

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

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6   **PLEDGE OF ALLEGIANCE**

7  
8   **CALL TO ORDER**

9  
10 Chairman Newton called the meeting to order at 6:30 PM with a roll call. Chairman Frances Newton,  
11 Vice Chairman Harold Lamos, Selectman Casey Barney, Selectman Kathleen DeWolfe and  
12 Selectman Leigh Sharps present. Others Present: Town Administrator Charles Smith and  
13 Administrative Assistant Wendy Smith.

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

17  
18 Public Hearing for Community Development Block Grant (CDBG) application opened at 6:31 PM.  
19 Chair Newton read an explanation of the CDBG and how these funds will be used for the  
20 rehabilitation of 40 existing units of affordable housing at Harvey Heights (formerly LedgeWood  
21 Estates). Informational packets were available for the public's review. Donna Lane read:  
22 Community Development Block Grant funds are available to municipalities through the NH  
23 Community Development Finance Authority. Up to \$500,000 annually is available on a  
24 competitive basis for public facility and housing projects, up to \$500,000 for economic  
25 development projects and up to \$350,000 for emergency activities. All projects must directly  
26 benefit low and moderate-income persons. Up to \$12,000 per study is available for Planning  
27 Grants.

28 This is a proposed application to the Community Development Finance Authority for up to  
29 \$500,000 in Community Development Block Grant funds. The town will retain some of the  
30 CDBG funds to cover administrative expenses and sub-grant the bulk of the funds to Laconia  
31 Area Community Land Trust, Inc. for rehabilitation of 40 existing units of affordable housing at  
32 Harvey Heights (also known as LedgeWood Estates Apartments), LedgeWood Lane (off Avery  
33 Street) in Ashland, New Hampshire. The rehabilitation project will improve health and safety  
34 conditions on the property, provide energy efficiency and renewable energy upgrades to enhance  
35 long-term affordability, and improve the exterior appearance of the property. The apartments will  
36 remain affordable for low and moderate-income individuals for a minimum of 20 years.

37 This project conforms with Ashland's Housing and Community Development Plan's Goal of:  
38 Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age  
39 and income groups. (Short-term and Long-term goal).

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

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**PUBLIC HEARING ON THE HOUSING AND COMMUNITY DEVELOPMENT PLAN**

Public Hearing for Community Development Block Grant (CDBG) application opened at 6:35 PM. Donna Lane read: the proposed Housing and Community Development Plan that outlines short and long-term goals for the Town. No changes have been made since the Plan was discussed in 2013.

**TOWN OF ASHLAND**

**HOUSING AND COMMUNITY DEVELOPMENT PLAN**

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

**Goal:** 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).

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

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

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

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

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

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

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

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

1 **PUBLIC HEARING ON RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION**  
2 **ASSISTANCE PLAN**

3  
4 Public Hearing for the Town adoption of the Residential Antidisplacement and Relocation Assistance  
5 Plan opened at 6:38 PM. Chair Newton read an explanation of the plan which describes measures  
6 LRCD will take to supply any necessary temporary relocation of residents following all Uniform  
7 Relocation Act requirements. Chair Newton asked for comments from the public or the Board of  
8 Selectmen and there were none. Public Hearing on the adoption of the Residential Antidisplacement  
9 and Relocation Assistance Plan closed at 6:40 PM.

10  
11 **MOTION:** By Selectman DeWolfe  
12 *To adopt the Housing and Community Development Plan.*

13 **SECOND:** By Selectman Sharps

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

15 **MOTION PASSED**

16  
17 **MOTION:** By Selectman DeWolfe  
18 *To adopt the Residential Antidisplacement and Relocation Assistance Plan.*

19 **SECOND:** By Selectman Sharps

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

21 **MOTION PASSED**

22  
23 **MOTION:** By Selectman DeWolfe  
24 *Approve the submittal of the CDBG application and authorize the Chair of the Board of Selectmen*  
25 *to sign and submit the CDBG application, and upon approval of the CDBG application, authorize*  
26 *the Chair of the Board of Selectmen to execute any documents which may be necessary to*  
27 *effectuate the CDBG contract, and any amendments thereto.*

28  
29 **SECOND:** By Selectman Sharps

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

31 **MOTION PASSED**

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

34 Kendall B. Hughes provided an update on the Fourth of July activities happening on 7/3/18 and  
35 7/4/18.

36  
37 **APPROVAL OF MINUTES**

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

43  
44 **MOTION:** By Vice Chair Lamos  
45 *Approve 6/18/18 minutes as amended.*

46 **SECOND:** By Selectman Sharps

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

2 **MOTION PASSED**

3

4 June 4, 2018-Pg. 1, line 16 add “The Board of Selectmen minutes were sealed.” at the end of the  
5 paragraph.

6

7 **MOTION:** By Selectman Sharps

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

9 **SECOND:** By Selectman DeWolfe

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

11 **MOTION PASSED**

12

13 **CONSENT AGENDA**

14 • Accounts Payable and Payroll Manifest’s for the weeks of June 18 and 25, 2018 were signed  
15 by a quorum of the Board.

16 • Personal Action Form for Firefighter step increase, town abatements, Trustee of the Trust  
17 Funds CRF disbursement memos, and DRA 2108 MS 535 were signed by a quorum of the  
18 Board.

19

20 **DEPARTMENT HEADS**

21 Parks and Recreation Department: Director Barney requested that the Select Board sign thank you  
22 letters she drafted to the following people and businesses who have recently helped the Parks and  
23 Recreation Department: Elaine Hughes Realty Group, Ashland Community Center, David Ruell, and  
24 Steve Orlich. Director Barney also requested that the Selectmen sign a Personnel Action form for a  
25 new camp counselor hire. The counselor was hired because camp attendance has increased to 36  
26 children.

27

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

31

32 **MOTION:** By Selectman DeWolfe

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

34

35 **SECOND:** By Vice Chair Lamos

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

37 **MOTION PASSED**

38

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

41

42 **MOTION:** By Selectman Sharps

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

44 **SECOND:** By Selectman DeWolfe

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

46 **MOTION PASSED**

1  
2 Administrative Assistant: Administrative Assistant, Wendy Smith presented information on W.B.  
3 Mason state contract to purchase water and lease a water cooler as well as office supplies at a reduced  
4 price for municipalities. The water contract would save the Town approximately \$300/year.

5  
6 **MOTION:** By Vice Chair Lamos

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

9 **SECOND:** By Selectman Sharps

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

11 **MOTION PASSED**

12  
13 **OLD BUSINESS**

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

18 Ashland Water & Sewer Commissioners-NHDES State Revolving Fund application: Water & Sewer  
19 Commissioner, David Toth requested that the Select board approve a motion to allow him to sign the  
20 Clean Water State Revolving Fund (CWSRF) loan application and loan for the Asset Management  
21 Plan and Headworks and Septage Receiving Facility.

22  
23 **MOTION:** By Selectman Sharps

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

27 **SECOND:** By Selectman DeWolfe

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

29 **MOTION PASSED**

30  
31 **MOTION:** By Vice Chair Lamos

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

35 **SECOND:** By Selectman Sharps

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

37 **MOTION PASSED**

38  
39 New Transportation Alternative Program (TAP) Grant Letter of Interest with NHDOT: TA Smith  
40 asked the Select Board if they were interested in having him to submit a letter of interest to apply for  
41 another TAP grant. Discussion followed regarding the possibility of extending the sidewalk project  
42 up West Street which would be considered Phase II of the sidewalk project. TA Smith will submit the  
43 letter of interest. He will also arrange for Mike Vignale, KV Partners engineer to return to a Select  
44 Board meeting this summer to present an update on the Phase I plans. Preliminary designs for Phase I  
45 have been submitted and are available at the Town Office for review. Selectman DeWolfe spoke on

1 the need to assure that the plans address the area at the bottom of Main Street where vehicles bottom  
2 out and frequently get stuck.

3  
4 **MOTION:** By Selectman DeWolfe  
5 *Approve submittal of letter of interest for TAP grant.*

6 **SECOND:** By Selectman Sharps

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

8 **MOTION PASSED**

9  
10 Parking signage at the Town Beach: Chief Randall addressed the need to put up permanent No  
11 Parking signs on the right-side edge of the road near the marina. Mardean Badger, Planning Board  
12 Chair, said an original condition of the marina was that it be permanently marked “No Parking”.  
13 Chief Randall will have the signs put into place.

14  
15 **NEW BUSINESS**

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

21  
22 **SELECTBOARD ITEMS**

- 23 • Follow-up meeting scheduling: Williams Architects meeting with Select Board will be held on  
24 7/18/18 at 11:00 AM at the Town Hall to discuss the Town Hall questionnaire. A non-  
25 meeting will be held with legal before the next Select Board Work Session on 7/16 at 6:00  
26 PM.
- 27 • Squam Stock: The Heritage Commission sponsored the Squam Stock event which was held  
28 this past week at the Squam Lake Science Center. Money raised will be going to the  
29 elementary schools in Ashland and Holderness.

30  
31  
32 **PUBLIC COMMENT (Agenda Items Only)**

33 None

34  
35 There being no further business, a motion was made by Selectman DeWolfe to enter a **nonpublic**  
36 **session pursuant to RSA 91-A:3, II (a) at 7:25 P.M.**, seconded by Selectman Sharps with  
37 Selectmen Newton, Lamos, Barney, Sharps, and DeWolfe present. The Board of Selectmen **left**  
38 **nonpublic at 7:38 P.M.** and announced a salary increase of DPW Director Craig Moore to  
39 \$55,000/year.

40  
41 Respectfully submitted,

42  
43 Wendy Smith

44 July6, 2018