

**TOWN OF ASHLAND
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, NOVEMBER 5TH at 6:00 PM
ASHLAND ELEMENTARY SCHOOL LIBRARY**

Prior to the start of their regular meeting the Board of Selectmen will meet with the Ashland Historical Society at 6:00 P.M. in Ashland School Library to discuss the Whipple House.

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 10/10; 10/15; 10/17
- V. CONSENT AGENDA**
 - a. Weeks of:
 - i. 10/15 – A/P: \$190,400 Payroll: \$17,491
 - ii. 10/22 – Payroll: \$16,964 NHRS: \$15,540
- VI. DEPARTMENT HEAD(S)**
 - a. Town Administrator
 - i. Line of Credit/Tax Anticipation Note
 - ii. La Catrina Authentic Mexican Cuisine liquor license
 - iii. Certified Computer Solutions
 - 1. Annual contract
 - 2. Town Office workstation upgrade
- VII. SELECTBOARD ITEMS**
 - a. Social Media Policy
 - b. Health Officer Appointment
- VIII. PUBLIC COMMENT (Agenda items only)**
- IX. BOS SIGNATURES**
 - a. Yield Tax Intent to Cut
 - b. Veteran Tax Credit
- X. NON-PUBLIC SESSION**
 - a. RSA 91-A; 3 II, (a)
 - b. RSA 91-A; 3 II, (c)
 - c. RSA 91-A; 3 II, (c)
- XI. Notes: a quorum of the Board will be present for the November 6th, 2018 election**

Posted on 11/2/2018 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.

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 12 Pleasant Street, Ashland, New Hampshire 03217 (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, 2019 and ending December 31, 2019. It shall be automatically renewed for another year, on the same terms, including this renewal provision, on January 1, 2020 and on January 1, of each year thereafter unless either party shall, on or before November 30 of any year, notify the other party in writing that the lease shall not be renewed.

2. The Tenant shall pay the Landlord rent in the amount of \$1.00, in advance of each January 1st, for each 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 the operation, maintenance and repair of this building.

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. On or about July 1 and January 1 of each year, the Tenant shall provide to the Town's Board of Selectmen, a report of any repairs or maintenance on or to the building within that previous 6 months, which report shall include copies of bills and receipts, as well as before and after pictures of the work area (building and adjacent grounds).

9. The Tenant shall each year provide the Landlord with a certificate of insurance demonstrating that it carries policies of public liability insurance for personal injury (with \$1 million coverage), with the town named as an additional insured, and insurance on all property it stores or locates on the property. 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.

10. 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.

11. This lease is binding on and inures to the benefit of the successors and assigns of each of the parties, but this lease shall not be assigned without the written permission of the Board of Selectmen.

The parties have caused their corporate names and seals to be set hereto by the Selectmen for the Landlord on _____, 2018 and by _____, the duly authorized _____ of the Tenant, on _____, 2018.

**TOWN OF ASHLAND
BOARD OF SELECTMEN**

Witness to Selectmen

Frances Newton, Chair

Harold Lamos, Selectman

Casey Barney, Selectman

Leigh Sharps, Selectman

Kathleen DeWolfe, Selectman

ASHLAND HISTORICAL SOCIETY, INC.

Witness

By Its _____
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF GRAFTON

The above Lease was acknowledged before me on this _____ day of _____, 2018 by Francis Newton, Harold Lamos, Casey Barney, Leigh Sharps and Kathleen DeWolfe, Selectmen of the Town of Ashland, on behalf of the Town.

Notary Public/Justice of the Peace
My Commission Expires: _____

STATE OF NEW HAMPSHIRE
COUNTY OF GRAFTON

The above Lease was acknowledged before me on this _____ day of _____, 2018 by _____, _____ of the Ashland Historical Society, Inc., a New Hampshire corporation, on behalf of the corporation.

Notary Public/Justice of the Peace
My Commission Expires: _____

1 ASHLAND BOARD OF SELECTMEN
2 MEETING MINUTES
3 WEDNESDAY, OCTOBER 10TH, 2018
4 ASHLAND TOWN OFFICE
5 10:00 AM
6

7 **I. CALL TO ORDER**
8

9 Chairman Newton called the meeting to order at 10:05 AM with a roll call. Chairman Fran
10 Newton, Vice Chairman Harold Lamos, Selectman Leigh Sharps, Selectman Kathleen
11 DeWolfe were all present with, Selectman Casey Barney absent with prior notice. Others
12 present: Town Administrator Charles Smith, DPW Director Moore, Town Clerk/Tax
13 Collector Tucker, Police Chief Randall and LT Ulwick.
14

15 **II. Purpose:** department presentations with the 2019 budget.
16

17 **III. Comments:** Town Administrator Smith had a comment about attending the Budget
18 Committee meeting and recommending a joint meeting with the Budget Committee once the
19 proposed budget was complete.
20

21 **IV. Department of Public Works:**

- 22 a. DPW Director Moore – gave an overview of the needs for the department. Sections of
23 the department budget were discussed as follows:
24
25 b. Public Works – the requested salary increases for the department are to coincide with
26 the union employees Collective Bargaining Agreement (CBA). Union employees are
27 to see a \$0.50/hr. increase. Other requested increase was for employee training.
28 Board agreed with the increase for training.
29

30 **MOTION:** Selectman DeWolfe

31 *To approve the Public Works budget in the amount of \$208,193.*

32 **SECOND:** Vice Chairman Lamos

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

34 **MOTION PASSED**
35

- 36 c. Highway and Streets – electricity line was increased based on rate changes.
37 Equipment, vehicle, and maintenance lines were increased for summer/winter work
38 with the roads.
39

40 **MOTION:** Selectman Sharps

41 *To approve the Highway and Streets budget in the amount of \$221,159.*

42 **SECOND:** Vice Chairman Lamos

43 **DISCUSSION:**

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

45 **MOTION PASSED**
46

- 1 d. Town Mechanic – only increase for this section of the budget was in relation to the
2 union position and CBA rate.

3
4 **MOTION:** Selectman Sharps

5 *To approve the Town Mechanic budget in the amount of \$61,718.*

6 **SECOND:** Vice Chairman Lamos

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

8 **MOTION PASSED**

- 9
10 e. Street Lighting – Vice Chairman Lamos reported from the Budget Committee meeting
11 that the Electric Department will request the line remain at \$42,000. Previous year
12 there was discussion about increasing the line, which is offset by estimated revenue.

13
14 **MOTION:** Selectman Sharps

15 *To approve the Street Lighting budget in the amount of \$42,000.*

16 **SECOND:** Vice Chairman Lamos

17 **DISCUSSION:**

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

19 **MOTION PASSED**

- 20
21 f. Transfer/Recycling – increases with this budget also coincided with union employees
22 CBA. Other requested increase is for employee licenses and electric. Overall
23 requested increase was \$1,845 or 1%.

24
25 **MOTION:** Selectman Sharps

26 *To approve the Transfer/Recycling budget in the amount of \$144,385.*

27 **SECOND:** Vice Chairman Lamos

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

29 **MOTION PASSED**

- 30
31 g. Transfer Station warrant articles – Director Moore approached the Board of Selectmen
32 about adding a few articles to the upcoming warrant for equipment needs at the
33 Transfer Station.

34
35 **V. Police Department**

- 36 a. Police Chief Randall talked with the Board of Selectmen about the recent retirement
37 of a part-time employee. Chief Randall proposed to the Board converting a few of the
38 part-time positions into a full-time position based on the increased need for the
39 department. Lt. Ulwick mentioned to the Board that arrests in town have increased
40 37% from this standpoint last year. The Police Department budget was reduced in
41 certain areas for the requested change to a full-time, overall department requested
42 increase was 5%.

1 **MOTION:** Selectman Sharps
2 *To approve the Police Department budget in the amount of \$472,038.*
3 **SECOND:** Vice Chairman Lamos
4 **VOTE:** 4-0 (All in favor)
5 **MOTION PASSED**

- 6
7 b. Police Detail Work – section of the budget is for detail work that may occur for the
8 officers. Offset by revenue received and no requested changes.

9
10 **MOTION:** Vice Chairman Lamos
11 *To approve the Police Detail Work budget in the amount of \$3,230.*
12 **SECOND:** Selectman Sharps
13 **VOTE:** 4-0 (All in favor)
14 **MOTION PASSED**

15
16 **VI. Election & Registration**

- 17 a. Town Clerk Tucker requested four increases; salary (\$1/hr.) training, postage and
18 clerk expense, latter being from IT recommending computer upgrade. Election
19 section of the budget was decreased from only having one election in 2019.

20
21 **MOTION:** Chairman Newton
22 *To approve the Election & Registration budget in the amount of \$41,353.*
23 **SECOND:** Selectman DeWolfe
24 **VOTE:** 4-0 (All in favor)
25 **MOTION PASSED**

26
27 **VII. Financial**

- 28 a. Tax Collector Tucker requested salary increase (\$1/hr.) training and general expenses.
29 Town Administrator requested a general expense increase for the computer station
30 upgrade, per recommendation by IT.

31
32 **MOTION:** Selectman Sharps
33 *To approve the Financial budget in the amount of \$101,348.*
34 **SECOND:** Selectman DeWolfe
35 **VOTE:** 4-0 (All in favor)
36 **MOTION PASSED**

37
38 **VIII. Executive**

- 39 a. TA Smith did not recommend many changes other than the increase to the Admin
40 Assistant salary per the CBA. Overall requested increase was \$2,134 or 1%.

41
42 **MOTION:** Selectman Sharps
43 *To approve the Executive budget in the amount of \$168,827.*
44 **SECOND:** Chairman Newton
45 **VOTE:** 4-0 (All in favor)
46 **MOTION PASSED**

1 **IX. Property Taxation**

- 2 a. TA Smith requested the property revaluation line be decreased to \$1 from \$33,000.
3 Since 2018 is the town revaluation it was recommended to skip 2019. TA Smith
4 mentioned proposing on the warrant the creation of a revaluation CRF and an
5 appropriation of \$20,000.
6

7 **MOTION:** Vice Chairman Lamos
8 *To approve the Property Taxation budget in the amount of \$22,611.*
9 **SECOND:** Selectman Sharps
10 **VOTE:** 4-0 (All in favor)
11 **MOTION PASSED**

12 **X. Legal**

- 13 a. TA Smith recommended the Board of Selectmen increase this line \$5,000 based on
14 the unexpected legal expenses that could occur in the calendar year.
15

16 **MOTION:** Chairman Newton
17 *To approve the Legal budget in the amount of \$20,000.*
18 **SECOND:** Selectman DeWolfe
19 **VOTE:** 4-0 (All in favor)
20 **MOTION PASSED**

21
22 **XI. General Government Building**

- 23 a. TA Smith did not recommend any changes except for the electric line based on rate
24 increases. Overall increase request was \$1,250.
25

26 **MOTION:** Vice Chairman Lamos
27 *To approve the General Government Buildings budget in the amount of \$39,052.*
28 **SECOND:** Selectman Sharps
29 **VOTE:** 4-0 (All in favor)
30 **MOTION PASSED**

31
32 **XII. Cemetery (no changes)**

33 **MOTION:** Vice Chairman Lamos
34 *To approve the Cemetery budget in the amount of \$50.*
35 **SECOND:** Selectman Sharps
36 **VOTE:** 4-0 (All in favor)
37 **MOTION PASSED**

- 38
39 **XIII. Next Meeting** – the Board decided to move their next budget meeting from 10AM to 9AM on
40 Wednesday, October 17th and to meet with the Parks & Rec Director at 6PM on Monday,
41 October 15th prior to their regular meeting.
42

43 Selectmen adjourned their meeting at 11:30 A.M.
44 These minutes were drafted by Charles Smith on October 12, 2018.

1 **ASHLAND BOARD OF SELECTMEN MEETING MINUTES**
2 **WORK SESSION**
3 **MONDAY, OCTOBER 15, 2018**
4 **ASHLAND ELEMENTARY SCHOOL LIBRARY**
5 **6:30 PM**
6
7
8

9 Prior to Work Session, a non-meeting with legal counsel (RSA 91-A: 2, I (b)) took place at 5:45 PM
10 followed by a budget meeting with Parks and Recreation Director Ann Barney at 6:15 PM.
11
12

13 **PLEDGE OF ALLEGIANCE**
14
15

16 **CALL TO ORDER**

17 Vice Chair Lamos called the meeting to order at 6:15 PM with a roll call. Chairman Frances Newton,
18 Selectmen Leigh Sharps, Kathleen DeWolfe, Casey Barney and Vice Chairman Harold Lamos,
19 present. Others present: Town Administrator Charles Smith and Administrative Assistant Wendy
20 Smith.
21
22

23 **PARKS AND RECREATION BUDGET MEETING**

24 Parks and Recreation Director Ann Barney presented the Parks and Recreation budget to the
25 Selectmen. There are increases in wages and associated lines partly due to an increase in employees
26 resulting from an increase in campers and students. Cost for chemical toilets has decreased due to
27 switching to a new vendor. The Selectboard asked if the electricity line will cover any increases in the
28 cost of electricity. Director Barney will check with the Electric Department and get back to the
29 Selectboard on this. The Selectboard inquired about the playground equipment fund raising. Director
30 Barney informed them that \$80,000 is needed for a new playground and that she has spoken with
31 Ashland Lumber about replacing the wood and keeping the plastic and metal parts of the existing
32 playground equipment as an option. New playground equipment can then be added to the existing
33 structures. Contributions can be made to the Save the Playground Fund by visiting the Facebook page
34 "Save the Ashland Playground".
35

36 **MOTION:** By Selectman Sharps

37 *Accept the Parks and Recreation budget changes pending the electricity line cost.*

38 **SECOND:** By Selectman DeWolfe

39 **VOTE:** 3-0-1 (Newton-yes, DeWolfe-yes, Lamos-yes, Sharps-no, Barney-abstain)

40 **MOTION PASSED**
41

42 The Parks and Recreation budget meeting ended at 6:25 PM. Board of Selectmen Work Session
43 convened at 6:30 PM.
44
45
46

1 **PUBLIC COMMENTS (Agenda items only)**

2 None

3
4
5 **APPROVAL OF MINUTES**

6 October 1, 2018-Page 4, line 19 replace “would” with “may”; page 1, line 24 replace “of Community
7 Development Finance Authority (CDFA)” with “CDBG consultant”.

8
9 **MOTION:** By Selectman DeWolfe

10 *Approve 10/1/18 Board of Selectmen meeting minutes as amended.*

11 **SECOND:** By Vice Chair Lamos

12 **VOTE:** 3-2 (Newton-yes, DeWolfe-yes, Lamos-yes, Barney-no, Sharps-no)

13 **MOTION PASSED**

14
15
16 **CONSENT AGENDA**

17 Signed by Selectmen:

- 18 a. Payroll and Account Payables Manifests from 10/1/18 and Payroll from 10/9/18.

19
20
21 **DEPARTMENT HEADS**

22 **Parks and Recreation:** Parks and Recreation Director Barney has obtained an estimate of \$7,429.76
23 from A.C.E. Mechanical LLC to add heating vents at the Booster Club. Currently the heat does not
24 reach the downstairs area resulting in lack of use and freezing pipes. The addition of the heating vents
25 will rectify this issue by increasing air circulation in the building. Selectmen Lamos asked if Director
26 Barney had looked into heat pumps and she informed him that she had and was told the walls at the
27 Booster Club need to be more insulated and made more energy efficient to get full benefit from a heat
28 pump.

29
30 **MOTION:** By Selectman DeWolfe

31 *To accept the estimate of \$7,429.76 from A.C.E. Mechanical LLC, for the necessary work to rectify*
32 *the heat problem at the Booster Club, and to have the expenditure be distributed from the Town*
33 *Building Maintenance CRF.*

34 **SECOND:** By Selectman Sharps

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

36 **MOTION PASSED**

37
38 **Department of Public Works:** DPW Director Moore requested additional funds to complete paving
39 the Depot Street sidewalk. The original Purchase Order (PO) was an estimate and during the
40 reconstruction of Collins Street it became evident that gravel would be needed to properly crown the
41 road. Additional pavement was also needed to properly crown the upper section of Collins Street.
42 Collins Street is now pitched properly and will drain better.

1 **MOTION:** By Selectman DeWolfe
2 *To add \$5,000 to Purchase Order #1806 to GMI and add Ambrose Aggregates to the purchase order*
3 *with additional expense to be expended from the Road Improvement CRF.*

4 **SECOND:** By Selectman Sharps

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

6 **MOTION PASSED**

7
8
9 **NEW BUSINESS**

10 **None**

11
12
13 **OLD BUSINESS**

14 **Town Administrator Updates:** TA Smith summarized his Town Administrator Update which
15 included reports from the Library, Parks and Recreation Department, Fire Department, Police
16 Department, and the Town Clerk/Tax Collector.

17 Highlights include: Library Halloween story time on October 30th from 3-4 PM. Parks and
18 Recreation Halloween Kids Night Out on Friday, October 19th 6:00-8:30 PM at the Booster Club.
19 Cost is \$5 per child. Playground fundraising contributions can be made to the Save the Playground
20 Fund by visiting the Facebook page "Save the Ashland Playground". A reminder from the Police
21 Department that there is no overnight parking on any street in Ashland from November 1st through
22 May 1st.

23
24 **Project List:**

25 **NHDOT-Transportation Alternative Program (TAP) Grant:** NHDOT will be notifying the Town
26 regarding the Notice to Proceed Preliminary Plans.

27 **Thompson Street/High Street/Smith Hill Road Reconstruction; Water and Sewer Replacement:**
28 TA Smith attended the recent Water and Sewer meeting. The Water and Sewer Commissioners
29 have agreed to move forward with the project.

30 **LW Packard Mill Site Brownfields project:** The Selectboard approved application to CDFA for
31 a feasibility grant.

32 **NH Land & Community Heritage Investment Program (LCHIP):** Williams Architects is planning on
33 finishing the Historic Structure report by December.

34 **Town Parcel Audit-Geographic Information System (GIS) Mapping:** CAI Technology has moved the
35 start date up to the end of October. Once the process starts, property records will be unavailable at the
36 Town Office for a couple of months but can still be accessed at the Grafton County Registry of Deeds.

37 **Town Office Building Maintenance:** No updates.

38 **Whipple House:** The Board of Selectmen and the Ashland Historical Society will be having a joint
39 meeting regarding the lease on Monday, 11/5/18 at 6:00 PM before the regularly scheduled BoS
40 meeting. PB Cam will be recording the meeting. If any changes need to be made to the Whipple
41 House lease, the Ashland Historical Society will need to be notified by 11/30/18.

42 **Town Personnel Policy:** No updates.

43 **Building Permit Fees:** A list of proposed fee changes from the Building Inspector was given to the
44 Selectboard for their review.

45 **Grant Opportunities:** No updates.

1 Town of Ashland Appreciation Day: Selectman DeWolfe reported that the landscaping work done by
2 the DPW for this project was not paid for using overtime pay. The 2018 Town of Ashland
3 Appreciation Day has been completed and can be taken off of the Project List.

4 Town Office Building Maintenance: No updates.

5 Solar Energy: No updates.

6
7
8 **SELECTBOARD ITEMS**

- 9 • Social Media Policy: TA Smith will provide the Selectboard with a draft Social Media Policy
10 for their review. The completion of the Social Media Policy was determined to be a high priority.
- 11 • 2019 Budget Meetings: Wednesday, 10/17/18 at 9:00 AM budget meeting. TA Smith is
12 planning on finishing preparation of the budget and sending it on to the Budget Committee
13 after this meeting.
- 14 • 2018 Town Meeting Important Dates list: A list of deadlines pertaining to Town Meeting was
15 given to the Selectboard. Of note was the 1/8/19, the last date for voters to submit petitioned
16 warrant articles to the Selectmen.
- 17 • Selectman Sharps attended the previous Planning Board meeting. There are new owners of
18 the Mobil Station and Dots Restaurant.

19
20
21 **PUBLIC COMMENT (Agenda items only)**

22 None

23
24
25 **SIGNATURE FILE**

26 Accounts Payable and Payroll Manifests for 10/15/18 signed by Selectmen.

27
28
29 There being no further business, a motion was made by Selectman DeWolfe to enter a **nonpublic**
30 **session pursuant to RSA 91-A:3, II (b) at 7:05 P.M.**, seconded by Selectman Sharps.
31 Selectmen Newton, Lamos, Barney, Sharps and DeWolfe present. The Board of Selectmen **left**
32 **nonpublic at 7:20 P.M.** A motion was made by Selectman Sharps to re-enter a **nonpublic**
33 **session pursuant to RSA 91-A:3, II (b) at 7:22 P.M.**, seconded by Selectman Barney.
34 Selectmen Newton, Lamos, Barney, Sharps and DeWolfe present. Selectman Sharps made **Motion**
35 **to leave nonpublic session at 7:30 PM.** Selectman Sharps seconded. **Roll Call Vote:** Newton, yes,
36 Lamos, yes; DeWolfe, yes, Sharps, yes; Barney, yes. The hiring of Kaitlyn Morse as the Land Use
37 Assistant was announced as well as the notice given by Administrative Assistant Wendy Smith.

38
39
40
41 Respectfully submitted,

42
43
44 Wendy Smith
45 October 16, 2018

ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
WEDNESDAY, OCTOBER 17, 2018
ASHLAND TOWN OFFICE
9:00 AM

I. CALL TO ORDER

Chairman Newton called the meeting to order at 9:02 AM with a roll call. Chairman Fran Newton, Vice Chairman Harold Lamos, Selectman Leigh Sharps, Selectman Kathleen DeWolfe, and Selectman Casey Barney were all present. Others present: Town Administrator Charles Smith, Chief Heath, Deputy Bousquet, and Planning Board Chairman Badger.

II. Purpose: continuation of department presentations for the 2019 budget.

III. New Business: Chief Heath requested the Board of Selectmen approve a purchase order for Personal Protective Clothing for the amount \$3,703.74. Expenditure previously budgeted.

MOTION: Vice Chair Lamos

To approve the purchase order in the amount of \$3703.74 for personal protective clothing at the fire department.

SECOND: Selectman DeWolfe

VOTE: 5-0 (All in favor)

MOTION PASSED

IV. Fire Department:

- a. Chief Heath opened the discussion about the Fire Department budget with comments about the current budget and status year to date. Chief Heath noted that the department call volume is ahead of last year at this time. Chief Heath mentioned the need of fire fighters being available during the day, as there are concerns about the number of calls one person responds to and non-responses from the department based on staffing.
- b. 2019 budget notes;
 - i. Salary lines increased but are based on step grades and certifications. Chief Heath and Deputy Bousquet salary won't change.
 - ii. Detail line decreased to \$1 placeholder – line was budgeted for triathlon.
 - iii. Contract services increased a bit for installing a data access in the trucks. New access to help with emergencies.
 - iv. Fuel line was increased but overall department expects savings from new engine.
 - v. Physicals line used for medical physicals in department by staff that might not have insurance.
 - vi. Chief Heath continues to apply for grants to offset department appropriations.

1 **MOTION:** Vice Chairman Lamos
2 *To approve the Fire Department budget in the amount of \$248,447.*
3 **SECOND:** Selectman Sharps
4 **VOTE:** 5-0 (All in favor)
5 **MOTION PASSED**

- 6
7 c. Ambulance Contract – town has an agreement with the Town of Plymouth to provide
8 ambulance services. Amount requested is an estimate from the Town of Plymouth
9 being on a fiscal year. Increase for the contract based on Consumer Price Index (CPI).

10
11 **MOTION:** Vice Chairman Lamos
12 *To approve the Ambulance Contract budget in the amount of \$50,424.*
13 **SECOND:** Selectman Sharps
14 **DISCUSSION:**
15 **VOTE:** 5-0 (All in favor)
16 **MOTION PASSED**

- 17
18 d. Emergency Management – budget was over expended this calendar from the Hazard
19 Mitigation Plan. Budget also used for normal maintenance expenses with the
20 emergency generator.

21
22 **MOTION:** Selectman Sharps
23 *To approve the Emergency Management budget in the amount of \$3,700.*
24 **SECOND:** Selectman DeWolfe
25 **VOTE:** 5-0 (All in favor)
26 **MOTION PASSED**

27
28 **V. Land Use**

- 29 a. Selectman Sharps recused herself from this section of the budget discussion per being
30 a member on the Planning Board. Chairman of the Planning Board Mardean Badger
31 presented the budget request.
32 b. Budget notes;
33 i. Budget covers both the Planning Board and Zoning Board of Adjustment.
34 ii. Land use requested an increase in the land use assistant line for the new
35 position.
36 iii. Legal line was discussed and requested to remain unchanged. If there was a
37 ZBA decision and the town wanted to appeal the decision, then separate
38 counsel would be needed.

39
40 **MOTION:** Selectman DeWolfe
41 *To approve the Land Use budget in the amount of \$13,185.*
42 **SECOND:** Vice Chairman Lamos
43 **VOTE:** 4-0-1 (Selectman Sharps abstained)
44 **MOTION PASSED**

1 **VI. Library**

- 2 a. Library Trustees requested an increase in salary line to pass along a \$0.50/HR for
3 staff.

4
5 **MOTION:** Selectman DeWolfe
6 *To approve the Library budget in the amount of \$65,298.*
7 **SECOND:** Vice Chairman Lamos
8 **VOTE:** 5-0 (All in favor)
9 **MOTION PASSED**

10
11 **VII. Personnel Administration**

- 12 a. Town Administrator Smith discussed the consolidation of employee group benefits to
13 this section of the budget. Included in this section; employee sick buy-out, health
14 insurance, retirement, disability and life insurance. Increases are based off salary
15 increases and group benefits. Insurance increases are from claims among the group
16 the town belongs to.

17
18 **MOTION:** Selectman DeWolfe
19 *To approve the Personnel Administration in the amount of \$465,538.*
20 **SECOND:** Selectman Barney
21 **VOTE:** 5-0 (All in favor)
22 **MOTION PASSED**

23
24 **VIII. Building Inspector**

- 25 a. No requested changes. Town Administrator Smith mentioned the possibility of
26 installing BMSI software for applicants. Department appropriations are offset by
27 revenue. Board to hold public hearing about increasing fees to lower the taxation.

28
29 **MOTION:** Selectman Sharps
30 *To approve the Building Inspector budget in the amount of \$22,531.*
31 **SECOND:** Chairman Newton
32 **VOTE:** 5-0 (All in favor)
33 **MOTION PASSED**

34
35 **IX. Economic Development Committee**

- 36 a. Section of the budget replaced the CIP section. Expenditure request are \$1
37 placeholders.

38
39 **MOTION:** Vice Chairman Lamos
40 *To approve the Economic Development Committee budget in the amount of \$4.*
41 **SECOND:** Selectman Sharps
42 **VOTE:** 5-0 (All in favor)
43 **MOTION PASSED**
44
45
46

1 **X. Health Officer**

- 2 a. As being the appointed town Health Officer – Chairman Newton recused herself from
3 the discussion. As Deputy Health Officer, Town Administrator Smith mentioned to
4 the board about becoming the new Health Officer and replacing Newton at the end of
5 the year.
6

7 **MOTION:** Selectman Sharps

8 *To approve the Health Officer budget in the amount of \$2,354.*

9 **SECOND:** Selectman DeWolfe

10 **VOTE:** 4-0-1 (Chairman Newton abstained)

11 **MOTION PASSED**
12

13 **XI. Animal Control**

- 14 a. TA Smith confirmed with NH Humane Society the contract fee won't change next
15 year.
16

17 **MOTION:** Selectman Sharps

18 *To approve the Animal Control budget in the amount of \$1,200.*

19 **SECOND:** Selectman DeWolfe

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

21 **MOTION PASSED**
22

23 **XII. General Assistance**

24 **MOTION:** Selectman DeWolfe

25 *To approve the General Assistance budget in the amount of \$26,710.*

26 **SECOND:** Selectman Sharps

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

28 **MOTION PASSED**
29

30 **XIII. Patriotic Purposes**

- 31 a. Board of Selectmen agreed to reduce the Ashland Heritage Commission line \$500.
32

33 **MOTION:** Vice Chairman Lamos

34 *To reduce the Ashland Heritage Commission line in the amount of \$500.*

35 **SECOND:** Selectman Sharps

36 **VOTE:** 4-0-1 (Selectman DeWolfe abstained as member of Commission)

37 **MOTION PASSED**
38

39 **MOTION:** Vice Chairman Lamos

40 *To approve the Patriotic Purposes budget in the amount of \$11,189.*

41 **SECOND:** Selectman Sharps

42 **VOTE:** 4-0-1 (Selectman DeWolfe abstained)

43 **MOTION PASSED**
44
45
46

- 1 **XIV. Conservation Commission**
2 a. Board agreed to reduce the Conservation Commission budget, \$500, based on
3 concerns of a quorum.
4
5 **MOTION:** Selectman DeWolfe
6 *To approve the Conservation Commission budget in the amount of \$500.*
7 **SECOND:** Selectman Barney
8 **VOTE:** 4-0-1 (Vice Chairman Lamos abstained – member of Commission)
9 **MOTION PASSED**
10
- 11 **XV. Debt Service – Principal**
12 **MOTION:** Selectman Sharps
13 *To approve the Debt Service principal budget in the amount of \$129,331.*
14 **SECOND:** Selectman Barney
15 **VOTE:** 5-0 (All in favor)
16 **MOTION PASSED**
17
- 18 **XVI. Debt Service – Interest**
19 **MOTION:** Selectman DeWolfe
20 *To approve the Debt Service interest budget in the amount of \$54,486.*
21 **SECOND:** Selectman Sharps
22 **VOTE:** 5-0 (All in favor)
23 **MOTION PASSED**
24
- 25 **XVII. Tax Anticipation Note (TAN)**
26 a. TA Smith mentioned the importance of maintaining this line for future use. TA Smith
27 also mentioned the possibility of having to request a TAN this year as the town
28 revaluation causing tax bills go out later than in previous years.
29 **MOTION:** Selectman Sharps
30 *To approve the Tax Anticipation Note budget in the amount of \$1.*
31 **SECOND:** Selectman Barney
32 **VOTE:** 5-0 (All in favor)
33 **MOTION PASSED**
34
- 35 **XVIII. Parks and Recreation**
36 a. Board of Selectmen revisited the approval of the department budget after receiving
37 information from Director Barney about the electric line.
38 **MOTION:** Selectman DeWolfe
39 *To approve the Parks and Recreation budget in the amount of \$50,261.*
40 **SECOND:** Selectman Sharps
41 **VOTE:** 4-0-1 (Selectman Barney abstained)
42 **MOTION PASSED**
43
- 44 **XIX. Other Business – Ashland Economic Development Committee appointment**
45 a. Board of Selectmen received an application for appointment to the Ashland Economic
46 Development Committee. Chairman Newton said the applicant, Anthony Adamsky,

1 had attended AEDC meetings and expressed an interest in serving on the committee.
2 Chairman Newton to follow up with Mr. Adamsky.
3

4 **MOTION:** Selectman DeWolfe
5 *To appoint Anthony Adamsky to the Ashland Economic Development Committee.*

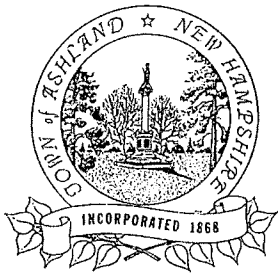
6 **SECOND:** Vice Chairman Lamos

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

8 **MOTION PASSED**
9

10 **XX.** Board of Selectmen adjourned their meeting at 11:06 AM. The minutes for this meeting were
11 transcribed by Town Administrator Charles Smith on October 18, 2018.
12
13
14

DRAFT



Town of Ashland Board of Selectmen Agenda Report

Date: October 23, 2018

To: Board of Selectmen

From: Town Administrator

Subject: Town of Ashland Tax Anticipated Note (TAN)/Line-of-Credit (LOC)

Recommended motion: *To approve a tax anticipated note/line of credit application with the bank for \$1,000,000.*

Background: In 2018, the town has been going through a full revaluation of all the property in town. As a reminder, a full revaluation is for tax purposes, it's when every property is physically reviewed and then given a value based on comparable sales of similar properties. The overall goal of this process is to have all properties at "full and true" value. Since this process can be quite extensive for our assessors – it has extended our filing the "Summary Inventory of Evaluation" (MS-1) form with NH Department of Revenue, this form allows us to set the tax rate.

Issue: Our issue with not being able to set the tax rate infringes upon our ability to send out tax bills and collect the revenue for our pending expenses. Presently the town does not have the cashflow to pay upcoming mandatory expenses such as approved warrant articles for Capital Reserve Funds to the Trustees of the Trust Funds. To counteract our cash flow issue, we are suggesting the town enter into an agreement for a TAN/LOC to pay our obligations. It's our expectation that taxes will be received by the end of January and the TAN/LOC will amortize.

Fiscal Impact: **forecasted analysis – estimated revenue/expenditures*

Cash balance	\$ 734,985	
Est. Nov. rev.	\$ 60,000	
Est. Dec. rev.	\$ 175,000	
Total		\$ 969,985
Due Ashland sch.	\$(352,500)	
Due Pemi	\$(130,564)	
Due County	\$(452,834)	
Bal. op. budget	\$(653,507)	
Bal. WA	\$ (10,239)	
CRF transfers	\$(296,300)	
Total		\$(1,895,944)
Difference		\$ (925,959)

10/23/2018

El Chapulin L.LC

DBA La Catrina Authentic Mexican Cuisine

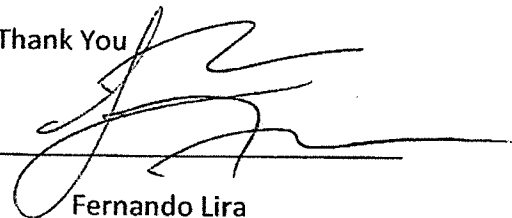
Po Box 728

Lincoln, NH 03251

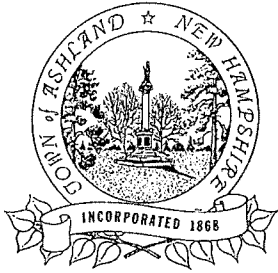
To Whom It May Concern,

My name is Fernando Lira owner of 138 Main Street in Ashland. I am asking the town of Ashland for the approval to have a full liquor license. It's going to be a Mexican Restaurant as we have others in the area. Our business of operation will be Sunday thru Thursday from 11:00am till 10:00pm and Friday and Saturday from 11:00 am to 11:00pm. If you have any question please feel free to call me at 914-830-8604.

Thank You



Fernando Lira



Town of Ashland Board of Selectmen Agenda Report

Date: November 1, 2018

To: Board of Selectmen

From: Town Administrator

Subject: Certified Computer Solutions annual contract

Recommended motion: *To approve the contract with Certified Computer Solutions for IT services in the amount of \$7,672.*

Background: Certified Computer Solutions has been the town contractor for IT services since 2013. The contract with the town is on annual basis and includes our server hosting. Other services included in the agreement; telephone support, virus or malware removal, workstation repairs, and data backup.

Issue:

Fiscal Impact:

Billing done a monthly basis and expended from the Executive budget - computer expenses: line item 01-4130-10-342. Increase from 2017 contract was \$67.

CERTIFIED COMPUTER SOLUTIONS
And
Town of Ashland
IT EQUIPMENT MAINTENANCE AGREEMENT
Includes
YEARLY COST FOR MAV, SERVER HOSTING

CUSTOMER: Town of Ashland
ADDRESS: Ashland, NH

EFFECTIVE DATE: 08-01-2018 TO 7-31-2019

GENERAL

The equipment and location to be serviced by Certified Computer Solutions, hereinafter referred to as CCS, are listed on the equipment schedule attached as part of this contract. This contract is for the Proactive Contract and includes all services as outlined in the attached "Schedule of Services". The yearly maintenance fee for this equipment is \$7672.00 to be billed monthly, quarterly, or annually.

- a) This agreement may be terminated by the Client upon ninety (90) days written notice if CCS
 - Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within 30 days of receipt of written notice
 - Terminates or suspends its business operations.
- b) This Agreement may be terminated by CCS upon ninety (90) days written notice to the Client.
- c) If either party terminates this Agreement, CCS will assist the Client in the orderly termination of services, including timely transfer of services to another provider. Client agrees to pay CCS for the actual cost of rendering such assistance.
- d) It is understood that any and all services requested by the Client that fall outside of this Agreement will be considered Projects, and will be quoted and billed as separate, individual services.
- e) Agreement may be terminated if funds are not approved at Town Meeting.

This Agreement shall be governed and interpreted according to the laws of the State of New Hampshire.

TERM OF AGREEMENT: 1 Years

This Agreement is for a period of {1} year(s), unless otherwise noted in this Agreement.

MAINTENANCE CHARGES

Maintenance charges will commence on the date of the contract for those units, which are installed on that date. Maintenance charges will be billed on an annual/quarterly basis, unless noted in this Agreement, in advance, and are due and payable within ten (10) days of invoice date. CCS will provide thirty (30) days written notice on any changes in regular maintenance charges.

ACCEPTANCE OF EQUIPMENT

CCS accepts responsibility for the equipment listed subject to performing a site survey. In the event that the site survey reveals defects in the equipment listed sufficient to exclude it from coverage under this Agreement, CCS will notify the customer, in writing, prior to thirty (30) days after the effective date of this Agreement.

WORK TO BE PERFORMED

CCS will provide labor to maintain covered equipment in satisfactory operating condition, subject to the following exclusions.

EXCLUSIONS

Services rendered shall exclude:

- The cost of parts, equipment or shipping charges of any kind
- The cost of any software, licensing, or software renewals of any kind.
- Failure to maintain required environmental conditions
- The cost of any required 3rd party support.
- Failure due to accidents, transportation, neglect, abuse, acts of God, building modifications, power failures or other adverse environmental conditions or factors.
- Service or repairs made necessary by alteration or modification of software or equipment other than that authorized by CCS.
- If equipment needs to be replaced due to inability to purchase repair parts for equipment, Town of Ashland will be responsible for the cost of new equipment
- Training Services of any kind.

TIME AND MATERIAL CHARGES (T/M)

Additional work requested by the customer, not specifically identified as part of this Agreement, and performed by CCS will be billed immediately at quoted T/M rates for parts, labor and travel. T/M rates are subject to change without notice. Work classified as T/M is subject to the terms and conditions of this Agreement and its amendments.

HOURS OF SERVICE

Maintenance rates are for work performed during normal hours of business 8:30 AM to 5:00 PM, Monday through Friday, exclusive of holidays (unless by choice of CCS). Overtime service, when requested and available, will be provided at the CCS rates then current.

LIABILITY

CCS shall not bear any liability in excess of the pro-rated annual charge received in payment for services performed during the calendar quarter prior to the event leading to any claim, except for personal injury or damage to tangible property directly caused by the negligence of CCS or its personnel. In no event will CCS be liable for Punitive, Incidental, Consequential, Indirect or Special damages, including, without limitation, loss of use of the equipment, data or software or loss of profit, or liability to third parties, however caused, even if CCS has been informed of that possibility.

CANCELLATION

In the event either party cancels this Agreement and there are pro-rated annual maintenance and/or T/M repair charges due and payable to CCS on account of which CCS commences collection proceedings, the other party hereby agrees to pay the expenses of collection, including court costs and reasonable attorney's fees.

SUBSTITUTIONS

Both parties understand that where a covered item is not present in sufficient quantity to justify CCS's procurement of all required parts, CCS shall not be responsible for failure to perform service due to circumstances beyond its control.

MAINTENANCE RESPONSE

Service will be performed as promptly as practicable, regular service calls will be placed in the schedule Queue. Customer will be notified one day in advance of technician's visit. For Emergency calls (Server Down), customer will be contacted within 2 hours of us receiving the message and a technician will respond on site within 4 regular business hours of CCS receiving the initial call. Emergency calls received on weekends and holidays during the day will have a 4-hour contact time and 8-hour response time. Emergency calls that come in overnight will receive a response the following day. CCS representatives shall have full and free access to the equipment to perform service thereon. CCS shall not be responsible for failure to perform service due to circumstances beyond its control

MAINTAINABILITY

If, in the opinion of CCS, any individual item(s) listed under maintenance can no longer be properly or economically maintained to CCS's standards of performance, CCS will provide the customer options to resolve such conditions. Should the customer choose not to select one of the corrective options by CCS, CCS shall not be responsible for any failures which are directly attributable to such noted condition, and unit in question will be removed from the maintenance contract.

CUSTOMER'S OPERATIONAL RESPONSIBILITIES

Customer has sole responsibility for use of the products (hardware and software), including operating procedures, accuracy and security of input and output data, restart and recovery routines, and other procedures necessary for customer's intended use of the products.

Customer is fully responsible to maintain verified back-ups of data files necessary to replace Customer data in the event of loss or damage to such data from any cause.

Customer acknowledges it has read and understands this Agreement (including all attached schedules and amendments) and is not entering into this Agreement on the basis of any representations expressly not set forth in it.

RENEWAL

This Contract automatically renews for an additional year unless the customer notifies CCS in writing at least 30 days before the expiration date.

AGREED TO AND ACCEPTED BY:

CERTIFIED COMPUTER SOLUTIONS

TOWN OF ASHLAND

Signature

Signature

Printed/Typed name

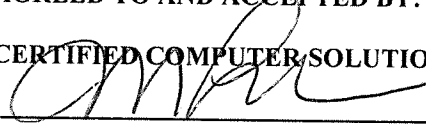
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Title


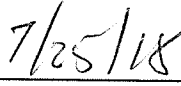
Date

Title

Date



Signature


Printed/Typed name
 

Title Date

Signature

Printed/Typed name

Title Date

Town of Ashland All Inclusive Service Contract

Schedule of services include with contract:

Services - Servers - All locations
Proactive Server Monitoring, 24/7/365
Proactive repair of issues found through monitoring
Server OS Updates
Server Management (add and remove users, computers, etc.)
Telephone Server Support for Customer and 3 rd party vendors
Remote Server Repair Action
Daily Remote Backup of Data from Server
Proactive monitoring of Backups, test restores
Restore Data from Daily Backup when necessary
Annual Virus Protection (Server)
Proactive maintenance of Anti-Virus software (new definitions, etc.)
Virus and Malware Removal - including wipe and reload of server
Services - Workstations
Proactive workstation monitoring when system is on, 24/7/365
Proactive repair of issues found thru monitoring
Desktop OS Updates
Workstation Management (adding user, printers, etc.)
Telephone Support for Customer and 3 rd party vendors
Remote Workstation Repair Action
On Site Workstation Repair Action
Annual Virus Protection (All Workstations)
Proactive maintenance of Anti-Virus software (new definitions, etc.)
Travel time (portal to portal) and mileage cost are included
Virus or Malware Removal - including wipe and reload of Workstations
Other Included Cost and Services
Email support both on site and remote
3 rd party software loads or updates
Network Maintenance and repair
Annual Managed Antivirus License cost
Annual Cleaning
Monthly Hosting cost for Town Hall
Items not included in Service Contract:
Parts needed for Network, Server or Workstations. (unless under warranty)
Labor when installing new equipment.
Loaner Equipment



Town of Ashland Board of Selectmen Agenda Report

Date: November 1, 2018

To: Board of Selectmen

From: Town Administrator

Subject: Town Office computer workstation upgrades

Recommended motion: *To approve the estimate of \$6,750 for upgrading the Town Office computer workstations.*

Background: The Town Office computer workstations are on a rotating schedule to be upgraded every five years. Last time the Town Clerk/Tax Collector, Administrative Assistant, and Assessing/Land Use/Treasurer station where replaced was in 2014. Instead of upgrading in 2019, we have flexibility in the budget at the end of this calendar year, and we can remove the 2019 budget request. As part of this upgrade we'd upgrade the State of NH motor vehicle registration VPN router (state requirement), switch the computer in the public room, and if possible add a computer at the Selectmen's desk. Our IT contractor Certified Computer Solutions would complete the work.

Issue:

Fiscal Impact:

TC/TC: new router \$955 and \$1,770 computer workstation (01-4140-10-610)

Admin Asst: \$1,770 computer workstation and rework system \$660 (01-4130-10-342)

Assessing/Land Use/Treasurer: \$1,595 computer workstation (01-4130-10-342)

Certified Computer Solutions
 272 Tilton Road Unit #5
 Northfield, NH 03276
 603-286-1210

Estimate

DATE	ESTIMATE NO.
9/11/2018	8826

NAME / ADDRESS
Town of Ashland PO Box 517 Ashland, NH 03217

P.O. NO.	TERMS
	Net 15

ITEM	DESCRIPTION	QTY	COST	TOTAL
	New workstation- TC1			
DellOp3050	Dell Optiplex 3050	1	850.00	850.00
	15, 8GB, 250SSD, Win 10 Pro			
Dell24	Dell 24" Monitor - HDMI	2	175.00	350.00
APC425	APC 425 VA Battery Backup	1	75.00	75.00
9999-WSIS	Labor (IN-SHOP) GEN Workstation. configure, install all patches, MS Office.	1.5	110.00	165.00
9999-WSOS	Labor (ON-SITE) Deliver Workstation, add user, configure Internet, policies, shares, Data transfer, 3rd party software.	3	110.00	330.00

TOTAL \$1,770.00

email: mlavelle@ccsnh.com

SIGNATURE _____

Certified Computer Solutions
 272 Tilton Road Unit #5
 Northfield, NH 03276
 603-286-1210

Estimate

DATE	ESTIMATE NO.
7/24/2018	8638

NAME / ADDRESS
Town of Ashland PO Box 517 Ashland, NH 03217

			P.O. NO.	TERMS
				Net 15
ITEM	DESCRIPTION	QTY	COST	TOTAL
SonicTZ300	New State compliant router Sonicwall TZ 300 No Package	1	625.00	625.00
9999 Labor	Labor- configure and install router w/ State VPN	3	110.00	330.00
			TOTAL	\$955.00

email: mlavelle@ccsnh.com

SIGNATURE _____

Certified Computer Solutions
 272 Tilton Road Unit #5
 Northfield, NH 03276
 603-286-1210

Estimate

DATE	ESTIMATE NO.
9/11/2018	8827

NAME / ADDRESS
Town of Ashland PO Box 517 Ashland, NH 03217

P.O. NO.	TERMS
	Net 15

ITEM	DESCRIPTION	QTY	COST	TOTAL
	New workstation- TC2			
DellOp3050	Dell Optiplex 3050 I5, 8GB, 250SSD, Win 10 Pro	1	850.00	850.00
Dell24	Dell 24" Monitor - HDMI	2	175.00	350.00
APC425	APC 425 VA Battery Backup	1	75.00	75.00
9999-WSIS	Labor (IN-SHOP) GEN Workstation. configure, install all patches, MS Office.	1.5	110.00	165.00
9999-WSOS	Labor (ON-SITE) Deliver Workstation, add user, configure Internet, policies, shares, Data transfer, 3rd party software.	3	110.00	330.00
			TOTAL	\$1,770.00

email: mlavelle@ccsnh.com

SIGNATURE _____

Certified Computer Solutions
 272 Tilton Road Unit #5
 Northfield, NH 03276
 603-286-1210

Estimate

DATE	ESTIMATE NO.
9/11/2018	8828

NAME / ADDRESS
Town of Ashland PO Box 517 Ashland, NH 03217

P.O. NO.	TERMS
	Net 15

ITEM	DESCRIPTION	QTY	COST	TOTAL
	New workstation- Assessing			
DellOp3050	Dell Optiplex 3050	1	850.00	850.00
	I5, 8GB, 250SSD, Win 10 Pro			
Dell24	Dell 24" Monitor - HDMI	1	175.00	175.00
APC425	APC 425 VA Battery Backup	1	75.00	75.00
9999-WSIS	Labor (IN-SHOP) GEN Workstation. configure, install all patches, MS Office.	1.5	110.00	165.00
9999-WSOS	Labor (ON-SITE) Deliver Workstation, add user, configure Internet, policies, shares, Data transfer, 3rd party software.	3	110.00	330.00
			TOTAL	\$1,595.00

email: mlavelle@ccsnh.com

SIGNATURE _____

Town of Ashland

Social Media Policy & Guidelines

I. Purpose of the Policy:

The purpose of this policy is to set policy guidelines related to Town of Ashland social media sites and applications. The primary mission of the Town's Social Media efforts will be focused on providing information on Town services and programs to the public.

II. Departments affected:

All Town Departments, Boards, Commissions, and Committees, except the Ashland Water & Sewer, Ashland Public Library, and Ashland Electric. Each creator of a Town Social Media site can have additional guidelines for their site so long as those guidelines do not conflict with any of the terms of these guidelines.

III. Definitions:

Public Body: any duly appointed/elected board, commission, and/or committee of the Town of Ashland.

Social Media: any blogs, other types of self-published online journals, and/or collaborative web-based discussion forums and networking platforms. Social Media facilities an environment for the Town and users of such site to share opinions and information about Town related issues, events, and subjects. The Town supports participation in Social Media as an additional method by which to promote its services and resources. Example are, but not necessarily limited to: Facebook, Instagram, Twitter, etc.

IV. Policy:

It is the policy of the Town of Ashland to ensure that certain standards are set with respect to Social Media to serve all its constituents in a positive, productive manner. The Town supports the use of Social Media as a method to communicate information to its citizens regarding its Town government.

V. Procedures:

- 1) The primary mission of the Town's Social Media efforts will be focused on providing information on Town services and programs to the public.
- 2) Town Departments will assign appropriate personnel to manage individual department Social Media sites.
- 3) Comments containing any of the following inappropriate forms of content shall not be permitted on Town of Ashland Social Media sites and are subject to removal by the Town Administrator or his/her designees.

Town of Ashland

Social Media Policy & Guidelines

- 4) Comments not related to the original topic, including random or unintelligible comments.
 - a. Profane, obscene, or pornographic content and/or language.
 - b. Content that promotes, fosters or perpetuates discrimination based on race, creed, color, age, religion, gender or national origin.
 - c. Defamatory or personal attacks.
 - d. Threats to any person or organization.
 - e. Comments in support of, or in opposition to, any political campaigns or ballot measures.
 - f. Conduct in violation of any federal, state, or local law.
 - g. Encouragement of illegal activity.
 - h. Information that may tend to compromise the safety and security of public systems.
 - i. Content that violates a legal ownership interest, such as a copyright, of any party.
 - j. Redundant or repetitive comments, with the same or similar content posted multiple times under various posts.
 - k. Content that would violate any other policy of the Town of Ashland.

- VI.** A comment stating an opinion, posted by a member of the public on any Town of Ashland Social Media site, is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement, or agreement by, the Town of Ashland, nor do such comments necessarily reflect the opinions or policies of the Town of Ashland.

- VII.** The Town of Ashland reserves the right to deny access to Town of Ashland Social Media sites for any individual who violates the Town of Ashland's Social Media Policy at any time and without prior notice.

- VIII.** Town of Ashland Department Heads and public body chairs shall monitor their Social Media sites periodically during business hours for comments requesting responses from the Town and for comments in violation of this policy.

- IX.** Town of Ashland Department Heads, employees and officials may post content on their respective department's Social Media pages in their official capacity, if authorized to do so by their Department Head or by a majority vote of respective public body. Comments made by individual employees from their personal accounts are personal expressions and not Town representations. Such comments on personal accounts should clearly state that

Town of Ashland

Social Media Policy & Guidelines

they are solely the expression of the individual.

X. Multiple member Boards, Committees, and Commissions should be sensitive to the use of Social Media in such a way so as not to inadvertently violate the spirit and intent of RSA 91-A, the State's Right to Know Law, particularly as it pertains to public meetings.

XI. All comments posted to any Town of Ashland Social Media sites are bound by the respective statements of rights and responsibilities associated with those sites and the Town of Ashland reserves the right to report any violation of these statements to the appropriate Social Media site with the intent of the site taking appropriate and reasonable responsive action. This provision includes Twitter and similar services utilized by the Town.

XII. This policy shall be administered through the Selectmen's Office. Specific questions regarding this policy may be directed to the Town Administrator's office.

XIII. Privacy:

The Town does not collect, maintain, or otherwise use the personal information stored on any third-party site in any way other than to communicate Town related information with users of that site. Users may remove themselves at any time from the Town's "friends," "follow," or "fan" lists, or request that the Town remove them. Users should be aware that third party websites have their own privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

XIV. Liability of Use:

The Town of Ashland assumes no liability regarding any event or interaction that takes place by any participant in any Town-sponsored Social Media and does not endorse content outside of the pages maintained by the Town and the posts created by Town staff during their work duties. The Town reserves the right to use any comments, posts, and messages on the Town's Social Media sites for use in public relations and marketing materials. The Town is not responsible for other people viewing or accessing personal accounts/profiles that are left open on computers.

XV. Participation:

Participation in the Town of Ashland's Social Media implies agreement with all Town policies, including its Social Media Policy, and the terms of service of each individual third-party service. By posting a comment or other content you agree to indemnify the

Town of Ashland

Social Media Policy & Guidelines

Town of Ashland and its officers, agents, and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred which arise out of or are related to the content that you post.

XVI. Notwithstanding the foregoing, the Town of Ashland is not obligated to take any of the actions contained in this Policy & Guidelines and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the Town's Social Media.

XVII. If a user does not agree to these terms, they are not to use the services provided.

XVIII. Ongoing Use Evaluation:

The role and utility of Social Media in relation to the goals and purposes of the Town of Ashland will be evaluated periodically by the Town staff and Board of Selectmen and may be terminated at any time without notice to subscribers.

XIX. Severability:

To the extent that any provisions of this policy conflict with State law, then State law shall prevail.

Approved this ____ day of _____, 2018. Effective: _____

Frances Newton, Chairman

Harold Lamos, Vice Chair

Leigh Sharps

Casey Barney

Kathleen DeWolfe

Town of Ashland

Social Media Policy & Guidelines

Acknowledgement of Receipt Form

Name: _____
(please print)

Department/Office/Public Body: _____

I acknowledge the receipt of the Town of Ashland Social Media Policy & Guidelines dated _____. I have read the Social Media Policy & Guidelines, and I agree to comply with the policies contained in therein.

I understand that I have no expectation of privacy in my use of the Town of Ashland's Information Systems, including but not limited to its computers; computer network; e-mail accounts, Social Media accounts as defined in the Policy, access to the Internet and tools found on or transmitted over the Internet such as search engines, and Instant Messaging; or any file I may create, store, or transmit using any of those or related technologies. I am aware that the Town of Ashland may monitor or audit my use of those items or systems to ensure compliance with this Policy at any time in its sole discretion.

I understand that should the content of this Policy be changed in any way; the Town of Ashland may require an additional signature from me to indicate that I am aware of and understand any new policies.

Date

Signature

Town of Ashland
Social Media Policy & Guidelines

Account Registration Form

(Please Print)

Requestor's Name: _____

Department/Office/Public Body: _____

Name of Designated person to manage the Account: _____

Type of Account to be created: _____

Name of the Account to be created: _____

Any alias or alternative name for the Account: _____

Purpose/goals of the Account and/or designated target audience for the Account:

Start date: _____ **End date (if any):** _____

Signature of the Requestor
(Dept. Head or Chair of a Public Body)

Date

Approved: _____
Signature of the Town Administrator

Date