

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, SEPTEMBER 17TH, 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): 9/4/18
- V. CONSENT AGENDA**
 - a. Weeks of:
 - i. 9/4/18; Payroll \$21,983 – A/P \$312,588
 - ii. 9/10/18; Payroll \$17,574
- VI. DEPARTMENT HEAD(S)**
 - a. Parks & Rec Director – Tree removal at campground
- VII. NEW BUSINESS**
 - a. Ashland Historical Society – Whipple House
 - b. Town Administrator:
 - i. Emery & Garrett Groundwater Investigations, A division of GZA; service contract for groundwater monitoring, landfill gas & cap inspections, ground water permit renewal, all per NHDES requirements for Ashland Landfill.
- VIII. OLD BUSINESS**
 - a. Town Administrator Updates
 - b. Project List
- IX. SELECTBOARD ITEMS**
 - a. Upcoming 2019 budget meetings with Department Heads
- X. PUBLIC COMMENT (Agenda items only)**
- XI. SIGNATURE FILE**
 - a. Notice of Intent to Cut
 - b. Personnel Action Forms
- XII. NONPUBLIC SESSION (If needed)**
- XIII. ADJOURNMENT**

Posted on 9/14/18 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 **TUESDAY, SEPTEMBER 4, 2018**
4 **ASHLAND ELEMENTARY CAFETERIA**
5 **NON-PUBLIC SESSION 6:15 PM**
6 **REGULAR MEETING 6:30 PM**
7
8

9 **NON-PUBLIC SESSION**

10 The Board of Selectmen entered **nonpublic session pursuant to RSA 91-A:3, II (b) at 6:18**
11 **P.M. and left at 6:07 P.M.** with Selectmen Newton, Lamos, and DeWolfe present. The Board
12 of Selectmen announced the part-time hiring of two Parks and Recreation personnel for after
13 school camp: Kayleigh Murray and Brooke Binsse.

14
15
16 **PLEDGE OF ALLEGIANCE**

17
18
19 **CALL TO ORDER**

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

24
25
26 **PUBLIC COMMENT (Agenda Items Only)**

27 None
28
29

30 **APPROVAL OF MINUTES**

31 August 20, 2018-Page 4, line 7 insert “also” after “is”; line 40 insert “and other interested parties” after
32 “DeWolfe”. Page 5, line 20 replace “Heritage Commission” with “Historical Society”; line 24 insert
33 “including members of the public plus the planning team and other stakeholders.” after “better”.
34

35 **MOTION:** By Vice Chair Lamos

36 *Approve 8/20/18 minutes as amended.*

37 **SECOND:** By Selectman DeWolfe

38 **VOTE:** 3-0 (All in favor)

39 **MOTION PASSED**
40
41

42 **CONSENT AGENDA**

- 43 • Accounts Payable and Payroll Manifests for the week of August 20 and 27, 2018 were signed
44 by a quorum of the Board.
45
46

1 **NEW BUSINESS**

2 **Ashland 4th of July Committee and 150th Committee updates:** Fran Wendelboe, Chair of the
3 Ashland 4th of July Committee presented a recap of this year's 4th of July celebration which had a very
4 good turnout. Kendall B. Hughes, the new Vice Chair of the 4th of July Committee, summarized its
5 financial information. Jane Sawyer, Chair of the 150th Anniversary Celebration Committee went over
6 the successful 150th Anniversary event. The sale of memorabilia will be continuing until the end of this
7 year and information on this can be found at the Elaine Hughes Realty office. She added that if there
8 are funds left over, the Committee may donate them to the Town playground equipment fundraiser.

9 **Ashland Heritage Commission:** There will be a cleanup of the "Old Jail" and the Community Church
10 will be sponsoring a BBQ on Saturday, 9/22/18 at 10 AM in celebration of Ashland Appreciation Day.
11 The announcement of Susan MacLeod's resignation from the Heritage Commission was made and
12 Chair Newton expressed the Board's appreciation for her service.

13
14 **OLD BUSINESS**

15 **None**

16
17 **DEPARTMENT HEADS**

18 **Town Administrator**

- 19 1. Ambulance Service Contract with Town of Plymouth: The 2018-2021 Ambulance contract
20 with the Town of Plymouth was discussed and approved. The contract consists of quarterly
21 payments with a first-year total annual fee of \$48,801.16. After the first year of the contract,
22 total annual fee increases are based on the Consumer Price Index (CPI) percentage increase.

23
24 **MOTION:** By Selectman DeWolfe

25 *To approve the ambulance service contract with the Town of Plymouth, New Hampshire.*

26 **SECOND:** By Vice Chair Lamos

27 **VOTE:** 3-0 (All in favor)

28 **MOTION PASSED**

- 29
30 2. John Deere Lease Purchase Agreement: 2018 Warrant Article #11 approved the purchase of
31 a new DPW loader. There was no discussion.

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

34 *To approve the lease purchase agreement with John Deere for the purchase of a new*
35 *loader truck, and to authorize DPW Director Moore to sign the agreement on behalf of the*
36 *Town.*

37 **SECOND:** By Selectman DeWolfe

38 **VOTE:** 3-0 (All in favor)

39 **MOTION PASSED**

- 40
41 3. Veterans' Tax Credit Application: A request was received from a veteran, who had been
42 approved by the Selectboard for a Veterans' Tax Credit for 2019, to waive the application
43 deadline requirement of April 15, 2018 and have the credit applied to the 2018 tax year. The
44 applicant applied after the deadline though he had been notified by the Veterans
45 Administration of his disability status in February, 2018. The consensus was to deny the

1 request, but to also invite the veteran to come to a Selectboard meeting if he would like to
2 discuss the matter further.

- 3
4 4. PBTv recording of Budget Committee meetings: The question was posed to the Selectboard
5 as to whether the Budget Committee meetings should be recorded. As the Committee's
6 function is important, Chair Newton approved of recording the meetings. Selectman
7 DeWolfe agreed that it would be more transparent and informational for the public.
8 Selectman Lamos was concerned about cost and feasibility of recording the meetings. He
9 was assured that there is a budget line for recording meetings and only key meetings could be
10 filmed if need be.

11
12 **MOTION:** By Selectman DeWolfe

13 *To approve the filming of Budget Committee meetings by PBTv on a case by case basis.*

14 **SECOND:** By Vice Chair Lamos

15 **VOTE:** 3-0 (All in favor)

16 **MOTION PASSED**

- 17
18 5. L.W. Packard building: TA Smith asked for the Boards opinion on entering into a Feasibility
19 Study with the Community Development Finance Agency (CDFA) through the Community
20 Development Block Grant (CDBG) program. The deadline date for the application is mid-
21 October and a public hearing would be the next step. The Boards consensus was to apply for
22 the grant to explore further possibilities.

23
24 **SELECTBOARD ITEMS**

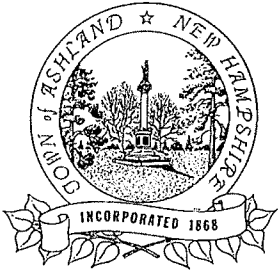
- 25 • Fixing Town Clock: Tabled until Selectman Sharps is present.
26 • BoS Tour of L.W. Packard building: As Chief Heath will be going on vacation soon, it was
27 determined that a tour could be led by DPW Director Moore. He will work with TA Smith on
28 coordinating a date and time.
29 • Library key: Selectman DeWolfe asked that the letter requesting the key to access the upstairs
30 room at the library be sent by certified letter to the Trustees of the Trust Fund and the Scribner
31 Trustees since the letter hadn't been picked up yet at the Town Office.
32 • State Primary: The state primary will be taking place on Tuesday, September 11, 2018 from
33 8:00 AM to 7 PM at the Ashland School gym.

34
35 **PUBLIC COMMENT (Agenda Items Only)**

36 None

37
38 There being no further business, a motion was made by Selectman DeWolfe to enter a **nonpublic**
39 **session pursuant to RSA 91-A:3, II (a) at 7:22 P.M.**, seconded by Vice Chair Lamos.
40 Selectmen Newton, Lamos, and DeWolfe present. The Board of Selectmen **left**
41 **nonpublic at 7:48 P.M.** Selectman DeWolfe made **Motion to adjourn at 7:49 PM.** Vice Chair
42 Lamos seconded. **Roll Call Vote:** Newton, yes, Lamos, yes; DeWolfe, yes.

43
44 Respectfully submitted,
45 Wendy Smith
46 September 7, 2018



**Town of Ashland
Board of Selectmen
Agenda Report
September 13, 2018**

To: Board of Selectmen

From: Ann Barney Park and Recreation Director

Subject: Tree removal from Edward Doggett Campground

Background: A tree broke and fell on a camper in the campground. It totaled the camper and we were very lucky that nobody was in the camper at the time.

Issue: After talking to Charlie and Primex I decided that I wanted to have an expert come in and look at the trees to find out if there are any other trees that either are or may become an issue in the future since there was no record of it ever being done before. There were many trees that were deemed unsafe.

Recommended motion: To go with the lowest estimate of the three and have the trees cut as soon as the camping season ends on Columbus Day weekend.

Discussion: Where should the cost of the trees be taken from

Fiscal Impact: \$10,850

WARRANTY DEED

I, GEORGE H. WHIPPLE of Rochester, Monroe County, State of New York, for consideration paid, grant to the TOWN OF ASHLAND, a municipal corporation in the County of Grafton, State of New Hampshire, with WARRANTY covenants,

A certain tract or parcel of land with the buildings thereon situated on Pleasant Street in the Town of Ashland, County of Grafton, State of New Hampshire, bounded and described as follows:

Beginning at a granite post on the westerly side of said Pleasant Street, which marks the corner of property now or formerly of George & Eva Brunt; thence S. 28° 10' W. a distance of 105.5 feet along said Pleasant Street to a granite post, which marks the corner of property now or formerly of Ruth H. Landry; thence N. 63° 21' W. a distance of 164.3 feet along said Landry land to an iron pin driven in the ground; thence S. 28° 05' W. a distance of 18 feet to an iron pin driven in the ground; thence N. 59° 57' W. a distance of 80 feet to an iron pin driven in the ground; thence N. 26° 35' E. a distance of 17 feet to an iron pin driven in the ground; thence N. 58° 55' W. a distance of 100 feet to an iron pin driven in the ground; thence N. 29° 18' E. a distance of 108.5 feet to a drill hole in a granite marker; thence S. 61° 00' E. a distance of 343.5 feet to the point of beginning.

See "Plan View Map Showing Land of Ashley W. Platt Town of Ashland, N. H. County of Grafton Surveyed April 1970 by D. P. Preece Scale 1" = 40'".

Meaning and intending hereby to convey the same property conveyed to me by Dorothy P. Kelly, Executrix u/w/o Ashley W. Platt, by Fiduciary Deed dated May 26, 1970 and recorded in the Grafton County Registry of Deeds in Book 1117 at Page 214.

This deed is being given subject to the condition that the property herein conveyed is to be used and maintained as an historical building for the preservation and perpetuation of historical articles and for activities related thereto, in accordance with the vote passed at the annual Town Meeting in the Town of Ashland held on March 10, 1970.

Consideration less than \$100 no transfer stamp required.

7. To see if the Town will vote to raise and appropriate \$1,065.00 for the support of the Lakes Region Mental Health Center with its principal clinic in Laconia and a branch clinic in Plymouth. (Appears in the budget.)
8. To see if the Town will vote to raise and appropriate the sum of \$612.00 in order that the Town may participate in the Pemi-Baker Home Health Agency, and to authorize the Selectmen to appoint from among the taxpayers of the Town one representative and alternate representative to serve on the Board of Directors of the Agency. (Submitted without recommendation.)
9. To see if the Town will vote to accept the property, known as the 'old town hall' from the School District in the event that the School District votes to return said property to the Town at its Annual Meeting March 11th.
10. To see if the Town will vote A. to accept as a gift from Dr. George H. Whipple the building and land of the Whipple homestead on Pleasant Street to be used and maintained as an historical building for the preservation and perpetuation of historical articles and for activities related thereto; AND B. To empower the Board of Selectmen to appoint for periods of three years an Historical Commission consisting of three members of the Ashland Historical Society, one member at large, and one Selectman, ex-officio, this committee to supervise and govern the operation of said property.
11. To see if the Town will vote to authorize the Selectmen to turn over the remaining inventory, acquired by the Centennial Committee, to the Historical Commission for its purposes and use.
12. To see if the Town will vote to accept as a gift from the Ashland Chamber of Commerce Beautification Committee two parcels of land, the Marine property located at the corner of Main and River Streets and the Sirles parcel bordering Squam River, for the purpose of establishing a Memorial Park.
13. To see if the Town will vote to raise and appropriate the sum of \$1,302.01 (such sum being the total amount of profit realized through the activities of the Centennial Committee and turned into the general fund in 1969) for the purpose of establishing a Memorial Park. (Petitioned by ten or more legal voters.) (Recommended by the Budget Committee.)

equipping of a new fire station at a total cost of \$150,000.00; the razing of the present fire station, with any net proceeds from the razing to be applied to the cost of the new station; the borrowing by the selectmen by notes to be repaid over a period of not more than three years, of a sum not to exceed \$50,000.00 to be applied to the cost of the new station; and the application to the cost of the new station of funds drawn from the capital reserve fund and funds received by gift. (Recommended by Budget Committee)

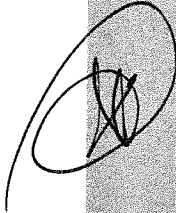
Article 9. (If the preceding item shall not be adopted) To see if the Town will authorize the selectmen to withdraw \$1,000.00 from the capital reserve fund to pay for the plans of the new fire station. (Recommended by Budget Committee)

Article 10. To see if the Town wishes to exclude from the Social Security plan, service in any class or classes of positions of election officials or election workers for a calendar quarter in which the remuneration paid for each service is less than \$50.00. (Recommended by Budget Committee)

Article 11. To see if the Town will vote to adopt the following by-law:
The Board of Firewards shall consist of three members, each to be elected by the town at the annual meeting and to serve for a period of three years, except that at the annual meeting in 1977, one member shall be elected to a term of one year, one member shall be elected for a term of two years, and one member shall be elected for a term of three years. A vacancy in the board may be filled by the remaining members until the next annual meeting of the town, as is provided in the case of selectmen. Terms of members shall expire as is provided by law for selectmen. This by-law shall take effect immediately following the adjournment of the annual meeting in 1976. (Petitioned by 10 or more legal voters) (Recommended by Budget Committee)

Article 12. To see if the Town will vote to assume the responsibility to furnish lights and water at the Memorial Park for the summer months, for the sum of \$175.00. (Without recommendation of Budget Committee)

Article 13. To see if the Town will vote to raise and appropriate the sum of \$150.00 for the care of old cemeteries, pursuant to N.H. RSA 289:5-6. (Recommended by Budget Committee)



Article 14. To see if the Town will vote to authorize the Selectmen to enter into a net lease of \$1.00 with the Ashland Historical Society, Inc., for the purpose of maintaining said premises and making improvements thereon; and in connection therewith to sublease and collect such rents, said moneys to be used to further maintain and improve said property known as the Whipple House. To be effective for fiscal year of 1976 and thereafter until rescinded by a vote of the town. (Petitioned by 10 or more legal voters)

Article 15. To see if the Town will vote to authorize the Selectmen to enter into a mutual agreement with the Town of Waterville Valley, to use the Sanitary Landfill Dump for a yearly fee to be determined by the

NOTICE OF LEASE

To all persons whom it may concern:


Ashland Historical Society, Inc., a New Hampshire corporation, with its principal place of business in Ashland, Grafton County, New Hampshire, the Tenant, and the Town of Ashland, Grafton County, New Hampshire, the Landlord, state in accordance with New Hampshire Revised Statutes Annotated 477:7-a that they have entered into a Lease, signed on March 29 and 29, 1976 and effective January 1, 1976 for certain premises in Ashland, Grafton County, New Hampshire.

The leased premises are known as the Whipple House and the land on which it stands, on the north side of Pleasant Street in Ashland.

The lease contains the following provisions relating to its term and all rights of extension or renewal:

"The term of this lease is one year, commencing January 1, 1976 and ending December 31, 1976. It shall be automatically renewed for another year, on the same terms, including this renewal provision, on January 1, 1977 and on January 1 of each year thereafter unless either party shall, on or before November 30 of any year, notify the party in writing that the lease shall not be renewed for the immediately following and all subsequent calendar years."

The parties have caused their corporate names and seals to be set hereto, by John R. Smith, the duly authorized Treasurer of the Tenant, on March 29, 1976, and by the Selectmen for the Landlord on March 29, 1976.


Alene L. Mills
Witness

Ashland Historical Society, Inc.
by John R. Smith
Its Treasurer
duly authorized

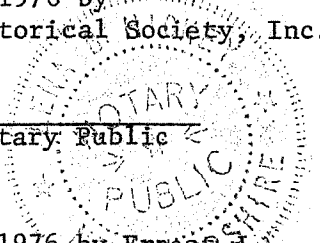
Town of Ashland
Ernest J. Paquette
Ernest J. Paquette, Chairman
Board of Selectmen
Edward N. Doggett
Edward N. Doggett, Selectman
Harold V. Buckman
Harold V. Buckman, Selectman

Joyce M. Baines
Witness

STATE OF NEW HAMPSHIRE
Grafton SS.

The above Notice was acknowledged before me on March 29, 1976 by John R. Smith, Treasurer of the Ashland Historical Society, Inc., a New Hampshire corporation, on behalf of the corporation.

Lena B. Hickey
Justice of the Peace/Notary Public



STATE OF NEW HAMPSHIRE
Grafton SS.

The above Notice was acknowledged before me on March 29, 1976 by Ernest J. Paquette, Edward N. Doggett and Harold V. Buckman, Selectmen of the Town of Ashland, on behalf of the corporation.

Lena B. Hickey
Justice of the Peace/Notary Public
My Commission Expires May 19, 1977

LEASE

The Town of Ashland, a municipal corporation in Grafton County, New Hampshire, the Landlord, and the Ashland Historical Society, Inc., a corporation with its principal place of business at Ashland, the Tenant, agree that the Landlord shall lease to the Tenant, and the Tenant shall lease from the Landlord a building or buildings on the north side of Pleasant Street in Ashland, known as the Whipple House, and the lands on which the buildings stand, this Lease to be upon the following terms:

1. The term of this lease is one year, commencing January 1, 1976 and ending December 31, 1976. It shall be automatically renewed for another year, on the same terms, including this renewal provision, on January 1, 1977 and on January 1, of each year thereafter unless either party shall, on or before November 30 of any year, notify the party in writing that the lease shall not be renewed for the immediately following and all subsequent calendar years.

2. The Tenant shall pay the Landlord rent in the amount of \$1.00, in advance, for the year's tenancy.

3. The Tenant is to use the premises for the purposes of an historical museum, together with sales of merchandise and other items incidental to the principal use. The Tenant shall conduct no hazardous or illegal activities on the premises, and shall conform its use of the premises to all applicable laws, ordinances and regulations.

4. Subject to the provisions of the immediate preceding paragraph, the Tenant may rent or sublease a portion of the premises for dwelling purposes, using any rent received thereby for its corporate purposes, including the operation, maintenance and repair of the buildings.

5. The Tenant accepts the building and the premises in their existing condition. No representation or warranty, express or implied, has been made by or on behalf of the Landlord as to such condition, or as to the use that may be made of the premises. The Landlord shall not be liable for any defect in the property or for any limitation on its use.

6. The Tenant shall, at its own expense, make all necessary repairs and replacements to the premises and to the pipes, heating system, plumbing system, window glass, wiring, fixtures and all other appliances and appurtenances belonging thereto. All such repairs shall be made promptly, as and when necessary, and shall be at least equal in quality and class to the original work. If the Tenant shall default in making such repairs and replacements, the Landlord may, but shall not be required to, make them itself, for the Tenant's account, and the expense thereof shall be payable by the Tenant to the Landlord as additional rent.

7. No structure or alterations or additions to the buildings or other improvements on the premises shall be made without the written approval of the Landlord.

8. Each party may maintain on the premises such policies of public liability insurance for personal injury or property damage and insurance against loss by fire or other casualty as it may desire. If the premises are damaged by fire or other casualty, they shall be repaired to the extent of available insurance proceeds, and may be restored or repaired further by either party, at its own expense. Any such damage coming to the attention of the Tenant shall be reported by it to the Landlord without delay.

9. The Landlord and its representatives may enter the leased premises at any reasonable time for the purpose of inspecting the premises, performing any work which it has the right to perform under this Lease, exhibiting the premises for sale, lease or mortgage financing, or for any other reasonable purposes, consistent with the Tenant's occupancy under the Lease.

10. This lease is binding on and inures to the benefit of the successors and assigns of each of the parties.

The parties have caused their corporate names and seals to be set hereto by the Selectmen for the Landlord on March 29, 1976, and by John R. Smith, the duly authorized Treasurer of the Tenant, on March 29, 1976.



Town of Ashland

Ernest J. Paquette
Ernest J. Paquette, Chairman
Board of Selectmen

Edward N. Doggett
Edward N. Doggett, Selectman

Harold V. Buckman
Harold V. Buckman, Selectman

James M. Davis
Witness to Selectmen

Ashland Historical Society, Inc.

by John R. Smith
Its Treasurer
Duly Authorized

Arthur L. Mills
Witness

STATE OF NEW HAMPSHIRE
Grafton SS.

The above Lease was acknowledged before me on March 29, 1976 by Ernest J. Paquette, Edward N. Doggett and Harold V. Buckman, Selectmen of the Town of Ashland, on behalf of the Town.

Lena B. Hickey
Justice of the Peace/Notary Public

STATE OF NEW HAMPSHIRE
Grafton SS.

The above Lease was acknowledged before me on March 29, 1976, by John R. Smith, Treasurer of the Ashland Historical Society, Inc., a New Hampshire corporation, on behalf of the corporation.

Lena B. Hickey
Justice of the Peace/Notary Public

My commission Expires May 19, 1976



Town of Ashland Board of Selectmen Agenda Report

Date: September 12, 2018

To: Board of Selectmen

From: Town Administrator

Subject: Emery & Garrett Groundwater Investigations, a Division of GZA, service contract

Recommended motion: *To approve a five-year contract with Emery & Garrett Groundwater Investigations to submit the Town of Ashland groundwater management permit to NHDES, conduct annual groundwater testing, and landfill gas/cap inspections at the Ashland Landfill.*

Background:

Per the New Hampshire Department of Environmental Services (NHDES) the town is to monitor the groundwater and gas caps at the Ashland Landfill. Emery & Garrett, whom has completed this requirement for the town in previous years, will work on three Tasks (A-C) for our compliance with RSA 485 – C:4 (Groundwater Protection Act).

Task A: Groundwater monitoring at the Ashland Landfill

Task B: Landfill Gas & Cap Inspections/Monitoring at the Ashland Landfill

Task C: Groundwater Permit Renewal 2022

Issue:

Each year NHDES changes the requirements of the groundwater permit and might require additional testing, that could be an additional fee. Emery & Garrett has petitioned NHDES for less testing that has resulted in lower fees.

Fiscal Impact:

- Task A:
 - 2019 - \$3,500
 - 2020 - \$3,250
 - 2021 - \$3,000
 - 2022 - \$3,000
 - 2023 - \$3,000
- Task B: \$3,600 per year (2019-2023)
- Task C: \$3,000 in 2022

Emery & Garrett Groundwater Investigations,

A Division of GZA

***56 Main Street • P.O. Box 1578
Meredith, New Hampshire 03253
(603) 279-4425 / FAX (603) 279-8717***

SERVICE CONTRACT

The undersigned hereby authorizes Emery & Garrett Groundwater Investigations (EGGI), a Division of GZA to conduct the work described herein and agrees to reimburse EGGI for such services in accordance with the terms and conditions described herein.

CLIENT AND BILLING INFORMATION

Name Town of Ashland
Address 20 Highland Street / P.O. Box 517
Ashland, NH 03217-0517

Contact: Mr. Charles Smith
Phone: (603) 968-4432
Email: townadmin@ashland.nh.gov

DESCRIPTION OF WORK TO BE PERFORMED – ASHLAND LANDFILL – CONTRACT TERM 2019-2023 – PROPOSAL NO. 33.P000078.19

Task A: Groundwater Monitoring at the Ashland Landfill. Collect and analyze groundwater quality samples at four monitoring wells once a year in accordance with the current NHDES Groundwater Management Permit issued on October 20, 2017. Laboratory reports will be transmitted to the NHDES after each sampling event. Water quality analyses will vary each year according to State Groundwater Management Permit. EGGI will also submit a Groundwater Summary Report in January of 2020 to the NHDES.

***Total Task A: 2019 - \$3500
2020 - \$3250
2021 - \$3000
2022 - \$3000
2023 - \$3000***

Task B: Landfill Gas & Cap Inspections / Monitoring at the Ashland Landfill. Collect landfill gas measurements from on-site gas probes four times per year (once each calendar quarter). Inspect landfill cap at least twice a year for damage. Submit Landfill Gas and Landfill Cap Post-Closure Report/ inspection form to NHDES every year in the month of March.

Total Task B: \$3,600 per year (2019-2023)

Task C: Groundwater Permit Renewal 2022. Submit an application for renewal of the Groundwater Management Permit to the NHDES in 2022 prior to the expiration of the existing 2017 permit. The application will include a summary of groundwater quality trends and provide recommendations for any changes to the future monitoring plan.

Total Task C: \$3,000 (2022)

BUDGET AND CONTRACT TERMS


If NHDES requires additional PFAS sampling in the future, additional fees will be changed. EGGI will submit a fee schedule of the work prior to performing any additional work. EGGI payment terms are net 10 days. An interest charge of 1.5% per month (APR 18 percent) will be charged on all invoices outstanding more than 30 days. EGGI may cease its work under this contract until invoices outstanding more than 30 days are paid. In the event that EGGI is required to make collection efforts or take legal action on seriously overdue payments, Client shall promptly reimburse EGGI for collection costs including reasonable attorney's fees and expenses.

To the fullest extent permitted by law, the total liability, in the aggregate of Emery & Garrett Groundwater Investigations, a Division of GZA, its directors, partners, employees, agents, and subconsultants, to Client, and anyone claiming by, through, or under Client for any claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to this Project or Agreement from any cause or causes, including but not limited to negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation received by Emery & Garrett Groundwater Investigations, a Division of GZA or \$10,000, whichever is less.

AUTHORIZED CLIENT SIGNATURE

***EMERY & GARRETT GROUNDWATER INVESTIGATIONS,
A DIVISION OF GZA***

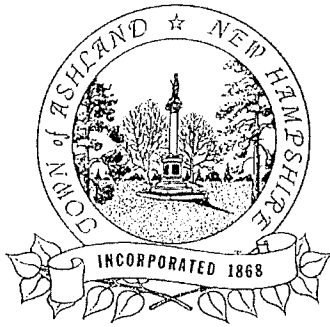
(signature) (date)



(signature) 9/6/18

(name and title -- print or type)

James M. Emery, Principal



Town Administrator Updates - September 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: 645 people visited the Library in August.

Circulated Items: Patrons borrowed 1,033 items from the Library last month and used 86 downloadable audio and E-books.

News/Events:

- Teen night at the Library will be held on Friday, September 21st from 6:30-8:00 pm.
- Book Group will be held on Monday, September 24th at 7:00 pm.
- The Friends of the Library and the Historical Society are hosting the New Hampshire Humanities program "*If I Am Not for Myself Who Will Be for Me*", the story of George Washington's runaway slave who found freedom in New Hampshire. This program is free and will be held at the Booster Club on Wednesday, September 19th at 7:00 pm.

"Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."- Walter Cronkite

FIRE DEPARTMENT – Chief Heath



Ashland Fire Department

Total Calls	39
Medical Emergencies	28
Fire/Rescue Calls	8
Motor Vehicle Accidents	3
Service Calls	0

- Regular department training for August involved:
 - Orientation on the new engine
 - EMS training on recognizing and dealing with provider PTSD
 - Some department members had training on the safety and operations involving downed wires
 - Final phase of the EMS in the Warm Zone Training is scheduled for September 8, this will involve members of Ashland Police and Fire Departments as well as personnel from surrounding towns.
- The new truck is now in service, and personnel are continuing their training and familiarization with the new engine.
- Annual apparatus evaluation was completed on Engine 1 and Ladder 1.
- The ambulance was out of service for about two weeks due to issues with the electrical system. The problem was corrected by Liberty International in Manchester, and the truck is now back in service.
- Air compressor maintenance and SCBA flow testing have been completed.
- Emergency generator annual maintenance and fire alarm system maintenance are scheduled for September 5th.
- Aerial and ground ladder testing will be conducted in October.
- Life Safety Code inspections continue for both assembly and rental occupancies.
- NFIRS reports for August 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.

TOWN CLERK/TAX COLLECTOR – Pat Tucker

Town Clerk/Tax Collector Activity – August 2018

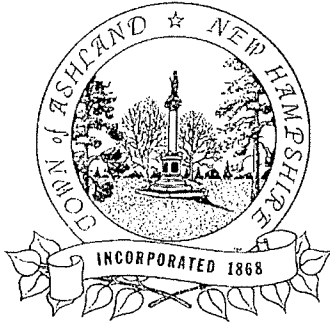
Tax Collection	\$61,191
Vehicle Registrations	\$35,221
Dog Registrations	\$50
Vital Record Copies	\$205

PARKS AND RECREATION – Director Barney

- The Summer Camp had their last day on August 10. There were 42 kids signed up for camp throughout the summer with a weekly average of 36. We were able to participate in many new trips this year by combining our trips with other camps to keep the costs down. We were invited to shows that other camps put on and we had other camps come to our Wildlife Presentation. Being able to work well with other camps has allowed us to go to more expensive trips at a lower price and experience more activities.
- The beach closed on August 26. It was a great year with many residents and non-residents alike using our beach. I was not able to find anyone to do swimming lessons at the beach this year, so my plan is to have one of the lifeguards get certified over the winter, so we will be able to have swimming lessons again next summer. The parents, as well as I, feel that with camp there should be swimming lessons. I have also been trying to figure out a way to bring the raft back to the beach. I will explain this more later.
- All three estimates for the campground are finally in. I am hoping the board will vote to have the work done once the campground closes on Columbus Day weekend. It has been a long time (I could not find the last time) since the trees in the campground have been checked for safety and since there was an incident this summer where one broke and hit a camper I feel it is now time to have that done.
- I am looking into the best way to have more heat put into the Booster Club. The building is very old and the only parts of the building that have had any heat work done on them are the additions that were made. The main part of the building and the entire downstairs are not heated very well. With the increasing number of kids utilizing the After-School Program there needs to be more heat in the building, so we are able to use ALL of the building.
- The After-School Program started the last week of August. We had 18 kids signed up for the first day and 24 by the end of the week. I have hired a new supervisor and two counselors for the program. All three are Plymouth State Students who are working in the education department. I also have two back-up people from last year that will cover on days if needed. We are still using the Food Bank for affordable snacks.
- I have reached out to programs that use our field and they have agreed to get volunteers together to repaint and fix the dugouts at the ball field. That will happen in September.

BUILDING INSPECTOR – Al LaPlante

<u>Subject</u>	<u>Total</u>
Permits	6
Inspections	6
Certificate of Occupancy	2
Fee collected	\$1,712



Project List – September 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: TA and DPW Director attended meeting with NHDOT and KV Partners about the projected construction costs.

Current: no significant updates, KV Partners continues to work on the engineering of the sidewalk.

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

Description: Replace water and sewer lines and road reconstruction

Updates:

Previous: Town pre-application for SRF accepted by Clean Water State Revolving Fund priority list. Town qualified for principal loan forgiveness. Application for grant funding with DWGTF Advisory Commission is still pending, decision expected in the fall.

Current: Town unfortunately was not selected to receive grant funding from the DWGTF. Of the 88 construction projects that applied for funding only 19 projects were selected to receive grants/loans. Town still have pre-app approved under the CWSRF.

ASHLAND PROPERTIES/LW PACKARD MILL SITE

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

Updates:

Previous: Board of Selectmen to schedule date and tour the property.

Current: Town to move forward with application for CDBG/CDFA feasibility grant to study possible future use of the building. Public hearing scheduled for October 1st prior to Board regular meeting.

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: Board of Selectmen to have joint interview with Williams Architect’s about Town Office building. Interviews with staff completed on the needs of building. Other public officials have provided input by completing questionnaire.

Current: On Thursday, September 13, 2018, Williams Architect was in the Town Office taking measurements and reviewing the building for their report. Prospects are the report should be completed by the end of the year.

TOWN PARCEL AUDIT - GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING

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

Updates:

Previous: TC/TC continues to pull property maps – project scheduled to fully start in December.

Current: No updates.

BUILDING PERMIT FEES

Description: Increase the current town building permit fees

Updates:

Previous: Building Inspector to review the proposed fees and attend public hearing. Recommended hearing date, Friday, August 31st at 10 AM in the Town Office building.

Current: Board of Selectmen to schedule a date for the public hearing.

GRANT OPPORTUNITIES

Description: Grant application for next round of NHDOT TAP grant funding

Updates:

Previous: LOI was accepted. TA attended mandatory TAP grant application training. Deadline for application; September 7th at 4PM.

Current: No updates.

TOWN OF ASHLAND APPRECIATION DAY

Description: annual appreciation day coordinated between the Board of Selectmen and Ashland Heritage Commission

Updates:

Previous: Board received memo from Heritage Commission with a variety of suggestions for the day. Board discussed the various recommendations at meeting and were intrigued by the idea of having a town-wide party/barbecue in conjunction with the Ashland Community Church and other organizations in the town

Current: Board of Selectmen and Ashland Heritage Commission scheduled September 22nd, 2018 to clean the “old jail.”

TOWN OFFICE BUILDING MAINTENANCE

Description: Maintenance and repairs for the town office building

Updates:

Previous: placed new flooring at Town Office building/Police Department on hold until after the LCHIP study.

Current: no updates

TOWN PERSONNEL POLICY

Description: Review and update of the town personnel policy

Updates:

Previous: tabled until 2019; to coincide with negotiations of new CBA

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: Historical Society completed repairs to the chimney. BOS to schedule a joint meeting with Historical Society in September/October about new lease agreement.

Current: Ashland Historical Society to attend BOS meeting and discuss Whipple House.

SOLAR ENERGY

Description: Project to bring solar energy to the Town

Updates: No updates

Previous: Selectman Sharps to contact various groups, companies, etc. about future meeting with BOS on solar projects.

Current: No updates.