

**ASHLAND BOARD OF SELECTMEN  
WORK SESSION  
MONDAY, JUNE 18<sup>th</sup>, 2018 at 6:30 PM  
ASHLAND ELEMENTARY SCHOOL LIBRARY**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
  - a. BOS meeting(s): 6/4/18
- V. CONSENT AGENDA – SIGNATURE FILE**
  - a. Weeks of:
    - i. 6/4: AP \$66,862 and Payroll \$42,114 (includes \$19,018 NH Retirement)
    - ii. 6/11: AP \$1,925 and Payroll \$17,096
- VI. DEPARTMENT HEAD(S)**
- VII. NEW BUSINESS**
- VIII. OLD BUSINESS**
  - a. Town Administrator updates
  - b. Project List
- IX. SELECTBOARD ITEMS**
- X. LIAISON REPORTS**
- XI. PUBLIC COMMENT (Agenda items only)**
- XII. NON-PUBLIC SESSION (If needed)**
- XIII. ADJOURNMENT**
- XIV. *NOTE; next Board of Selectmen meeting to held at the Ashland Fire Department***

**Posted on 6/15/18 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, JUNE 4, 2018  
4 ASHLAND ELEMENTARY SCHOOL CONFERENCE ROOM  
5 NON-PUBLIC SESSION 6:00 PM  
6 REGULAR MEETING 6:30 PM  
7  
8  
9

10 **NON-PUBLIC SESSION**

11 The Board of Selectmen entered **nonpublic session pursuant to RSA 91-A:3, II (a) at 6:00**  
12 **P.M. and left at 6:07 P.M.** with Selectmen Newton, Lamos, Barney, Sharps, and DeWolfe  
13 present. The Board of Selectmen announced the part-time hiring of Parks and Recreation  
14 personnel for summer camp: Colby Moore, Hannah Paquette, and Morgan Desmond. The  
15 public beach will be opening on 6/18/18. The Board of Selectmen then **re-entered nonpublic**  
16 **session pursuant to RSA 91-A: 3, II (c) at 6:07 P.M. and left at 6:27 P.M.**  
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18

19 **PLEDGE OF ALLEGIANCE**  
20  
21

22 **CALL TO ORDER**

23 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Frances Newton,  
24 Vice Chairman Harold Lamos, Selectman Casey Barney, Selectman Kathleen DeWolfe and  
25 Selectman Leigh Sharps present. Others Present: Town Administrator Charles Smith and  
26 Administrative Assistant Wendy Smith.  
27  
28

29 **PUBLIC COMMENT (Agenda Items Only)**

30 Katie Maher spoke regarding the Board of Selectmen's Work Session of 5/21/18 discussion regarding  
31 the Towns involvement with the 4<sup>th</sup> of July and Heritage Committees. She feels that the committees  
32 should be town supported, including in some degree by tax dollars, because they are town events.  
33  
34

35 **APPROVAL OF MINUTES**

36 May 21, 2018-Approved as amended.  
37

38 **MOTION:** By Selectman Lamos  
39 *Approve 5/21/18 minutes as amended.*

40 **SECOND:** By Selectman DeWolfe

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

42 **MOTION PASSED**  
43  
44  
45  
46

1 **CONSENT AGENDA**

- 2 • Accounts Payable and Payroll Manifests for the weeks of May 14 and 21, 2018 were signed by  
3 a quorum of the Board.  
4 • Notice of Intent to Cut, Veterans' Tax Credit, CNP Assessing abatement, SAU #2 & #48  
5 estimated assessment schedules, and Trustee of Trust Fund memo were signed by a quorum of  
6 the Board.  
7  
8

9 **DEPARTMENT HEADS**

- 10 1. Department of Public Works (DPW): DPW Director Moore presented a Purchase Order for  
11 crack sealing portions of a number of streets for the amount of \$14,800.00 to be taken from the  
12 Capital Reserve Fund Road Improvement line. H.W. Dow will be starting the project this week,  
13 should take approximately four days and no roads will be shut down. DPW Director Moore is  
14 also in the process of getting quotes for paving Collins Street and the Depot Street sidewalks.  
15 The NH DOT also informed Director Moore that bridge painting will be starting soon.  
16 Selectman DeWolfe commended the DPW on their cleanup and landscaping work at the River  
17 Walk.  
18

19 **MOTION:** By Vice Chair Lamos

20 *Approval of purchase order for crack sealing in the amount of \$14,800 to be taken out of the*  
21 *Road Improvement Capital Reserve Fund (01-4915-30-500)*

22 **SECOND:** By Selectman Sharps

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

24 **MOTION PASSED**  
25  
26

27 **OLD BUSINESS**

28 Ashland 150<sup>th</sup> Committee: Discussion ensued regarding Town oversight of the Committee and proper  
29 protocol. Committee Chair Sawyer reported that the committee's protocol mirrors the 4<sup>th</sup> of July  
30 Committee, they meet with the Police and Fire Departments on a regular basis and post the minutes of  
31 all their meetings. She suggested that if anyone has questions about the 150<sup>th</sup> celebrations they should  
32 contact the Town Administrator, Jane Sawyer, or attend a 150<sup>th</sup> Committee meeting. She proposed  
33 staying as a Town Committee and to proceed as planned. Further discussion followed on historical  
34 financial aspects of the Committees.  
35

36 **MOTION:** By Selectman Sharps

37 *To accept the continuation of the Ashland 150<sup>th</sup> Committee as a Town Committee.*

38 **SECOND:** By Selectman DeWolfe

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

40 **MOTION PASSED**  
41

42 **MOTION:** By Vice Chair Lamos

43 *To amend the above motion to include the 4<sup>th</sup> of July Committee.*

44 **SECOND:** By Selectman DeWolfe

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

46 **MOTION PASSED**

1  
2 Committee Chair Jane Sawyer presented an update on the Ashland 150<sup>th</sup> Committee celebration. Chief  
3 Randall clarified that street vendors need to obtain a vendor permit but vendors in the ballpark do not  
4 because they fall under the auspice of the 150<sup>th</sup> Committee. Chair Sawyer received a Water Event  
5 permit from Marine Patrol for the boat parade and distributed copies to all interested parties such as the  
6 police departments in Ashland and neighboring towns. Selectman DeWolfe stressed the importance of  
7 having volunteers sign waiver forms. DPW Director Moore confirmed that the banners will be being  
8 put up this week. Kendall Hughes announced that the parade will be ending at the ballpark where a flag  
9 raising will then take place. Chair Sawyer requested that the Board of Selectmen declare  
10 Sesquicentennial Day and Week.

11  
12 **MOTION:** By Selectman Sharps

13 *To declare the week of July 20, 2018 to July 29, 2018 as Ashland Sesquicentennial Week.*

14 **SECOND:** By Vice Chair Lamos

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

16 **MOTION PASSED**

17  
18 **MOTION:** By Selectman Sharps

19 *To declare Saturday, July 28, 2018 as Ashland Sesquicentennial Day.*

20 **SECOND:** By Vice Chair Lamos

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

22 **MOTION PASSED**

23  
24  
25 **NEW BUSINESS**

26 Office Systems of Vermont-Town Office copier: TA Smith explained that the Town was approached  
27 by Office Systems of Vermont who currently service the existing copier. A new model was suggested  
28 which has more desired functions than the existing copier and would also result in an annual savings of  
29 \$630.12. Terms of the new five year agreement are lease payments of \$247.18/month and service  
30 agreement payments of \$157.50/quarter.

31  
32 **MOTION:** By Vice Chair Lamos

33 *To approve the proposal from Office Systems of Vermont for the purchase of a new copier and to*  
34 *allow the Town Administrator to sign the agreement on behalf of the Town.*

35 **SECOND:** By Selectman DeWolfe

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

37 **MOTION PASSED**

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40 **SELECTBOARD ITEMS**

- 41 • Citizen Inquiry: TA Smith read a Citizen Inquiry from former Selectman Tejasinha Sivalingam  
42 regarding perceived derision of Selectboard Chair Newton and Selectman Sharps towards Mr.  
43 Sivalingam in the matter of then ZBA candidate Kathleen DeWolfe. Mr. Sivalingam requested  
44 a public apology from the Selectmen in question. TA Smith sent the inquiry to legal counsel  
45 for an opinion and read Attorney Steven Whitley's response. Attorney Whitley's main point  
46 was that Selectman Sharps and Chair Newton strongly disagreed with Sivalingam which is not

1 formal censure and therefore does not warrant a public apology. Chair Newton added that the  
2 Board of Selectmen have made a decision to no longer address criticisms of the Board of  
3 Selectmen in public and will handle any in another way.

- 4 • Ashland Economic Development Committee (AEDC): A Joint Meeting with the AEDC, Lakes  
5 Region Planning Committee (LRPC), Nobis Engineering, NHDES, and Ashland Fire Chief  
6 Heath will be held at the Ashland Fire Department on Tuesday, June 19<sup>th</sup> at 9 AM. The public  
7 as well as the Board of Selectmen are invited to attend. An update on the Brownfields study at  
8 the Heath property will be discussed. Vice Chair Lamos inquired as to why the meeting wasn't  
9 being held as part of a scheduled Selectboard meeting. Chair Newton reiterated that the AEDC  
10 meeting is a public informational meeting and no formal decisions will be made.
- 11 • Town Office Building –flooring update: The TA has received two quotes so far on carpet and  
12 flooring replacement. Vice Chair Lamos added that the Joint Loss Management Committee  
13 discussed flooring at their last meeting and recommended carpet tiles, hardwood floors and  
14 other easy to clean flooring. Williams Architects will be conducting a walk-through of the  
15 Town Hall on Wednesday, 6/6/18 at 10:00 AM for the Land & Community Heritage Investment  
16 Program (LCHIP) grant planning study.
- 17 • Other Items: Selectman Sharps congratulated the Ashland students for their amazing Under  
18 The Ashland Big Top show. Discussion occurred regarding speed limits near the Town Beach  
19 and getting quotes for portable in street yield to pedestrian within crosswalk signs. Selectman  
20 DeWolfe said a permit may be needed for the cat tail area near the beach.

21  
22  
23 **PUBLIC COMMENT (Agenda Items Only)**

24 None

25  
26  
27 There being no other business, Selectman Sharps made **Motion to adjourn at 7:35 PM.** Vice Chair Lamos  
28 seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos, yes; Sharps, yes; DeWolfe, yes.

29  
30  
31 Respectfully submitted,

32  
33  
34 Wendy Smith  
35 June 6, 2018



## Town Administrator Updates - June 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



#### *Ashland Town Library*

**Patron Visits:** 588 people visited the library in May.

**Circulated Items:** Patrons borrowed 906 items from the library last month and used 77 downloadable audio and E-books.

**News/Events:** The Library has discount passes to the Polar Caves Park and Squam Lakes Natural Science Center available for check out. Teen night at the library will be held on Friday, June 22nd from 6:30-8:00 pm. Registration for the library's Summer Reading Program is now open. Book group will be held on Monday, June 25<sup>th</sup> at 7:00 pm. On Thursday, June 28<sup>th</sup> at 6:00 pm the Squam Lakes Natural Science Center will present "Animal Sounds", a one-hour program featuring live animals. This program is free and open to the public and will be held on the library lawn. Pre-school story time will take place on Friday, July 6<sup>th</sup> from 10:30-11:30 am. The Friends of the library's Summer Book Sale will be held on Saturday, July 7<sup>th</sup> from 9:00 am-2:00 pm.

### PARKS AND RECREATION – Director Barney

- During the month of May we Averaged 12 kids a day at the After-School Program. I also made a trip to Manchester for the snacks from the Food Bank.
- At the campground there was a tree that broke in half and the top fell on a camper on site 18. Luckily there was nobody there at the time, so nobody was hurt. The camper, however, was totaled. The owners of the camper went through their insurance and they will be putting in their new camper the third week in June. Craig and his crew removed the broken tree after everything was taken care of by insurance. I had Mark Liebert from Tree Solutions come to the campground and check the remaining trees at that site to make sure there was not any damage to any of the other trees. I have also talked to him about doing a walk through with me to check all of the other sites, so we can be proactive, so we can do everything in our power to make sure this does not happen again.
- We had a sign-up night for Summer Camp and we now have 22 kids signed up for camp. All of the trips and buses have been confirmed. We are still accepting forms and they can be found online, at the Town Office or the Booster Club.
- The counselors for summer camp have all been hired and we will do a training the week before camp starts. They have all be CPR & first aid certified through the fire station.

- I have done interviews for lifeguards. I have picked 4 and they just finished their training. I will have 4 lifeguards this summer and will be able to move them around and use them at Summer Camp if someone is unable to work. I will have two lifeguards on duty at the beach every day and will have a third at the snack shack, so they will be able to rotate and get out of the sun if necessary.
- The playground and company that we are going to use have been picked. I have attached the pictures of the playground. We are going to get posters and flyers, so we can get the information out.
- The beach will open June 18<sup>th</sup> and be open 11-4. Summer Camp will start June 25<sup>th</sup> and run for 7 weeks. The last day of camp is August 10<sup>th</sup>. The hours for camp are from 8-4:30.

### **FIRE DEPARTMENT – Chief Heath**



During the month of May the fire department responded to a total of 52 calls,

- 35 medical emergencies
  - 13 fire/rescue calls
  - 4 motor vehicle accidents
  - 0 service calls
- Regular department training during May involved a review of vehicle stabilization using struts, and the preparation of a building for a live fire training exercise. EMS training involved the use of the cardiac monitor in assessing and evaluating cardiac patients. Various department members also attended training on the following topics; Web EOC, water supply, ventricular assist devices, and firefighter cancer awareness.
  - Work on the new engine should be completed soon and we will be sending three members to the Toyne Facility in Breda, Iowa for the acceptance testing. We are anticipating delivery sometime in June.
  - The ballistic vests/helmets purchased through the NHHSEM grant has arrived, and we will be scheduling 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.

### **DEPARTMENT OF PUBLIC WORKS – Director Moore**

- As we are well into spring we have completed our spring cleanup and will start on our summer projects. We have completed painting the crosswalks and parking lines in town. Completed the remainder of the brush clean up on all town roads. We removed the stump of the large pine tree on Leavitt Hill road that came down this spring. This stump was leaning in the road and needed to be removed which we could not have done if we didn't have our new excavator. We were also able to push back and slope the road side which now looks great, the guys did a great job on this project. We cut and chipped another pine tree in the campground that fell on and destroyed a camper, we will be removing that stump also. The dead trees at the water fountain were removed and we plan on pulling that stump as well.
- We completed the cleanup of Mechanics St. This was a 4-day project so far. We removed several large trees and dozens of small ones. Removed the Knot weed which is currently drying out and dying in our sand pit. Over the entire area we removed all the weeds, added clean loam, landscaping fabric and topped that off with wood chips. We also added an Azalea near the fire hydrant a Hydrangea, Rhododendron and several Hosta's in front of the fence.
- We plan on removing the rusted fence which will be evaluating to have it cleaned and painted and put back in place once refurbished. We have also talked about adding a picnic table in the area as the cleanup

revealed a paved area which was covered with dirt which is large enough for a picnic table. We will also replace the existing chain-link fence with black fence and paint the support poles to match. We still have more work to complete in this area.

- We installed the 150<sup>th</sup> banners with the help of the Electric Department. Thank you to them and a thank you to Ashland Lumber to the use of the man-lift cage for the front of the loader.
- We have started to ditch, grade and seal our dirt roads and have completed Owl Brook Road.
- Crack sealing has been completed for this year and it looks great. The roads completed were, Collins St. Short St. Glove St. River St. Highland St. and Owl Brook Road.
- We continue to mow the grass on a weekly basis which includes the Ball Park, Memorial Park, the Beach, the Fire Station, the area of Winona and Short St. and the area of West street and Main St.
- In May Public Works approached the Water and Sewer Dept. about a joint purchase of a used pavement roller and trailer to haul it. During the discussion the Water department offered to purchase all the roller and new trailer. I would like publicly to thank the Water and Sewer Department for the \$6750 purchase of the used roller and new 2018 Trailer. The roller is 2 times bigger than our old roller and works great. It so nice to be able to work together on projects with other departments which ultimately saves the taxpayers money, again we thank you.
- We have started repairing damaged areas of our roads and will be cutting and patching in the weeks to come with much more road and road side work planned.

**TOWN CLERK/TAX COLLECTOR – Pat Tucker**

**May – Tax Collector**

Collected	\$140,005.13
Lien	\$303,249.64
Warrant Total	\$2,945,343.62
Tax Bills Sent	[due 7/2/18]

**May – Town Clerk**

Vehicle Registrations	\$37943.41
Dog Registrations	\$260
Vital Record Copies	\$148

**POLICE DEPARTMENT – Chief Randall**

**TOWN WEBSITE – Mardean Badger**





## Project List - June 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: KV Partners presented their initial design concept and scheduled a public meeting with BOS at their regular 6:30PM May 21<sup>st</sup>, 2018 to continue the conversation about engineering the sidewalk.

Current: no updates

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

**Description:** Replace water and sewer lines and road reconstruction

**Updates:**

Previous: applications for NH Clean/Drinking Water State Revolving Fund (SRF) Loan Program are due by June 15<sup>th</sup>, 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.

Current: no updates

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### **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: joint meeting with Ashland Economic Development Committee, LRPC, Nobis Engineering, and NHDES scheduled for Tuesday, June 19<sup>th</sup> at 9AM in Ashland Fire Department Conference Room.

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

Current: had initial walkthrough with Williams Architect’s on June 6<sup>th</sup> and following meeting scheduled for June 25<sup>th</sup>.

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## **TOWN PARCEL AUDIT - GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING**

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

**Updates:**

Previous: contract approved by BOS and submitted to CAI Technologies.

Current: Town Clerk/Tax Collector has started to pull property records for CAI Technologies.

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## **TOWN PERSONNEL POLICY**

**Description:** Review and update OF the town personnel policy

**Updates:**

Previous: 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.

Current: no updates

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## **TOWN OFFICE BUILDING MAINTENANCE**

**Description:** Maintenance and repairs for the town office building

**Updates:**

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

Current: received two quotes from flooring companies to replace the tile and carpet flooring in the Town Office building/Police Department.

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## **RIVER WALK MAINTENANCE**

**Description:** Cleanup area along the river walk

**Updates:**

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

Current: DPW has removed the excess plant growth and added bark mulch along the river

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## **TOWN OFFICE BUILDING FIRE ALARM**

**Description:** Install fire alarm system and security cameras at Town Office building

**Updates:**

Previous: 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.

Current: Mango Security completed the installation of the heat detectors and the security cameras. All are up and running – Police Department to have training on the use of the security camera system.

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## **TOWN BUILDINGS TELECOMMUNICATIONS**

**Description:** Installation of fiber optic cable at Town Office building

**Updates:**

Previous: Spectrum to disconnect Internet service.

Current: No updates

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## **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: notified DPW about installing a “little green man” crossing warning sign. Police Department also to make a better presence in the area to slow cars down in the area.

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## 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

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## 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

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## UTILITY PARTNERS

**Description:** Efficiency recommendations for town utility department.

**Updates:**

Previous: Tabled for further discussion by BOS

Current: No updates

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## 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

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## 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