

**TOWN OF ASHLAND
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, AUGUST 6TH, 2018 at 6:30 PM
ASHLAND FIRE STATION**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 7/2 (revisions); 7/16 & 7/18
 - i. Unseal nonpublic session minutes; 6/4/18
- V. CONSENT AGENDA**
 - a. Weeks of:
 - i. 7/16 – A/P \$266,706
 - ii. 7/16 – Payroll \$20,310
 - iii. 7/23 – Payroll \$35,642 (includes \$15,573 NHRS)
 - iv. 7/30 – Payroll \$21,941
- VI. DEPARTMENT HEAD(S)**
 - a. Town Administrator
 - i. Ashland 150th Celebration
 - ii. NHDOT – TAP grant construction cost increase
 - iii. Right-to-Know requests
- VII. NEW BUSINESS**
 - a. CNP Assessing – NHNY and EFAR tax abatement agreement
- VIII. OLD BUSINESS**
- IX. SELECTBOARD ITEMS**
 - a. Granite Solar – future meeting
 - b. Board of Selectmen date to tour L.W. Packard Mill building
- X. PUBLIC COMMENT (Agenda items only)**
- XI. BOS SIGNATURES**
 - a. Nortrax application – DPW loader; 2018 warrant article #11
- XII. ADJOURN**

Posted on 8/3/2018 at the Town Office building and town website

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

**ASHLAND BOARD OF SELECTMEN MEETING MINUTES
REGULAR MEETING
MONDAY, JULY 2, 2018
ASHLAND FIRE STATION
REGULAR MEETING 6:30 PM**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

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

PUBLIC HEARING ON THE PROPOSED PROJECT-REHABILITATION OF HARVEY HEIGHTS/LEDGEWOOD ESTATES APARTMENTS

Public Hearing for Community Development Block Grant (CDBG) application opened at 6:31 PM. Chair Newton read an explanation of the CDBG and how these funds will be used for the rehabilitation of 40 existing units of affordable housing at Harvey Heights (formerly Ledgewood Estates). Informational packets were available for the public's review. Donna Lane read:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$350,000 for emergency activities. All projects must directly benefit low and moderate-income persons. Up to \$12,000 per study is available for Planning Grants.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The town will retain some of the CDBG funds to cover administrative expenses and sub-grant the bulk of the funds to Laconia Area Community Land Trust, Inc. for rehabilitation of 40 existing units of affordable housing at Harvey Heights (also known as Ledgewood Estates Apartments), Ledgewood Lane (off Avery Street) in Ashland, New Hampshire. The rehabilitation project will improve health and safety conditions on the property, provide energy efficiency and renewable energy upgrades to enhance long-term affordability, and improve the exterior appearance of the property. The apartments will remain affordable for low and moderate-income individuals for a minimum of 20 years.

This project conforms with Ashland's Housing and Community Development

Plan's Goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

1 Kara LaSalle, Project Manager from Lakes Region Community Development (LRCD) gave an
2 overview of the project. Chair Newton asked for comments from the public or the Board of
3 Selectmen and there were none. Public Hearing on the proposed project-rehabilitation of Harvey
4 Heights/Ledgewood Estates Apartments closed at 6:34 PM

5
6
7 **PUBLIC HEARING ON THE HOUSING AND COMMUNITY DEVELOPMENT PLAN**

8 Public Hearing for Community Development Block Grant (CDBG) application opened at 6:35 PM.

9
10 Donna Lane read: the proposed Housing and Community Development Plan that outlines short
11 and long-term goals for the Town. No changes have been made since the Plan was discussed
12 in 2013.

13
14 **TOWN OF ASHLAND**

15 **HOUSING AND COMMUNITY DEVELOPMENT PLAN**

16
17 The Town of Ashland commits to the following goals to meet its Housing and Community
18 Development needs:

19
20 **Goal:** Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of
21 all age and income groups. (Short-term and Long-term goal).

22
23 **Goal:** Encourage economic development activities to increase quality industrial and commercial
24 development. Encourage the expansion and retention of employment opportunities for
25 residents. (Short-term and Long-term goal).

26
27 **Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary
28 and that meet DES regulations. (Short-term and Long-term goal).

29
30 **Goal:** Preserve and promote the town's historically and culturally significant structures. (Short-
31 term and Long-term goal).

32
33 **Goal:** Promote activities that protect the health and safety of residents and visitors. (Short-term
34 and Long-term goal).

1 As a matter of policy, Ashland will minimize the involuntary displacement of households from
2 their neighborhoods.

3 These goals are consistent with the Town of Ashland's Master Plan and local ordinances.

4 Any federal CDBG grant funds awarded to address any of these goals shall be expended
5 consistent with national objectives and shall, at a minimum, provide improved housing in
6 accordance with Section 8 standards, be used for public facility projects, employment
7 opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and
8 moderate-income persons or households, and shall not benefit moderate income persons or
9 households to the exclusion of low income persons or households.

10 Chair Newton asked for comments from the public or the Board of Selectmen and there were none.
11 Public Hearing on the Housing and Community Development Plan closed at 6:37 PM

12
13 **PUBLIC HEARING ON RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION**
14 **ASSISTANCE PLAN**

15 Public Hearing for the Town adoption of the Residential Antidisplacement and Relocation Assistance
16 Plan opened at 6:38 PM. Chair Newton read an explanation of the plan which describes measures
17 LRCD will take to supply any necessary temporary relocation of residents following all Uniform
18 Relocation Act requirements. Chair Newton asked for comments from the public or the Board of
19 Selectmen and there were none. Public Hearing on the adoption of the Residential Antidisplacement
20 and Relocation Assistance Plan closed at 6:40 PM.

21
22 **MOTION:** By Selectman DeWolfe
23 *To adopt the Housing and Community Development Plan.*

24 **SECOND:** By Selectman Sharps

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

26 **MOTION PASSED**

27
28 **MOTION:** By Selectman DeWolfe
29 *To adopt the Residential Antidisplacement and Relocation Assistance Plan.*

30 **SECOND:** By Selectman Sharps

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

32 **MOTION PASSED**

33
34 **MOTION:** By Selectman DeWolfe
35 *Approve the submittal of the CDBG application and authorize the Chair of the Board of Selectmen*
36 *to sign and submit the CDBG application, and upon approval of the CDBG application, authorize*
37 *the Chair of the Board of Selectmen to execute any documents which may be necessary to*
38 *effectuate the CDBG contract, and any amendments thereto.*

39 **SECOND:** By Selectman Sharps

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

41 **MOTION PASSED**

42
43
44 **PUBLIC COMMENT (Agenda Items Only)**

1 Kendall B. Hughes provided an update on the Fourth of July activities happening on 7/3/18 and
2 7/4/18.

5 **APPROVAL OF MINUTES**

6 June 18, 2018-Pg. 2, line 9 insert "authorize Community Leasing Partners to release final payment
7 to"; pg. 3, line 3 insert "in June 2016" after NHDES; pg. 3, line 42 insert "including no legal reason to
8 respond to any inquiry by the Board of Selectmen and that the form is a courtesy form and not a legal
9 town document or a legal town policy." after the word change; pg. 3, line 43 add "The Board agreed
10 to work on a new revised courtesy form at the next work session." at the end of the paragraph.

11
12 **MOTION:** By Vice Chair Lamos

13 *Approve 6/18/18 minutes as amended.*

14 **SECOND:** By Selectman Sharps

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

16 **MOTION PASSED**

17
18 June 4, 2018-Pg. 1, line 16 add "The Board of Selectmen minutes were sealed." at the end of the
19 paragraph.

20
21 **MOTION:** By Selectman Sharps

22 *Approve 6/4/18 minutes as amended.*

23 **SECOND:** By Selectman DeWolfe

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

25 **MOTION PASSED**

26 27 28 **CONSENT AGENDA**

- 29 • Accounts Payable and Payroll Manifests for the weeks of June 18 and 25, 2018 were signed by
30 a quorum of the Board.
- 31 • Personal Action Form for Firefighter step increase, town abatements, Trustee of the Trust
32 Funds CRF disbursement memos, and DRA 2108 MS 535 were signed by a quorum of the
33 Board.

34 35 36 **DEPARTMENT HEADS**

37 Parks and Recreation Department: Director Barney requested that the Selectboard sign thank you
38 letters she drafted to the following people and businesses who have recently helped the Parks and
39 Recreation Department: Elaine Hughes Realty Group, Ashland Community Center, David Ruell, and
40 Steve Orlich. Director Barney also requested that the Selectmen sign a Personnel Action form for a
41 new camp counselor hire. The counselor was hired because camp attendance has increased to 36
42 children.

43
44 Fire Department: Chief Heath announced that Firefighter/EMT Walter Durack has completed his
45 Firefighter Level II course and is now certified at that level. His grade should therefore be raised as
46 well as his hourly stipend. He asked the Selectboard to motion to allow for this increase.

1
2 **MOTION:** By Selectman DeWolfe

3 *To sign Personnel Action Form to allow grade increase as of July 1, 2018 for Walter*
4 *Durack.*

5 **SECOND:** By Vice Chair Lamos

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

7 **MOTION PASSED**
8

9 Town Administrator: TA Smith requested that the Board of Selectmen motion to not use DRA PA 28
10 form as we have a building permit process which fulfills the intent of the form.

11
12 **MOTION:** By Selectman Sharps

13 *To forgo the use of the DRA PA 28 form.*

14 **SECOND:** By Selectman DeWolfe

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

16 **MOTION PASSED**
17

18 Administrative Assistant: Administrative Assistant, Wendy Smith presented information on W.B.
19 Mason state contract to purchase water and lease a water cooler as well as office supplies at a reduced
20 price for municipalities. The water contract would save the Town approximately \$300/year.

21
22 **MOTION:** By Vice Chair Lamos

23 *Approve the Beverage Service Agreement and participating Addendum for Office Supplies*
24 *with W.B. Mason.*

25 **SECOND:** By Selectman Sharps

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

27 **MOTION PASSED**
28
29

30 **OLD BUSINESS**

31 Ashland Economic Development Committee (AEDC)-LW Packard Building: Chair Newton reported
32 on the past joint AEDC meeting. She reiterated that grants are always available for hazardous
33 material cleanup for properties owned by municipalities. A walk through of the building will be
34 arranged by Chair Newton for the entire board.

35 Ashland Water & Sewer Commissioners-NHDES State Revolving Fund application: Water & Sewer
36 Commissioner, David Toth requested that the Selectboard approve a motion to allow him to sign the
37 Clean Water State Revolving Fund (CWSRF) loan application and loan for the Asset Management
38 Plan and Headworks and Septage Receiving Facility.

39
40
41
42 **MOTION:** By Selectman Sharps

43 *Designate the Chair of the Water & Sewer Commission to sign the Clean Water State Revolving*
44 *Fund (CWSRF) loan application and loan for the Asset Management Plan as approved by the*
45 *voters in March, 2017.*

46 **SECOND:** By Selectman DeWolfe

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

2 **MOTION PASSED**

3
4 **MOTION:** By Vice Chair Lamos

5 *Designate the Chair of the Water & Sewer Commission to sign the Clean Water State Revolving*
6 *Fund (CWSRF) loan application and loan for Headworks and Septage Receiving Facility as*
7 *approved by the voters in March, 2017.*

8 **SECOND:** By Selectman Sharps

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

10 **MOTION PASSED**

11
12 New Transportation Alternative Program (TAP) Grant Letter of Interest with NHDOT: TA Smith
13 asked the Selectboard if they were interested in having him to submit a letter of interest to apply for
14 another TAP grant. Discussion followed regarding the possibility of extending the sidewalk project
15 up West Street which would be considered Phase II of the sidewalk project. TA Smith will submit the
16 letter of interest. He will also arrange for Mike Vignale, KV Partners engineer to return to a
17 Selectboard meeting this summer to present an update on the Phase I plans. Preliminary designs for
18 Phase I have been submitted and are available at the Town Office for review. Selectman DeWolfe
19 spoke on the need to assure that the plans address the area at the bottom of Main Street where vehicles
20 bottom out and frequently get stuck.

21
22 **MOTION:** By Selectman DeWolfe

23 *Approve submittal of letter of interest for TAP grant.*

24 **SECOND:** By Selectman Sharps

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

26 **MOTION PASSED**

27
28 Parking signage at the Town Beach: Chief Randall addressed the need to put up permanent No
29 Parking signs on the right side edge of the road near the marina. Mardean Badger, Planning Board
30 Chair, said an original condition of the marina was that it be permanently marked "No Parking".
31 Chief Randall will have the signs put into place.

32 33 **NEW BUSINESS**

34 Town Administrator-Semiannual update: TA Smith read list of departmental activities and projects
35 achieved during the first six months of 2018. Chair Newton thanked TA Smith and the Department
36 Heads for their work and added she would like to hear from other departments such as the Electric,
37 Water/Sewer Departments and the Library. TA Smith thanked the citizens of the town for their
38 support.

39 40 41 42 43 **SELECTBOARD ITEMS**

- 44 • Follow-up meeting scheduling: Williams Architects meeting with Selectboard will be held on
45 7/18/18 at 11:00 AM at the Town Hall to discuss the Town Hall questionnaire. A non-
46 meeting will be held with legal before the next Selectboard Work Session on 7/16 at 6:00 PM.

- Squam Stock: The Heritage Commission sponsored the Squam Stock event which was held this past week at the Holderness Science Center. Money raised will be going to the elementary schools in Ashland and Holderness.

PUBLIC COMMENT (Agenda Items Only)

None

There being no further business, a motion was made by Selectman DeWolfe to enter into a **nonpublic session pursuant to RSA 91-A:3, II (a) at 7:25 P.M.**, seconded by Selectman Sharps with Selectmen Newton, Lamos, Barney, Sharps, and DeWolfe present. The Board of Selectmen **left nonpublic at 7:38 P.M.** and announced a salary increase of DPW Director Craig Moore to \$55,000/year.

Respectfully submitted,

Wendy Smith

July6, 2018

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **WORK SESSION**
3 **MONDAY, JULY 16, 2018**
4 **ASHLAND FIRE STATION**
5 **6:30 PM**
6
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9 **PLEDGE OF ALLEGIANCE**
10
11

12 **CALL TO ORDER**

13 Chairman Newton called the meeting to order at 6:37 PM with a roll call. Chairman Frances Newton,
14 Selectmen Leigh Sharps, Kathleen DeWolfe, Casey Barney and Vice Chairman Harold Lamos,
15 present. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy
16 Smith.

17
18 Selectman Sharps explained that most of the Selectboard were wearing Civil War era costumes
19 in honor of the upcoming Ashland 150th Anniversary week. She went over some of the
20 festivities and added an updated list of dates and times can be found on the home page of the
21 Town website.
22

23
24 **PUBLIC COMMENTS (Agenda items only)**

25 None
26
27

28 **APPROVAL OF MINUTES**

29 July 2, 2018-Pg. 3, line 37 add “always” between “are” and “available”; line 39 add “for the entire
30 board.” at the end of the sentence. Pg. 4, line 24 replace “School” with “Main”
31

32 **MOTION:** By Selectman Sharps

33 *Approve 7/2/18 Board of Selectmen meeting minutes as amended.*

34 **SECOND:** By Selectman DeWolfe

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

36 **MOTION PASSED**
37
38

39 **CONSENT AGENDA**

40 Signed by Selectmen:

- 41 a. Payroll and Account Payables Manifests from 7/2/18 and 7/9/18.
42

43 Selectman Sharps inquired about the balance of the legal line, noting an invoice for \$2,000 from the
44 Town lawyers. TA Smith responded that the Town has received 38 Right-to-Know requests from
45 former selectman, Tejasinha Sivalingam. The requests impact every board and committee and TA

1 Smith has been working with Information Technology (IT) and legal regarding these requests. The
2 legal line had \$9,000 at the end of June and will most likely be exceeded this year.
3
4

5 **DEPARTMENT HEADS**

6 **Department of Public Works:** DPW Director Moore went over a three year paving contract with
7 GMI Asphalt. The contract locks in labor rates for three years and the town is not obligated to use
8 their services. Discussion followed regarding the contract.
9

10 **MOTION:** By Selectman DeWolfe

11 *To approve the contract with GMI Asphalt for a three year period.*

12 **SECOND:** Selectman Sharps

13 **VOTE:** 4-1 (Newton, Sharps, DeWolfe, Barney-yes; Lamos-no)

14 **MOTION PASSED**
15

16 DPW Director Moore requested that the Board consider allowing him to place two trucks out for
17 sealed bid. Two Chevy pickup trucks have been replaced by the truck bought at the state auction and
18 are no longer needed. The trucks have mechanical issues and are no longer in service.
19

20 **MOTION:** By Selectman DeWolfe

21 *To allow the trucks to be sold by sealed bid.*

22 **SECOND:** Selectman Sharps

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

24 **MOTION PASSED**
25

26 **Water and Sewer Department:** Water and Sewer Commissioner David Toth presented an update
27 on the progress with the Septage Receiving Station. The Water and Sewer Commission are meeting
28 regarding this project at the Water and Sewer office this Wednesday, 7/18/18, at 9:00 AM. The
29 project is in the design review phase currently with construction slated to start in mid-September.
30

31 **Town Administrator:** TA Smith requested that the Board of Selectmen hold a public hearing to
32 discuss increasing Town Building Permit fees. On the 2018 ballot, the town voted in favor of Warrant
33 Article 42 to authorize the Board of Selectmen to amend Article 15 of the Ashland Building
34 Regulations-building permit fees. The Town of Ashland has not updated building permit fees since
35 2007. The appropriation for the town Building Inspector should be offset by the revenue received
36 from the fees. There is currently a shortfall causing a taxation for the inspection services. A public
37 hearing on this matter will be held during a regular meeting with the date to be determined.
38

39 **MOTION:** By Selectman Sharps

40 *To have a public hearing about increasing Town Building Permit fees.*

41 **SECOND:** Selectman Barney

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

43 **MOTION PASSED**
44

45 TA Smith read a letter from Carol and Dave Fucarile thanking the DPW for the work done at Smith
46 Hill Road. He also thanked all the volunteers who stepped up to help at Squam Stock and the 4th of

1 July parade celebration. The 150th Anniversary Committee can use some volunteers for the parade
2 being held on Saturday, July 28th.

3
4
5 **NEW BUSINESS**

6 None
7
8

9 **OLD BUSINESS**

10 **Project List:**

11 NHDOT-Transportation Alternative Program (TAP) Grant: The design phase is in progress and
12 Department of Environmental Services (DES) will be contacting the Town regarding the
13 application for State Revolving Fund (SRF) funding.

14 Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:
15 No updates.

16 LW Packard Mill Site Brownfields project: An update on the joint meeting with the Ashland
17 Economic Development Committee (AEDC) will be on the agenda of the Selectmen's meeting
18 of Monday, 8/6/18. A site walk of the mill will be scheduled.

19 NH Land & Community Heritage Investment Program (LCHIP): There will be a joint interview with
20 Christopher Williams Architects this Wednesday, 7/18 at 11:00 AM to discuss the questionnaire results.

21 Town Parcel Audit-Geographic Information System (GIS) Mapping: The project will be starting in
22 December 2018.

23 Town Office Building Maintenance: Installation of flooring at the Town Hall has been put on hold
24 until after the LCHIP study is complete.

25 Town Buildings Telecommunications: Spectrum has disconnected the cable internet at the Town
26 Office and Police Department, saving the town approximately \$5,000. This item will be archived.

27 Speed Bump on Leavitt Hill Road: DPW installed a crosswalk warning sign. The Police Department
28 continues to increase their presence in the area to deter speeding. There are currently no speed bumps.

29 Whipple House: Selectman DeWolfe would like all the information regarding the lease be provided
30 to the Selectboard so they can meet with the Historical Society before the lease automatically renews
31 in December.

32 Town Personnel Policy: Table until 2019 to coincide with new union Collective Bargaining
33 Agreement (CBA).

34 Building Permit Fees: Discussed above under Department Heads.

35 Grant Opportunities: TA Smith submitted letter of interest to the Department of Transportation
36 (DOT) for new NHDOT Transportation Alternative Program (TAP) grant. NHDOT will be sending
37 the town applications. Chair Newton proposed forming a subcommittee to work on this project.
38 Selectman DeWolfe expressed interest in this and suggested reestablishing the Ashland Transportation
39 Alternative Committee (ATAC).

40 Solar Energy: Selectman Sharps plans to have a preliminary report in September.
41
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45

1 **SELECTBOARD ITEMS**

2 **Ashland Heritage Commission:**

- 3 • Town of Ashland Appreciation Day (TOAAD)-The Selectboard discussed having a day to
4 organize the Old Jail and possibly having a barbeque as well on September 22, 2018. It was
5 suggested to inquire as to whether the Ashland Community Church would like to join in on the
6 barbeque. This item will be put on the Project List.

7
8 **MOTION:** By Selectman DeWolfe

9 *To move forward with planning second annual Town of Ashland Appreciation Day.*

10 **SECOND:** Selectman Sharps

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

12 **MOTION PASSED**

- 13
14 • Resignations-Katie Maher and Leigh Sharps have resigned from the Heritage Commission.
15 Selectman DeWolfe will now be the Selectboard member on the Commission with Chair
16 Newton as the alternate.

17
18 **Citizen Inquiry Form:** Selectman Sharps put forward to the Selectboard a draft Citizen Inquiry Form
19 to be discussed at the next Board of Selectmen's work session. She intends for the courtesy document
20 to be called The Town of Ashland Resident Inquiry form.

21
22
23 **LIAISON REPORTS**

- 24 • Selectman Sharps attended the Planning Board meeting last week. Signage will be
25 discussed at their next work session. Their next meeting will be held on 8/1/18. She also
26 mentioned that the final 150th Anniversary Celebration schedule can be found on the Town
27 website. She presented an Ashland Centennial button to David Ruell
28 • Selectman DeWolfe attended the Electric Department public hearing as a ratepayer and
29 reported that the residential electric rates are going up .5 cent/kilowatt hour.
30 • Vice Chair Lamos attended the 4th of July Committee meeting and announced that the
31 parade and the fireworks were a great success.
32 • Chair Newton encouraged the Library and Electric Department to come to a Selectboard
33 meeting and report on their departments.

34
35
36 **PUBLIC COMMENT (Agenda items only)**

37 None

38
39 There being no other business, Selectman Sharps made **Motion to go into Non-Public Pursuant to RSA 91-**
40 **A:3, II (b) at 7:50 PM.** Selectman DeWolfe seconded. **Roll Call Vote:** Barney, yes, Newton, yes, Lamos, yes;
41 Sharps, yes, DeWolfe, yes. Selectman Sharps made **Motion to leave nonpublic session at 7:57 PM.** Vice Chair
42 Lamos seconded. The hire of Nancy Allen for the Parks & Recreation snack shack was announced.

43
44 Respectfully submitted,

45 Wendy Smith

46 July 20, 2018

**ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
WEDNESDAY, JULY 18TH, 2018
ASHLAND TOWN OFFICE
11:00 AM**

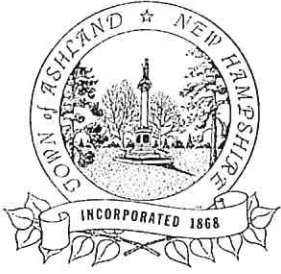
I. CALL TO ORDER

Chairman Newton called the meeting to order at 11:04 AM with a roll call. Chairman Fran Newton, Selectman Leigh Sharps, Selectman Kathleen DeWolfe were all present with Vice Chairman Harold Lamos, Selectman Casey Barney absent with prior notice. Others present: Town Administrator Charles Smith and Norman Larson, CPW Architects.

Purpose of the meeting was for CPW Architects to have a discussion with the Board of Selectmen about the town space needs for public meetings. CPW Architects is the firm awarded the contract for the LCHIP grant. Norman Larson from CPW Architects asked the board members present questions about the administrative needs of board members and the general accommodations, and safety of their meetings. Discussion also focused on sharing spaces with other public bodies such as having meetings at the Fire Station or the School Library. CPW Architects concluded the meeting by offering to board members if they had any other ideas for the LCHIP study to please email or call.

Selectmen adjourned their meeting at 12:15 P.M.

These minutes were drafted by, Charles Smith, on July 18, 2018.



Town of Ashland Board of Selectmen Agenda Report

Date: August 3, 2018

To: Board of Selectmen

From: Town Administrator

Subject: NHDOT – TAP grant (West St. to Gordon St. sidewalk project) construction cost increase

Recommended motion: N/A

Background:

The construction and construction engineering cost estimates from our 2016 TAP grant application were underestimated.

Issue:

Total construction phase cost from our 2016 TAP grant application was \$331,284. Engineering project construction cost for 2019 are \$454,939 creating a shortfall of \$123,655. At issue, TAP grant funding is limited and NHDOT can not provide funding for the increase.

Discussion:

The engineering project costs for 2019 are an estimate and not a concrete number. Engineers based this projected increase on current supply and demand for contractors, their availability, plus materials to complete the construction project. Essentially, this projected estimate could decrease before the start of the project. Before the start of the project our CRF reserves should be enough to help support the cost increase. The DPW Director and Town Administrator have scheduled a meeting with NHDOT and our engineer to discuss the construction costs for this project. Before our meeting we are requesting support from the Board of Selectmen for the project increases.

ENGINEERING STUDY

TRANSPORTATION ALTERNATIVES PROGRAM SIDEWALK PROJECT

**State Project Number 41370
Federal Project Number X-A004(610)**

ASHLAND, NEW HAMPSHIRE

Prepared By:
KV Partners LLC
P.O. Box 432
New Boston, NH 03070
(603) 413-6650

June 20, 2018

KV Partners LLC

P.O. Box 432, New Boston, NH 03070

(603) 413-6650

MEMORANDUM**Project:** TAP Sidewalks Improvements - Ashland, NH**Subject:** Planning Level Cost Estimate**Date:** June 20, 2018

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COSTS
203.1	Common Excavation	700	CY	\$15.00	\$10,500
214	Fine Grading	1	LS	\$5,000.00	\$5,000
214.1	Exploratory Excavation	20	CY	\$50.00	\$1,000
203.2	Rock Excavation	20	CY	\$75.00	\$1,500
304.3	Crushed Gravel	350	CY	\$35.00	\$12,250
403.12	Bituminous Concrete Pavement, Hand Method	200	TON	\$150.00	\$30,000
520.1	Concrete Class A	57	CY	\$200.00	\$11,400
603.80212	12" Plastic Pipe	600	LF	\$40.00	\$24,000
604.12	Catch Basin, Type B, 4' Dia.	8	EA	\$2,800.00	\$22,400
604.41	Adjust CB to Grade	5	EA	\$360.00	\$1,800
608.12	2" Bituminous Concrete Sidewalks	1400	SY	\$20.00	\$28,000
608.24	Concrete Sidewalk 4" (F)	275	SY	\$65.00	\$17,875
608.54	Detectable Warning Device, Cast Iron	36	SY	\$350.00	\$12,600
609.01	Straight Granite Curb	2670	LF	\$25.00	\$66,750
609.02	Curved Granite Curb	425	LF	\$30.00	\$12,750
615.03	Traffic Sign Type C (F)	200	SF	\$35.00	\$7,000
615.034	Relocate Traffic Sign Type C	10	EA	\$100.00	\$1,000
616.3	Rectangular Rapidly Flashing Beacons	1	LS	\$15,000.00	\$15,000
618.7	Flaggers	600	HR	\$33.00	\$19,800
619.1	Maintenance of Traffic	1	LS	\$12,000.00	\$12,000
628.2	Sawed Bituminous Pavement	3400	LF	\$2.00	\$6,800
632.3104	Thermoplastic Pave. Markings, 4" Line	340	LF	\$1.00	\$340
632.3106	Thermoplastic Pave. Markings, 6" Line	1100	LF	\$1.50	\$1,650
632.3112	Thermoplastic Pave. Markings, 12" Line	1300	LF	\$5.00	\$6,500
632.3118	Thermoplastic Pave. Markings, 18" Line	60	LF	\$8.00	\$480
641	Loam	180	CY	\$48.00	\$8,640
646.3	Turf Establishment with Mulch and Tacifiers	1600	SY	\$1.50	\$2,400
652.06	Street Trees	17	EA	\$600.00	\$10,200
692	Mobilization	1	LS	\$10,000.00	\$10,000
	10% Contingency				\$35,964

Total Construction Costs**\$395,599**

Construction Engineering (15%)

\$59,340

TOTAL PROJECT CONSTRUCTION COSTS**\$454,938**

Engineering Design Costs

\$53,800

TOTAL PROJECT COSTS**\$508,738**

3. Project Cost Estimate

Identify the estimated project costs under each of the phases below.

Note: to avoid divide by zero error on the calculated fields \$0.01 has been inserted into the first box

A) Design/Engineering:

(Costs for engineering study, preliminary design, environmental review, identifying and establishing right-of-way, easements preparation, final design, and bid phase services)

\$

B) Right-Of-Way:

(Cost of easement acquisition and/or land acquisition)

\$

C) Construction:

(Cost of constructing project, materials, and labor)

\$

D) Construction Engineering:

(Cost of engineering oversight for the project. Oversight needs to be almost fulltime.)

\$

Project Total: \$
(Min. \$400,000 Max \$1,000,000)

Identify the amount of federal funding you are applying for.

If you are overmatching your project to get your total up to \$400,000 or over \$1,000,000 you add the additional funds to your required match and put that in the Match\$ box below. Your % federal funds will be adjusted based on your amount of overmatch. If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the TAP program but you want the work done under the overall contract.

Federal \$
(\$800,000 Max. \$320,000 Min. for federal amount requested)

Match \$
(Enter amount of local match and additional funds if applicable)

Non-Participating \$

Funding Total \$
(Min. \$400,000 Max.\$1,000,000)

Calculated Field
 %
(80% Max. for TAP reimbursement)

Calculated Field
 %

Reason for non-participating funds



**Town of Ashland
Board of Selectmen
Agenda Report
August 3, 2018**

To: Board of Selectmen

From: Patsy

Subject: Abatements – NHNY and EHFAR

Background: 2016 and 2017 abatement settlement

Issue: Cindy Perkins of CNP will explain proposed settlement –if the subject of waiving current interest comes up – we (town office) recommend not waiving.

Recommended motion:

1. To accept the proposed 2016 abatement for NHNY Marina Development of \$20,502.48 and the 2017 abatement for NHNY Marina Development of \$20,948.37 with statutory interest being waived and the abatements to be credited towards taxes due.
2. To accept the proposed 2016 abatement for EHFAR of \$36,301.55 and the 2017 abatement for EHFAR of \$37,091.04 with statutory interest being waived and the abatements to be credited towards taxes due.

Discussion:

Fiscal Impact:

July 24, 2018

Ms. Cindy Perkins
Town of Ashland
Assessing Department
20 Highland Street
PO Box 517
Ashland, NH 03217

Re: NHNY Marina Development LLC v. Town of Ashland
Docket Nos.: 28577-16PT
Parcel ID: See attached for individual parcel calculations

Dear Cindy:

Please see below for the settlement agreement for the above-referenced asset.

Tax Year	Proposed Assessment	Final Assessment	Reduction	Tax Rate	Abatement	Notes
2016	\$3,792,000	\$2,950,700	\$841,300	0.02437	\$20,502.48	Interest to be waived
2017	\$3,600,500	\$2,759,200	\$841,300	0.02490	\$20,948.37	Credit towards taxes

The owner is in agreement to waive statutory interest as well as have the 2016 and 2017 tax year total abatements due processed as credits towards any outstanding and/or future taxes.

Should the above settlement concur with your understanding, please indicate by signing below and forward a copy back to my office. If it differs, please contact me as soon as possible at (603) 518-3513 to discuss.

By signing this settlement, the Town agrees to process the abatement as credits within 30 days of the settlement date. Please note this letter constitutes an offer of settlement and should not be construed as an admission of any matters set forth therein.

Sincerely,


Brandon Potter
Tax Consultant
Commercial Property Tax Management, LLC

BP/kca

Town of Ashland

Date

cpptax.com

Commercial Property Tax Management, LLC
345 Cilley Road, Suite 1, Manchester, NH 03103
tel. 603.314.0135 fax 603.314.0138

July 24, 2018

Ms. Cindy Perkins
Town of Ashland
Assessing Department
20 Highland Street
PO Box 517
Ashland, NH 03217

Re: Ehfar LLC v. Town of Ashland
Docket Nos.: 28579-16PT
Parcel ID: See attached for individual parcel calculations

Dear Cindy:

Please see below for the settlement agreement for the above-referenced asset.

Tax Year	Proposed Assessment	Final Assessment	Reduction	Tax Rate	Abatement	Notes
2016	\$3,514,800	\$2,025,200	\$1,489,600	0.02437	\$36,301.55	Interest to be waived
2017	\$3,189,400	\$1,699,800	\$1,489,600	0.02490	\$37,091.04	Credit towards taxes

The owner is in agreement to waive statutory interest as well as have the 2016 and 2017 tax year total abatements due processed as credits towards any outstanding and/or future taxes.

Should the above settlement concur with your understanding, please indicate by signing below and forward a copy back to my office. If it differs, please contact me as soon as possible at (603) 518-3513 to discuss.

By signing this settlement, the Town agrees to process the abatement as credits within 30 days of the settlement date. Please note this letter constitutes an offer of settlement and should not be construed as an admission of any matters set forth therein.

Sincerely,


Brandon Potter
Tax Consultant
Commercial Property Tax Management, LLC

BP/kca

Town of Ashland

Date

■■■■■ cptax.com

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