill and Smith Hill which included clean of the trees, but more work is needed to complete the cleanup. The electric dept did a great job restoring power during and after the storm.
- During the spring some of the projects we have completed include building the new shed for Parks and REC and installed it at the beach. We added trim to the windows and doors upstairs at the town office. Added trim to the transfer station doors. Completed cleanup of the town campground and beach, loamed and seeded at memorial park.
- We are 80% finished brush clean up and cutting back limbs on all town roads a bit more is needed. We have smoothed out owl brook road and the road to the transfer station in preparation for road ditching and grading for the summer where we will establish a crown in the dirt roads.
- Craig Moore, Dan Titus, Dan Thompson, and George Chase all completed Culvert maintainer certification class through the State of NH, all four of us are now certified culvert maintainers.
- Dan Titus completed Solid Waste Operator Certification Class and is now Certified as a Principal Operator at the transfer station.
- We replaced a rotted culvert and catch basin on Washington St. on April 24th and expect to pave that area in the next few weeks.
- The roads were scheduled to be swept on April 18th, but the snow storm pushed that back to May 10th. We will be painting the crosswalks and parking areas weather permitting on the week of 14th of May.
- We continue the Spring clean-up and will be moving on the summer projects soon.

TOWN CLERK/TAX COLLECTOR – Pat Tucker

- Collected \$49,367 in taxes
- Collected \$29,758 in motor vehicle permits
- Collected \$200 for vital records
- Collected \$515 for registered dogs
- Property tax liens go out end of the week
- Property tax bills go out end of the month

TOWN WEBSITE



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

Current: KV Partners presented their initial design concept and scheduled a public meeting with BOS at their regular 6:30PM May 21st, 2018 to continue the conversation about engineering the sidewalk.

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

Description: Replace water and sewer lines and road reconstruction

Updates:

Previous: 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.

Current: applications for NH Clean/Drinking Water State Revolving Fund (SRF) Loan Program are due by June 15th, 2018. New with the application this year for DWSRF is a Drinking Water & Groundwater Trust Fund (DWGTF) which may provide grant funding for projects, funding is like principal loan forgiveness under DWSRF. Loan forgiveness and grant funding can be combined, but the latter is contingent on approval from the DWGTF Advisory Commission.

LW PACKARD MILL SITE

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

Updates:

Previous: joint meeting with BOS scheduled for April 16th

Current: no updates

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: 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.

Current: retainer fee for the project was submitted to consultant Williams Architect.

TOWN PARCEL AUDIT - GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING

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

Updates:

Previous: 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.

Current: contract approved by BOS and submitted to CAI.

TOWN PERSONNEL POLICY

Description: Review and update OF the town personnel policy

Updates:

Previous: Staff to reconvene and review wording changes

Current: suggested changes to be reviewed by staff. Follow up meetings for discussion before recommended changes. Draft to be sent to legal counsel for review before forwarding to Board of Selectmen.

TOWN OFFICE BUILDING MAINTENANCE

Description: Maintenance and repairs for the town office building

Updates:

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

Current: Libby Mason completed the repairs on the “old jail building.” Mango Security started installation of the security cameras.

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: cleanup for the Riverwalk is on the list of projects for DPW.

TOWN OFFICE BUILDING FIRE ALARM

Description: Install fire alarm system at Town Office building

Updates:

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

Current: installation of the smoke/heat detectors to coincide with the installation of the security cameras. Mango Security has started the installation and expects both projects to be completed by the end of May.

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

WHIPPLE HOUSE

Description: Comprehensive building status report provided by newly formed Heritage Commission along with deeds, leases and associated warrant articles. Town owned building in need of significant maintenance & repair work.

Updates:

Previous: Lease agreement set to automatically renew in December.

Current: No updates

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



Town of Ashland Board of Selectmen Agenda Report

Date: May 17, 2018

To: Board of Selectmen

From: Town Administrator

Subject: Participation in LRPC oil/propane joint RFP

Recommended motion:

The Town of Ashland authorizes the LRPC to issue a Request for Proposals (RFP) on our behalf to take part in a regional propane and/or oil joint purchasing initiative. We understand this means jointly issuing an RFP to purchase oil and/or propane at a group rate. We agree not to shop around during the joint bidding process so that our group will have a stable purchasing volume for bidders to base their bid price on. We further understand that we are under no obligation to accept the joint bid price if it is not competitive for our town to do so.

Background: N/A

Issue:

Presently the Fire Station and Booster Club are part of a group that purchases oil only and the town's able to save with a fixed rate. We are required to purchase 95% of 3,785 gallons oil for both buildings over the fiscal year. It's our expectation this may be a contract requirement as a minimum purchase amount is included in the RFP. This might not be much of an issue for the town as our combined propane expense from March 2017 – 2018 with Eastern Propane to heat the Town Office building, Transfer Station, and Public Works garage was \$8,962.

Fiscal Impact: TBD



Town of Ashland Board of Selectmen Agenda Report

Date: May 18, 2018

To: Board of Selectmen

From: Town Administrator

Subject: Application to NH DES for State Revolving Fund and the Thompson St. road/water/sewer project

Recommended motion:

To authorize the Town Administrator on behalf of the Board of Selectmen to submit a pre-application form with the NHDES Drinking Water State Revolving Fund (DWSRF) and Drinking Water and Groundwater Trust Fund (DWGTF) for funding the Thompson St. road/water/sewer reconstruction project.

Background:

In 2017 we applied for funding through this program for the Thompson St project, our application was accepted as part of the NHDES Drinking Water SRF priority list, but the town vote to move forward did not reach the required 3/5 majority. This application restarts the process with the DWSRF. Now, placing this project on hold for a year may have been beneficial for the town, as part of this new application we can request grant funding through the Drinking Water and Groundwater Trust Fund. To be awarded grant funding our application needs to be approved by the DWGTF Advisory Commission, DWSRF determines the other funding. Last year our application was eligible for principal loan forgiveness, we suspect the same this year. The loan forgiveness can be combined with grant funding.

Other notes:

- DWGTF was established from a \$270M settlement the State was awarded from an Exxon-Mobil ruling
- Advisory Commission approved \$35M in projects in November 2017
- DWSRF has been providing funding for 20 years, \$300M in loans, for 260+ projects
- Funding available for 2018; DWSRF \$7M and DWGTF \$50M - \$57M total
- Loans & Grants: no min/max, only pay back what you borrow, no closing costs, no pre-payment penalty, 1% construction interest until project completion, repayment begins 1 year after substantial completion
- Terms 5 years to 40 years



Ashland

Permanent File Report

Overview

City ☐

SB2 ☒

MBA ☒

Charter ☐

Local School ☒

Annual Meeting Month February

Budget Cycle Calendar

Billing Cycle Semi-Annual

County Grafton County

Advisor Michelle Clark

Updated 5/9/2017

Village District(s)

Apportioned

Regional School(s)

Pemi-Baker



Ashland

Permanent File Report

Statutes

Statute	Description	Year	WA#	
RSA 31:19	Private trust- donations/legacies			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 31:94-b	Optional fiscal year			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 31:95-b	Accept unanticipated revenue			
	Adopted: <input checked="" type="checkbox"/>	1994	15	Until Rescinded: <input checked="" type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 31:95-e	Accept gifts other than \$			
	Adopted: <input checked="" type="checkbox"/>	1993	17	Until Rescinded: <input checked="" type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 31:110	Establish town forest			
	Adopted: <input checked="" type="checkbox"/>			Until Rescinded: <input checked="" type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 31:113	Establish forest maintenance fund			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 32:5-b	Local tax cap			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 32:5 V-a	Record numerical tally votes			
	Adopted: <input checked="" type="checkbox"/>	2008	10	Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 32:5 V-b	Estimated tax impact			
	Adopted: <input checked="" type="checkbox"/>	2013	10	Until Rescinded: <input checked="" type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 32:14	Budget committee (MBA)			
	Adopted: <input checked="" type="checkbox"/>			Until Rescinded: <input checked="" type="checkbox"/>



Ashland

Permanent File Report

Statutes

Statute	Description	Year	WA#	
RSA 32:14	Rescinded: <input type="checkbox"/>			
RSA 33:7	<u>Apply for TANs</u>			
	Adopted: <input checked="" type="checkbox"/>	1994	14	Until Rescinded: <input checked="" type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 35:9-a	<u>CRF management paid with CRF income</u>			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 36-A-1	<u>Establish conservation commission</u>			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 36-A:4-a, I(a)	<u>Interest in land outside boundaries</u>			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 36-A:4-a, I(b)	<u>Contributions to "qualified organizations"</u>			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 36-A:5	<u>Establish conservation fund</u>			
	Adopted: <input checked="" type="checkbox"/>	1996	14	Until Rescinded: <input checked="" type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 36-A:5 III	<u>LUCT into a Conservation Fund?</u>			
	Adopted: <input checked="" type="checkbox"/>	2010	13	Until Rescinded: <input checked="" type="checkbox"/>
	Comment: 50%			
	Rescinded: <input type="checkbox"/>			
RSA 37	<u>Town manager</u>			
	Adopted: <input type="checkbox"/>			Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>			
RSA 40:13	<u>Official ballot referenda (SB2)</u>			
	Adopted: <input checked="" type="checkbox"/>	1999	3	Until Rescinded: <input checked="" type="checkbox"/>
	Rescinded: <input type="checkbox"/>			



Ashland

Permanent File Report

Statutes

Statute	Description	Year	WA#
RSA 40:14-b	Bud. comm. calc. default budget		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 41:14-a	BOS to buy/sell land		
	Adopted: <input checked="" type="checkbox"/>	2013	14
	Rescinded: <input type="checkbox"/>		
RSA 49-B:3	Charter		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 79-A:25-a	Establish LUCT fund		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 79-E	Revitalization tax relief incentive		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 79-F	Farm structure tax relief incentive		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 80:42	III As justice may require		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 80:52	Discounts		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 80:52-a	Prepayment of taxes		
	Adopted: <input checked="" type="checkbox"/>	2006	12
	Rescinded: <input type="checkbox"/>		
RSA 80:52-c	Credit card payments		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>



Ashland

Permanent File Report

Statutes

Statute	Description	Year	WA#
RSA 80:52-c	Rescinded: <input type="checkbox"/>		
RSA 80:80	<u>Disposal of tax deeded property</u>		
	Adopted: <input checked="" type="checkbox"/>	1994	18
	Rescinded: <input type="checkbox"/>		
RSA 80:80 III	<u>As justice may require</u>		
	Adopted: <input checked="" type="checkbox"/>	2013	9
	Rescinded: <input type="checkbox"/>		
RSA 162-K:3	<u>Tax increment finance (TIF) district adoption</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 202-A:4-c	<u>Library- Accept unanticipated revenue</u>		
	Adopted: <input checked="" type="checkbox"/>	1994	17
	Rescinded: <input type="checkbox"/>		
RSA 202-A:4-d	<u>Library- Accept gifts other than \$</u>		
	Adopted: <input checked="" type="checkbox"/>	1997	17
	Rescinded: <input type="checkbox"/>		
RSA 202-A:11-a	<u>Library- Income-Gen. revenue</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 261:153, VI	<u>Fees for Registration Permits</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 284:51	<u>Keno Local Option</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 289:2-a	<u>Funds from sale of cemetery lots</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 674:44-d	<u>Establish a heritage fund</u>		



Ashland

Permanent File Report

Statutes

Statute	Description	Year	WA#
RSA 674:44-d	Adopted: <input checked="" type="checkbox"/>	2015	16
	Rescinded: <input type="checkbox"/>		



Ashland

Permanent File Report

Exemptions

Statute	Description	Year	WA#
RSA 72:28	<u>Veteran credit</u>		
	Adopted: <input checked="" type="checkbox"/>	2007	6
	Until Rescinded: <input type="checkbox"/>		
	Amount: \$250		
	Rescinded: <input type="checkbox"/>		
RSA 72:28-b	<u>All Veterans Tax Credit</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 72:29-a	<u>Surviving spouse credit</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 72:35	<u>Disabled veteran credit</u>		
	Adopted: <input checked="" type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Amount: \$1400		
	Rescinded: <input type="checkbox"/>		
RSA 72:37	<u>Blind exemption</u>		
	Adopted: <input checked="" type="checkbox"/>		Until Rescinded: <input checked="" type="checkbox"/>
	Amount: \$15000		
	Rescinded: <input type="checkbox"/>		
RSA 72:37-b	<u>Disabled exemption</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 72:38-b	<u>Deaf exemption</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 72:39-a, b	<u>Elderly exemption</u>		
	Adopted: <input checked="" type="checkbox"/>	2005	9
	Until Rescinded: <input type="checkbox"/>		
	65-74: \$30000 75-79: \$40000 80+: \$50000 Income Limit (Single): \$20000 Income Limit (Married): \$30000 Asset Limit (Single): \$60000		
	Rescinded: <input type="checkbox"/>		
RSA 72:62	<u>Solar energy system exemption</u>		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>



Ashland

Permanent File Report

Exemptions

Statute	Description	Year	WA#
RSA 72:62	Rescinded: <input type="checkbox"/>		
RSA 72:66	Wind-powered energy system exemption		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 72:70	Woodheating energy system exemptions		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 72:76	Commercial and Industrial Construction Exemption (Coos County)		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		
RSA 72:81	Commercial and Industrial Construction Exemption (State-wide)		
	Adopted: <input type="checkbox"/>		Until Rescinded: <input type="checkbox"/>
	Rescinded: <input type="checkbox"/>		



Ashland

Permanent File Report

Active Funds

Type	Purpose	Year	WA#	Agents	Holders
ETF	Sanitary Sewer	1977		Unknown	Trustees of the Trust Fund
Comment: need wa in 2009 to disc					
ETF	Ashland Mem Pk	1993	9	Unknown	Trustees of the Trust Fund
CRF	Fire Dept Radio Equip.	1996	6	Unknown	Trustees of the Trust Fund
Comment: changed purpose 2005 w/a 5 need wa in 2009 to disc					
CRF	Highway Truck	2004	4	Unknown	Trustees of the Trust Fund
SRF	Fire Dept Apparatus/Equip.-SRF	2005	5	Selectmen	Trustees of the Trust Fund
CRF	Ashland Sewer	2007		Commissioners	Trustees of the Trust Fund
Comment: RSA 35:7					
CRF	Ashland Electric	2007		Commissioners	Trustees of the Trust Fund
CRF	Ashland Water	2007		Commissioners	Trustees of the Trust Fund
Comment: RSA 35:7					
CRF	Highway Sidewalk Plow	2008	7	Unknown	Trustees of the Trust Fund
CRF	Maintain/Repair clock at Church	2011	7	Selectmen	Trustees of the Trust Fund
CRF	Fire Department Equipment	2012	10	Selectmen	Trustees of the Trust Fund
CRF	Road Improvements	2012	8	Selectmen	Trustees of the Trust Fund
CRF	Repair or purchase	2013	8	Selectmen	Trustees of the Trust Fund
CRF	Repair or purchase	2013	7	Selectmen	Trustees of the Trust Fund
CRF	Building maintenance and repair	2015	13	Selectmen	Trustees of the Trust Fund
CRF	Purchase/Building/Renovate/Furnish/Equip	2015	17	Trustees	Trustees of the Trust Fund
CRF	DPW vehicle or equip purchase,replace or repair	2016	14	Selectmen	Trustees of the Trust Fund
CRF	Emergency Management	2016	19	Selectmen	Trustees of the Trust Fund



Ashland

Permanent File Report

Discontinued Funds

Type	Purpose	Year	WA#	Agents	Holders
ETF	Fire Dept Radio-ETF	Rescinded: 2001 Comment: dis 2001		Unknown	Trustees of the Trust Fund
CRF	Fire Dept Equip-CRF	1992 Rescinded: 2001 Comment: dis. 2001		Unknown	Trustees of the Trust Fund
CRF	Sanitary Landfill-CRF	1993 Rescinded: 1996 Comment: dis 1996		Unknown	Trustees of the Trust Fund
CRF	Police Dept Equip-CRF	1996 Rescinded: 2000 Comment: 2000 Disc WA 6	11 6	Unknown	Trustees of the Trust Fund
ETF	Parks & Rec Bldg-ETF	1998 Rescinded: 2002 Comment: disc. 2004	8	Unknown	Trustees of the Trust Fund
ETF		2002 Rescinded: 2018	1	Selectmen	Trustees of the Trust Fund
CRF	Highway Truck-CRF	2002 Rescinded: 2004 Comment: dis 2004		Selectmen	Trustees of the Trust Fund
CRF	River St Bridge	2004 Rescinded: 2009	11 5	Selectmen	Trustees of the Trust Fund

Statutes - Ashland

Description	Year	WA#	Expires	Comments
Official ballot referenda (SB2)	1999	3	Until Rescinded	
Apply for TANs	1994	14	Until Rescinded	
Accept gifts other than \$	1993	17	Until Rescinded	
As justice may require	2013	9	Until Rescinded	
Disposal of tax deeded property	1994	18	Until Rescinded	
Library- Accept gifts other than \$	1997	17		
Estimated tax impact	2013	10	Until Rescinded	
LUCT into a Conservation Fund?	2010	13	Until Rescinded	50%
BOS to buy/sell land	2013	14	Until Rescinded	
Accept unanticipated revenue	1994	15	Until Rescinded	
Establish conservation fund	1996	14	Until Rescinded	
Library- Accept unanticipated revenue	1994	17	Until Rescinded	
Record numerical tally votes	2008	10		
Establish a heritage fund	2015	16	Until Rescinded	
Establish town forest			Until Rescinded	
Budget committee (MBA)			Until Rescinded	
Prepayment of taxes	2006	12		

Funds - Ashland								
Name	Purpose	Year	WA#	RSA	Expires	Agents	Holders	Comments
Fire Dept Apparatus/Equip.-SRF	Fire Dept Apparatus/Equip.-SRF	2005	5	RSA 31:95-c	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Parks & Rec Bldg-ETF	Parks & Rec Bldg-ETF	1998	8	RSA 31:31	Until Rescinded	Unknown	Trustees of the Trust Fund	
Rescinded:		2002		Comments: disc. 2004				
Fire Dept Equip-CRF	Fire Department Equipment	2012	10	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Road Improve-CRF	Road Improvements	2012	8	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Town Buildings-CRF	Building maintenance and repair	2015	13	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
DPW CRF	DPW vehicle or equip purchase, replace or repair	2016	14	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Library Building Fund-CRF	Purchase/Building/Renovate/Furnish/Equip	2015	17	RSA 35:1	Until Rescinded	Trustees	Trustees of the Trust Fund	
Employee Dis Pmt-ETF		2002	1	RSA 31:19-a	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Rescinded:		2018		Comments:				
Police Dept Equip-CRF	Police Dept Equip-CRF	1996	11	RSA 35:1	Until Rescinded	Unknown	Trustees of the Trust Fund	
Rescinded:		2000	6	Comments: 2000 Disc WA 6				
Fire Dept Equip-CRF	Fire Dept Equip-CRF	1992		RSA 35:1	Until Rescinded	Unknown	Trustees of the Trust Fund	
Rescinded:		2001		Comments: dis. 2001				
Town Clock-NON-CRF	Maintain/Repair clock at Church	2011	7	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Highway Truck-CRF	Highway Truck-CRF	2002		RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Rescinded:		2004		Comments: dis 2004				
Ashland Sewer CRF	Ashland Sewer	2007		RSA 35:1	Until Rescinded	Commissioners	Trustees of the Trust Fund	RSA 35:7
Sanitary Sewer-ETF	Sanitary Sewer	1977		RSA 31:31	Until Rescinded	Unknown	Trustees of the Trust Fund	need wa in 2009 to disc
Police Dept Vehicles-CRF	Repair or purchase	2013	8	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Fire Dept Radio-ETF	Fire Dept Radio-ETF			RSA 31:31	Until Rescinded	Unknown	Trustees of the Trust Fund	
Rescinded:		2001		Comments: dis 2001				
Highway Truck-CRF	Highway Truck	2004	4	RSA 35:1	Until Rescinded	Unknown	Trustees of the Trust Fund	
Ashland Electric CRF	Ashland Electric	2007		RSA 35:1	Until Rescinded	Commissioners	Trustees of the Trust Fund	
Fire Dept Radio Equip.-CRF	Fire Dept Radio Equip.	1996	6	RSA 35:1	Until Rescinded	Unknown	Trustees of the Trust Fund	changed purpose 2005 w/a 5 need wa in 2009 to disc

Funds - Ashland

Name	Purpose	Year	WA#	RSA	Expires	Agents	Holders	Comments
Emergency Management CRF	Emergency Management	2016	19	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Ashland Water CRF	Ashland Water	2007		RSA 35:1	Until Rescinded	Commissioners	Trustees of the Trust Fund	RSA 35:7
Fire Dept Vehicles-CRF	Repair or purchase	2013	7	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Ashland Mem Pk-ETF	Ashland Mem Pk	1993	9	RSA 31:31	Until Rescinded	Unknown	Trustees of the Trust Fund	
Highway Sidewalk Plow-CRF	Highway Sidewalk Plow	2008	7	RSA 35:1	Until Rescinded	Unknown	Trustees of the Trust Fund	
River St Bridge-CRF	River St Bridge	2004	11	RSA 35:1	Until Rescinded	Selectmen	Trustees of the Trust Fund	
Rescinded:		2009	5	Comments:				
Sanitary Landfill-CRF	Sanitary Landfill-CRF	1993		RSA 35:1	Until Rescinded	Unknown	Trustees of the Trust Fund	
Rescinded:		1996		Comments: dis 1996				

Exemptions - Ashland											
Description	Year	WA#	Expires	Comments	Amount65 74	Amount75 79	Amount80 Up	Income Limit: Single	Income Limit: Married	Asset Limit: Single	Asset Limit: Married
Elderly exemption	2005	9			\$30000.00	\$40000.00	\$50000.00	\$20000.00	\$30000.00	\$60000.00	\$0.00
Disabled veteran credit					\$1400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Blind exemption			Until Rescinded		\$15000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Veteran credit	2007	6			\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

DATE: May 15, 2018
TO: Ashland Board of Selectmen
FROM: Ashland Planning Board and Ashland Zoning Board of Adjustment

SUBJECT: *Land Use Boards Assistant* Position

RECOMMENDED MOTION

To approve the position of *Land Use Boards Assistant* to support the Planning Board and the Zoning Board of Adjustment.

BACKGROUND

The Land Use Boards (Planning Board and Zoning Board of Adjustment) have previously requested a position to manage the land use application process, provide assistance to applicants, and provide assistance to the Land Use Boards Chairmen. Requests for this position and proposed costs have been communicated to past and present town administrators, Selectboards and Budget Committees. The position has also been requested through the budget process but has been cut by the Budget Committee.

ISSUES

- Potential applicants get inconsistent levels of explanation of the land use regulations, process and options.
 - Solution: *Land Use Boards Assistant* will be responsible for meeting with potential applicants to review the land use process and explain available options.
- Applications often have missing or incomplete information when presented to the Boards, which adversely affects the decision timeline and process.
 - Solution: *Land Use Boards Assistant* will review the applications before submission to ensure that all necessary information is present.
 - Solution: *Land Use Boards Assistant* will maintain a tracking sheet and file for each application to ensure adherence to timelines and maintain record of actions.
- Board chairs frequently get calls/emails from potential applicants asking for advice, which puts chairs in position of offering advice to applicants outside of the formal, noticed deliberation process by the full board at a public meeting.
 - Solution: *Land Use Boards Assistant* will respond to inquiries and will explain regulations and process to the potential applicant.
- Regulations, forms and processes need to be consistently reviewed and updated.
 - Solution: *Land Use Boards Assistant* will inform the boards of new laws or regulations and research examples from other towns and agencies.

FISCAL IMPACT

- \$3,392 Cost of Position – 2018, June through December (7 months)
 - \$3,150 wages at 18 hours/month at \$25/hour – hourly wages paid as town employee
 - \$ 196 FICA at 6.2%
 - \$ 46 Medicare at 1.45%
- \$3,392 Source of Funds
 - \$ 225 from *Land Use Part-Time Assistant*, #01-4191-10-110 [line budgeted at \$250]
 - \$1,583 from *Land Use General Expenses*, #01-4191-10-610 [line budgeted at \$2,500]
 - \$1,584 from *Land Use Legal*, #01-4191-10-330 [line budgeted at \$3,000]

ATTACHMENTS

- Land Use Boards Assistant Job Description
- NH RSA 673:16



TOWN OF ASHLAND LAND USE BOARDS

Ashland Planning Board
Ashland Zoning Board of Adjustment

LAND USE BOARDS ASSISTANT

JOB OVERVIEW

- Serves as an assistant to the Ashland Planning Board and Ashland Zoning Board of Adjustment. Also provides assistance to the Conservation Commission as necessary.
- Hired by both the Town's Planning Board and Zoning Board of Adjustment (NH RSA 673:16, I) and approved by the Board of Selectmen as a Town employee.

JOB DUTIES

- Attends Planning Board and Zoning Board of Adjustment meetings as needed
- Explains land use process and provides assistance to applicants
- Reviews all applications for completeness
- Prepares all notices and postings as required (abutters, public, newspaper)
- Maintains tracking sheet and files for all applications
- Prepares agendas, as directed by Chairmen or other Board members
- Prepares packet of information and distributes to Board members in advance of meetings
- Prepares Notices of Decisions
- Handles both Boards' correspondence
- Provides legislation updates to both Boards
- Researches zoning and regulation issues

JOB REQUIREMENTS:

- 12-hour per month commitment for the Planning Board
- 6-hour per month commitment to the Zoning Board of Adjustment
- Proficient in both Word and Excel or other related computer programs
- Proficient in written and verbal communication
- Experience with land use laws, regulations, and processes in a municipal setting
- Attend NH Office of Strategic Initiatives (OSI) or NH Municipal Association (NHMA) land use workshops at least annually

TITLE LXIV

PLANNING AND ZONING

CHAPTER 673

LOCAL LAND USE BOARDS

General Provisions

Section 673:16

673:16 Staff; Finances. –

I. Each local land use board may appoint such employees as it deems necessary for its work who shall be subject to the same employment rules as other corresponding civil employees of the municipality. Each board may also contract with planners, engineers, architects, and other consultants for such services as it may require. The expenditures of the board, exclusive of gifts, reimbursements, or amounts held pursuant to paragraph II, shall be within the amounts appropriated for the purpose by the local legislative body, which may provide such funds, equipment, and accommodations as it deems necessary or advisable for the board's work. Each board may accept and use gifts, grants, or contributions for the exercise of its functions, in accordance with procedures established for the expenditure of funds within the municipality.

II. Any fee which a local land use board, acting pursuant to this title, collects from an applicant to cover an expense lawfully imposed upon that applicant, including but not limited to the expense of notice, the expense of consultant services or investigative studies under RSA 676:4, I(g) or RSA 676:5, IV, or the implementation of conditions lawfully imposed as part of a conditional approval, may be paid out toward that expense without approval of the local legislative body. Such fees:

(a) Shall, whenever held by the municipality, be placed in the custody of the municipal treasurer, subject to the same investment limitations as for other municipal funds.

(b) Shall be paid out only for the purpose for which the expense was imposed upon the applicant.

(c) Shall be held in a separate, nonlapsing account, and not commingled with other municipal funds; provided, however, that such fees may be used to reimburse any account from which an amount has been paid out in anticipation of the receipt of said fees.

(d) Shall be paid out by the municipal treasurer only upon order of the local land use board or its designated agent for such purpose. This paragraph shall not apply to application, permit, or inspection fees which have been set by the local legislative body as part of an ordinance, or by the selectmen under RSA 41:9-a. Notwithstanding RSA 672:7, a building inspector shall not be considered a "local land use board" for purposes of this section.

Source. 1983, 447:1. 1991, 377:5. 1992, 172:1, 2, eff. July 7, 1992. 2010, 303:2, eff. Sept. 11, 2010.



TOWN OF ASHLAND
CITIZEN INQUIRY FORM

PO BOX 517 - ASHLAND, NH 03217

Name	Tejasinha Sivalingam
Street Address	9 Pine Arden Drive #66 Ashland NH 03217
Mailing Address	PO BOX 1047 Ashland NH 03217
Telephone/Email	(603) 960-4127

Property Owner	
Property Address	
Tax Map #	

Nature of alleged complaint/violation:

The "POLICY ON BOARDS, COMMITTEES AND COMMISSIONS"(4/302018) states "Candidates will be interviewed by the Board of Selectmen the first time he/she applies for that Committee."(p.1) On November 6th, 2017 the then first time ZBA candidate, Kathleen DeWolfe, was interviewed by me, as a member of the Board of Selectmen. Selectmen Newton and Sharps treated me with derision in response, and even DeWolfe indicated she was offended. Then knowing that I would be absent on November 20th, 2017, Sharps and Newton continued their tirade of derision. In light of this new policy Newton and Sharp's response of derision must have been an act of prejudice, because it was apparently not a policy disagreement about whether or not interviewing is acceptable. And, the November 20th spectacle, planned with knowledge of my absence, was a premeditated act of derision. I request that the Board of Selectmen vote to formally censure Newton and Sharps for the derision they demonstrated toward me. Further, I request a public apology on television from both Newton and Sharps in which they acknowledge the derision with which they treated me, and also acknowledge that it interfered with my ability to direct my full attention towards matters of policy. Thank you. Kindly.

Please print and attach additional sheet if necessary


Applicant Signature

Saturday May 12, 2018
Date

Remainder of form to be completed by Town Officials

Referred to for Response/Action - Date

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Assessing | <input type="checkbox"/> Public Works | <input type="checkbox"/> Water/Sewer |
| <input type="checkbox"/> Board of Selectmen | <input type="checkbox"/> Land Use | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Library | <input type="checkbox"/> Welfare |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Police Dept | <input type="checkbox"/> Other |
| <input type="checkbox"/> Health Officer | <input type="checkbox"/> Town Administrator | |

Response to Citizen

Signature of Town Official

Date

RECEIVED

MAY 16 2018

ASHLAND TOWN CLERK



TOWN OF ASHLAND
CITIZEN INQUIRY FORM

PO BOX 517 - ASHLAND, NH 03217


Name	Anne Richards
Street Address	35 Hicks Hill Rd
Mailing Address	same
Telephone/Email	968-9292 / annehr2@verizon.net

Property Owner	Anne Richards & John Coolidge
Property Address	35 Hicks Hill Rd
Tax Map #	

Nature of alleged complaint/violation:

when I was at the library the other day I asked if they had "The Road through Sandwich Notch" by Elizabeth Yates, the librarians checked and the library has the book but it's locked away in a room upstairs that the librarians can't access! I would like to understand why there are books, not to mention whole rooms, of the building inaccessible to librarians & taxpayers?
petitions

Please print and attach additional sheet if necessary


Applicant Signature

5/15/18
Date

Remainder of form to be completed by Town Officials

Referred to for Response/Action - Date		
<input type="checkbox"/> Assessing	<input type="checkbox"/> Public Works	<input type="checkbox"/> Water/Sewer
<input type="checkbox"/> Board of Selectmen	<input type="checkbox"/> Land Use	<input type="checkbox"/> Electric
<input type="checkbox"/> Finance	<input type="checkbox"/> Library	<input type="checkbox"/> Welfare
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Police Dept	<input type="checkbox"/> Other
<input type="checkbox"/> Health Officer	<input type="checkbox"/> Town Administrator	

Response to Citizen

Signature of Town Official

Date