

**ASHLAND BOARD OF SELECTMEN  
WORK SESSION  
MONDAY, NOVEMBER 19<sup>TH</sup>, 2018 at 6:30 PM  
ASHLAND ELEMENTARY SCHOOL LIBRARY**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
  - a. BOS meeting(s): 11/5
- V. DEPARTMENT HEAD(s)**
- VI. NEW BUSINESS**
  - a. Whipple House lease
- VII. OLD BUSINESS**
  - a. Town Administrator Updates
  - b. Project List
- VIII. SELECTBOARD ITEMS**
  - a. Planning Board member appointment to ZBA
- IX. PUBLIC COMMENT (Agenda items only)**
- X. SIGNATURE FILE**
- XI. NONPUBLIC SESSION**
  - a. RSA 91 – A: 3, II (a)
- XII. ADJOURNMENT**

**Posted on 11/16/18 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.*

**ASHLAND BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, NOVEMBER 5<sup>TH</sup>, 2018  
ASHLAND ELEMENTARY SCHOOL LIBRARY  
6:00 PM**

**I. CALL TO ORDER**

Chairman Newton called the meeting to order at 6:00 PM 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.

- II. ASHLAND HISTORICAL SOCIETY – Whipple House lease:** prior to the start of the Board meeting with the Ashland Historical Society, Selectmen Sharps was excused from the discussion for a personal conflict. Members of the Ashland Historical Society were introduced and given a copy of a proposed new lease for the Whipple House. Board members discussed changes to the lease, which was prepared by town counsel. Ashland Historical Society intends to review the changes at their next meeting. Ashland Historical Society requested the Board consider proposing a revised warrant article for the lease. Board voted on the changes to wording of the lease. Town Administrator to send copy of the new lease to Ashland Historical Society.

**MOTION:** Selectman DeWolfe

*To strike the word "operation" (item #4) in the Town of Ashland lease with the Ashland Historical Society and the Whipple House property.*

**SECOND:** Selectman Barney

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

**MOTION PASSED**

**MOTION:** Selectman DeWolfe

*To add the words building and lands (item #4) in the Town of Ashland lease with the Ashland Historical Society and the Whipple House property.*

**SECOND:** Selectman Barney

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

**MOTION PASSED**

**MOTION:** Vice Chairman Lamos

*To change the line (second to last sentence, first paragraph) to "which the building stands" in the Town of Ashland lease with the Ashland Historical Society and the Whipple House property.*

**SECOND:** Chairman Newton

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

**MOTION PASSED**

1 **MOTION:** Vice Chairman Lamos

2 *To add the word "improvements" (item #4 – replaces the word operation) in the Town of*  
3 *Ashland lease with the Ashland Historical Society and the Whipple House property.*

4 **SECOND:** Chairman Newton

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

6 **MOTION PASSED**  
7

8 **III. APPROVAL OF MINUTES**  
9

- 10 a. October 10<sup>th</sup>, 2018 Board of Selectmen meeting minutes – no changes.  
11

12 **MOTION:** Selectman DeWolfe

13 *To approve the Board of Selectmen meeting minutes from October 10<sup>th</sup>, 2018 as*  
14 *written.*

15 **SECOND:** Selectman Sharps

16 **VOTE:** 4-0-1 (All in favor – Selectman Barney absent at meeting)

17 **MOTION PASSED**  
18

- 19 b. October 15<sup>th</sup>, 2018 Board of Selectmen meeting minutes; change pg. 4 line 37; scratch  
20 *"as well as the notice given by"* and replace with *"Administrative Assistant Wendy*  
21 *Smith gave her notice of resignation effective October 29<sup>th</sup>."*  
22

23 **MOTION:** Selectman DeWolfe

24 *To approve the Board of Selectmen meeting minutes from October 15<sup>th</sup>, 2018 with*  
25 *changes.*

26 **SECOND:** Selectman Sharps

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

28 **MOTION PASSED**  
29

- 30 c. October 17<sup>th</sup>, 2018 Board of Selectmen meeting minutes; change word "salary" page 1  
31 line 37 to "salaries" and word "off" to "on" – page 3 line 14.  
32

33 **MOTION:** Selectman Sharps

34 *To approve the Board of Selectmen meeting minutes from October 17<sup>th</sup>, 2018 with*  
35 *changes.*

36 **SECOND:** Selectman Barney

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

38 **MOTION PASSED**  
39

40 **IV. TAX ANTICIPATION NOTE/LINE OF CREDIT –**

- 41 a. Town Administrator Smith reaffirmed to the Board that our property assessment  
42 revaluation for 2018 is behind schedule and caused a delay setting the tax rate. Not  
43 being able to set the tax rate also delays tax bills being sent out, which has a  
44 compound effect on tax collection payments to the Trustees of the Trust Funds, School  
45 District, and Grafton County. To prepare for the payments and potential of having a  
46 cash flow shortfall, Finance and Treasurer recommended an application with the bank

1 for a Tax Anticipated Note/Line of Credit, just in case. TA Smith mentioned the full  
2 \$1,000,000 would not be taken it once, instead on a needed basis, the amount is a max,  
3 and expectations are the line would be amortized by the end of January 2019 – after all  
4 the tax bills are received.

5  
6 **MOTION:** Selectman Sharps

7 *To approve a tax anticipated note/line of credit application with the bank for*  
8 *\$1,000,000.*

9 **SECOND:** Selectman Barney

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

11 **MOTION PASSED**  
12  
13

- 14 **V. La Catrina Authentic Mexican Cuisine liquor license** – new business in town has applied  
15 for a liquor license with the state. As part of the application process the State Liquor  
16 Commission requests a recommendation from the Board of Selectmen. Board did not object.  
17 Signed memo to be sent to state.  
18

19 **MOTION:** Selectman Sharps

20 *To recommend the La Catrina Authentic Mexican Cuisine liquor license to the Liquor*  
21 *Commission.*

22 **SECOND:** Selectman Barney

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

24 **MOTION PASSED**  
25

26 **VI. Certified Computer Solutions**

- 27 a. Annual contract – TA Smith forwarded the annual contract with Certified Computer  
28 Solutions, town IT service provider. Fiscal year contract. Increase from 2017-2018  
29 was \$67.  
30

31 **MOTION:** Selectman Sharps

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

34 **SECOND:** Selectman DeWolfe

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

36 **MOTION PASSED**  
37

- 38 b. Town Office workstation upgrade – TA Smith mentioned that the workstations are on  
39 a rotating schedule every five years. This request to upgrade was made in the 2019  
40 budget, but cashflow has been freed up from the recent employee resignation,  
41 allowing the project to be moved to the end of 2018. Budget request for 2019 to be  
42 removed. Certified Computer Solutions to complete the installation.  
43

44 **MOTION:** Vice Chairman Lamos

45 *To approve the estimate of \$6,750 for upgrading the Town Office computer*  
46 *workstations.*

1                   **SECOND:** Selectman Sharps

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

3                   **MOTION PASSED**

- 4
- 5   **VII.    Social Media Policy** –TA Smith was previously asked by Selectmen to draft policy for social  
6    media sites, as town does not have policy on usage. Selectmen DeWolfe thought the policy  
7    would be great for informational purposes. Chairman Newton expressed the importance of  
8    social media policy, like having “insurance.”

9

10           **MOTION:** Selectman DeWolfe

11           *To approve the social media policy.*

12           **SECOND:** Selectman Barney

13           **VOTE:** 4-1 (Vice Chairman Lamos voted “nay”)

14           **MOTION PASSED**

- 15
- 16
- 17   **VIII.   Health Officer appointment** – TA Smith had previously offered to take on the position due  
18    to time constraints for Chairman Newton. Application for appointment to be sent to NH  
19    Division of Public Health Services. Expectations new appointment can begin in December.

20

21           **MOTION:** Selectman DeWolfe

22           *To appoint Town Administrator Smith as the Health Officer.*

23           **SECOND:** Selectman Sharps

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

25           **MOTION PASSED**

- 26
- 27   **IX.    Select Board Items** – Selectman Sharps gave the Board of Selectmen an update from the on  
28    goings at the Ashland Planning Board.

- 29
- 30   **X.    Ashland Zoning Board of Adjustment** – TA Smith explained to the Board how the ZBA  
31    has a pending application and no Chairman to appoint Alternate Alan Cilley. Board had a  
32    general discussion about the need to fill the remaining positions.

33

34           **MOTION:** Selectman DeWolfe

35           *To appoint Alan Cilley as a full member of the Ashland Zoning Board of Adjustment.*

36           **SECOND:** Selectman Barney

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

38           **MOTION PASSED**

1   **XI.   Non-public sessions**

2  
3       **MOTION:** Selectman Sharps  
4       *To enter nonpublic session under RSA 91-A;3, II (a).*

5       **SECOND:** Selectman DeWolfe

6       **VOTE:** 5-0 (All in favor)

7       **MOTION PASSED**

8       Board of Selectmen entered nonpublic session at 7:16 PM. Board reconvened at 7:32 PM and  
9       announced Chief Heath on call pay - \$25/night.

10  
11       **MOTION:** Selectman DeWolfe  
12       *To enter nonpublic session under RSA 91-A;3, II (a).*

13       **SECOND:** Selectman Sharps

14       **VOTE:** 5-0 (All in favor)

15       **MOTION PASSED**

16       Board of Selectmen entered nonpublic session at 7:33 PM. Board reconvened at 7:39 PM and  
17       announced Chief Randall plans to retire June 30, 2019.

18  
19       **MOTION:** Selectman Sharps  
20       *To enter nonpublic session under RSA 91-A;3, II (c).*

21       **SECOND:** Selectman Barney

22       **VOTE:** 5-0 (All in favor)

23       **MOTION PASSED**

24       Board of Selectmen entered nonpublic session at 7:44 PM. Board reconvened at 7:55 PM.  
25       Minutes were sealed.

26  
27       **MOTION:** Selectman Sharps  
28       *To enter nonpublic session under RSA 91-A;3, II (c).*

29       **SECOND:** Vice Chairman Lamos

30       **VOTE:** 5-0 (All in favor)

31       **MOTION PASSED**

32       Board of Selectmen entered nonpublic session at 7:56 PM. Board reconvened at 8:00 PM and  
33       announced, a letter to be sent to property owner on N. Ashland Rd. about living arrangement  
34       in RV.

35  
36   **XII.** Board of Selectmen adjourned their meeting at 8:01 PM. The minutes for this meeting were  
37   transcribed by Town Administrator Charles Smith on November 6, 2018.  
38  
39  
40

## 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 building stands, 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 1<sup>st</sup>, 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 improvements, maintenance, and repair of this building and land.

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

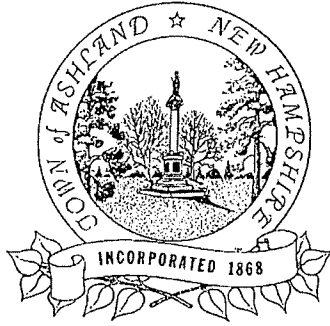
The above Lease was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by Francis Newton, Harold Lamos, Casey Barney, Leigh Sharps and Kathleen DeWolfe, Selectmen of the Town of Ashland, on behalf of the Town.

\_\_\_\_\_  
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: \_\_\_\_\_



## **Town Administrator Updates - November 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*

**Inter-Library Loan:** The Library borrowed 36 items from New Hampshire libraries for Ashland Library patrons in November. The Library lent 32 items to other New Hampshire libraries last month.

**New Items:** The Library added 44 books for adults, 36 books for children and 7 DVDs in October.

**News/Events:** The Library is offering knitting every Thursday evenings this fall from 6-7 pm. The library will be closed for the Thanksgiving holiday on Thursday & Friday November 22nd & 23rd. Book Group will be held on Monday, November 26th at 7:00 pm. Teen night will be held on Friday November 30th, from 6:00-8:30 pm. Pre-school story time will take place on Friday, December 7<sup>th</sup> at 10:30 am. Pictures with Santa, sponsored by the Friends of the Library, will take place during Christmas Night in Ashland on Friday, December 7<sup>th</sup> from 5:00 – 6:45 pm.

*“Outside of a dog, a book is man's best friend. Inside of a dog it's too dark to read.” — Groucho Marx,*

### **PARKS AND RECREATION – Director Barney**

- We are still using the Food Bank for healthy and affordable snacks for the After-School Program. I make the trip to Manchester once a month to pick up the food and drinks.
- The After-School Program is still doing well. We have an average of 26 kids per day with 42 kids signed up for the program.
- We had a Kids Night Out in October for Halloween and it was very successful. We had 28 kids. They played games, had snacks and decorated pumpkins.
- The trees at the campground have all been cut down. Craig and his guys are going to remove the remains of the trees and dispose of them.
- ACE Mechanical is all set to come in November and put more heat into the Booster Club. This will allow the After-School Program to utilize more of the building and have extra space during the winter when the weather does not allow us to go outside.

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

Tax Collection	\$44,890
Vehicle Registrations	\$31,936
Dog Registrations	\$22
Vital Record Copies	\$185

- New tax billing system was installed this month.
- We are awaiting our new assessments, we [the property owners] will get a letter from the assessing firm and will have the opportunity to meet with them if we feel it is warranted.
- The next step is getting tax rate set by DRA, get the warrant printed and signed by the Selectmen and then I can print, fold, and stuff the bills.
- As a reminder Ashland 150<sup>th</sup> Celebration license plates are to be removed by December 31<sup>st</sup>.

## **BUILDING INSPECTOR – Al LaPlante**

Permits	5
Inspections	2
Emails	52
Fee collected	\$804

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

- As we start our Fall Clean up I wanted give an update of some of the larger projects Public Works completed during the summer months while keeping up with our normal maintenance work...
- We started out ditching, grading and sealing the dirt roads. During the process of sealing the dirt roads liquid calcium chloride is sprayed on the road then compacted with a roller which makes a smooth surface. This process makes the road surface hard and nearly dust free. We moved from there and started to repair the pavement in many areas of town, especially around sewer manhole covers.
- We then turned our attention to Smith Hill where we discontinued the culvert discharging onto private property and redirected the water flow to the drain at the bottom of the road, that area was repaved to aid in the water discharge to the drain. The road edge was sloped and seeded with erosion control matting.
- We then moved to Wadleigh road where extensive road side work was needed. Both sides of the road were reworked to improve water flow away from the road edge. Next, we addressed the erosion of the road side on North Ashland road near the State DOT shed. We capped a culvert that was causing the edge of the road to wash away down a steep grade to the Pemi river. This has been an issue for many years that just kept getting worse, eventually the road would have washed out and cause a major reconstruction project. We diverted the flow of water down the side of the road into a larger culvert that discharges into a more manageable area. The edge of the road was repaired and seeded, everything seems to be flowing well and the original washout seems stable.
- We moved to Owl Brook Rd. where the edge of the Owl brook Cemetery wall was collapsing, we stabilized the rocks added stone and re-sloped the road edge and planted grass with erosion control matting, the wall seems to be stabilized.
- We then moved to Collins St. where we had a lot of prep work to be ready for paving. We started out by adding a retaining wall to help control the erosion and to widen the road near the bridge area as we planned to actually move the road to improve the entrance and exit of the one lane bridge. Extensive excavation on the roadside was completed to allow for the road to be moved. The paving was

completed by GMI. We then spent several days completing the roadside work which included establishing ditch lines, shouldering, loaming and seeding.

- In late August we were notified that rules on glass collection had changed and we needed to move a huge pile of glass that was stored years ago. September 28<sup>th</sup>. The crew spent nearly a week hauling glass to a processing plant. The only glass that can now be recycled is condiment jars, beer, wine and soda bottles. No window glass household or automotive, drinking glass or porcelain can be recycled, these items need to be placed in the construction debris pile.
- We have started with the fall clean up and will continue that as long as we can until snow arrives. We plan on completing a final grading of the dirt roads before winter.
- On Monday 10/29/2018 the Public Works Department attended plowing safety and collision avoidance training conducted by Primex.
- On Tuesday 10/30/2018 the Public works Department attended Green Snow Pro training required by the State of NH. That teaches the crew how to spread salt effectively reducing waste.
- The plows and sanders have been inspected, serviced and are ready to go.

### **POLICE DEPARTMENT – Chief Randall**

Dispatched Service Calls	342
Incidents	92
Arrests	11
Warrants	4
Accidents	3
Citation/Warnings	59
Parking Tickets	3

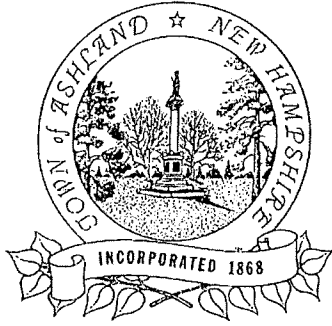
- The department continues follow up investigations with on-going cases as well.
- Lt. Ulwick passed his re-certification as firearms instructor through Police Standards and Training. Personnel at the PD also passed their yearly firearms training.
- Chief Randall, Lt. Ulwick, Officers Cote, Waterbury and Marren attended re-certification as intoxilizer operators (breath machine for DWI) at Police Standards and Training.
- Chief Randall attended Joint Loss Committee meeting at the Wastewater Treatment Facility for an inspection of that facility.
- The PD participated in the National Drug Takeback program again and took in 10.9 lbs. of un-used medications. The State of NH as a whole took in 11,880 lbs.
- The Ashland PD with assistance from Fire Chief Heath and Highway supervisor Dan Titus provided safety control for the Ashland Elementary School Halloween Parade. The parade was a great success again this year. The students had some awesome costumes and were very well behaved
- Trick or treat went very smoothly as well with no major issues as everyone seemed to be on their best behavior.
- Remember that there is NO PARKING on any street in Ashland from November 1<sup>st</sup> through May 1<sup>st</sup>
- Please remember that car break-ins are crimes of opportunity and it is recommended that you lock your vehicles at all times.

## **FIRE DEPARTMENT – Chief Heath**



Total Calls	43
Medical Emergencies	25
Fire/Rescue Calls	9
Motor Vehicle Accidents	7
Service Calls	2

- Regular department training during October involved
  - Advancing hose lines.
  - EMS training involved a discussion and review of protocols regarding obstetrical emergencies. Two of our personnel are currently enrolled in classes that will lead to certification as Nationally Registered EMTs.
  - Some department members also attended a live fire training exercise in Holderness.
  - Personnel also conducted activities at the Ashland Elementary School during Fire Prevention Week. Home fire safety presentations were conducted in the classrooms, and in the Fire Safety trailer which was borrowed from the Tilton-Northfield Fire Department. Firefighter musters were also conducted for the Intermediate and Middle tiers.
- The new truck is now in service, and personnel are continuing their training and familiarization on the new engine. Annual apparatus evaluation was completed on Engines 1 & 2, and Ladder 1. New front brakes were installed on Ladder 1 by the town mechanic.
- Aerial and ground ladder testing were completed on October 23, with no issues found. Annual maintenance on the Hurst rescue tool will be completed on November 20, which will complete all our annual testing and maintenance for 2018.
- Life Safety Code inspections continue for both assembly and rental occupancies.
- NFIRS reports for October 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.



## **Project List – November 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: waiting for the Notice to Proceed Preliminary Plans from NHDOT.

Current: NHDOT has provided a response to KV Partners (town engineer) preliminary design. TA/KV Partners and NHDOT had a joint meeting to discuss the drainage improvements.

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

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

**Updates:**

Previous: 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.

Current: no updates

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### **ASHLAND PROPERTIES/LW PACKARD MILL SITE**

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

**Updates:**

Previous: Board approved application to CDFA for a feasibility grant.

Current: Waiting for approval of grant – expected decision in December.

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## **NH LAND & COMMUNITY HERITAGE INVESTMENT PROGRAM (LCHIP)**

**Description:** Matching grant with LCHIP to provide a Historic Structure Report (HSR) on the Town Office building. HSR is a “road map for rehabilitating and reuse of the building, that provides a detailed and comprehensive analysis of the building and pays particular attention to its future reuse.”

### **Updates:**

Previous: 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.

Current: Williams Architect visited town office with a structural engineer to continue their analysis. Expectations are the project will finish by the end of the year.

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

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

### **Updates:**

Previous: CAI Technology has moved the start date up to the end of October. Town maps are ready to be reviewed. Once the process starts property records in the office will be unavailable for a couple of months while CAI Technology analyzes the records. Property records are still available at the County Registry of Deeds.

Current: CAI Technology picked up our properties files and started our parcel map project.

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## **WHIPPLE HOUSE**

**Description:** Comprehensive building status report provided by newly formed Heritage Commission along with deeds, leases and associated warrant articles. Town owned building in need of significant maintenance & repair work.

### **Updates:**

Previous: Board of Selectmen and Ashland Historical Society to have joint meeting about lease.

Current: Board of Selectmen constructed a new lease agreement. Forwarded a copy to the Ashland Historical Society.

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## **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 31<sup>st</sup> at 10 AM in the Town Office building.

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



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## 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 7<sup>th</sup> at 4PM.

Current: No updates.

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## TOWN OF ASHLAND APPRECIATION DAY

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

**Updates:**

Previous: Board of Selectmen and Ashland Heritage Commission scheduled September 22<sup>nd</sup>, 2018 to clean the “old jail.”

Current: No updates

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## 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

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## 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

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## **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.

TO: Ashland Board of Selectmen  
FROM: Ashland Planning Board  
DATE: 15 November 2018  
SUBJECT: Appointment to Zoning Board of Adjustment

At its November 7, 2018, meeting (draft minutes attached), the Planning Board approved Mardean Badger as its representative to and member on the Ashland Zoning Board of Adjustment. The Planning Board is requesting that the Board of Selectmen officially appoint Mardean Badger as a voting member on the ZBA.

- Historically in Ashland, one member of the Planning Board has been appointed as a regular voting member to the ZBA.
- The appointment of one Planning Board member to the Zoning Board will enable the Zoning Board to field a quorum of 3 members and enable it to conduct official business beginning this month.
- NH RSA 673:7-I enables and allows the appointment of a Planning Board member to another land use board, e.g., the Zoning Board: “In the case of towns, any 2 appointed or elected members of the planning board may also serve together on any other municipal board or commission, *except that no more than one member of the planning board shall serve on the conservation commission, the local governing body, or a local land use board as defined in RSA 672:7.*” [emphasis added]

**Ashland Planning Board  
Draft Meeting Minutes  
Wednesday, November 7, 2018**

CALL TO ORDER: Mardean Badger, Chair of the Planning Board, called the meeting to order at 6:31 PM.

MEMBERS PRESENT: Mardean Badger, Susan MacLeod, Leigh Sharps and Fran Newton

OTHERS PRESENT: Alan Cilley

DISPOSITION OF MINUTES

The Board tabled their October 24 meeting minutes to their next meeting.

OTHER SIGNS SECTION 3.3.6.1 OF ASHLAND ZONING ORDINANCE

The Board discussed the wording of the Other Signs Section 3.3.6.1. The Board discussed the differing meanings with and without the word “thereon.”

EHFAR LLC: APPLICATION FOR VOLUNTARY MERGER

The Planning Board received two Applications for a Voluntary Merger of lots from EHFAR. EHFAR is requesting to merge Lot 21-2-9-18 and Lot 21-2-9-19 into one lot. In a second application EHFAR is requesting the merger of Lot 21-2-9-8 and Lot 21-2-9-9 into one lot. There is no required Public Hearing in this case. Mardean signed both mergers.

LEAVITT HILL PAVING PROJECT

Matt Dickson is working with R & D Paving on the Leavitt Hill Paving Project. R & D advises that the paving project is scheduled for some time around Thanksgiving. The Planning Board has requested the project be completed this construction season.

An email from Matt Dickson, Leavitt Hill Project Manager, dated August 30 stated “We have contracted R & D paving to complete the top course of paving on Leavitt Hill from the stop sign at the beach to the last fire hydrant on Leavitt Hill. There will be a ½” thick shim coat covered by a 1” thick top course. All asphalt will be 3/8” mix and all riser rings will be provided for sewer man holes, gate valves and catch basin grates. The work will be performed mid-October.”

An email from Matt Dickson, Leavitt Hill Project Manager, dated November 6 stated “We are working with R & D for a definitive date. They have indicated that with the current schedule they will pave Leavitt Hill sometime around Thanksgiving. It is our goal to have the work done sooner than that and we are doing what we can to accelerate the time line. Once we have a confirmed date we will notify those affected along the road including the active construction project. R & D has also included in their quote dealing with all structures i.e. man holes, gate valves and drainage grates along with transitioning of any and all driveways and roads.”

CASE 2018-08: SPR, SHELLEY RANDALL, 356 OWL BROOK ROAD (T/M/L 010-004-011)

The Planning Board has received an application and Site Plan Review map from Ms. Shelley Randall.

The Ashland Zoning Board of Adjustment needs to meet to confirm that they will consider the Special Exception application in a joint meeting with the Planning Board on November 28.

MICHAEL HORSCH, HORSCH GARAGE EQUIPMENT, INC. 98 MAIN STREET, (T/M/L 016-001-013)

Michael Horsch notified the Planning Board that a purchase and sales agreement has been signed on Tuesday, November 6. The closing on the sale will take place in mid-December. Mr. Horsch wants to clean up the property in front of the building. He has been advised of the sidewalk project.

SQUAM LAKE PLUMBING

The Planning Board has received a complaint concerning the animated sign located on the Squam Lake Plumbing property on Main Street. No decision was made at this meeting.

OTHER BUSINESS

Mardean was nominated by Susan MacLeod and seconded by Leigh Sharps to be a voting member of the Zoning Board of Adjustment from the Planning Board. The vote was 3-0.

The Planning Board received an email from FEMA and the Pemi Flood Plain Administration, which will be forwarded to the Town Administrator.

The Board was advised that the Ashland Economic Development Committee met recently. Levi Bradley was elected Chair of the Committee. Anthony Adamsky was elected the Vice Chair. The Committee will meet the fourth Monday of each month at the Fire Station, with additional work sessions scheduled as needed.

Kaitlyn is in the process of updating the current list of Planning Board cases. She is keeping track of all informal consultations with the Planning Board.

ADJOURNMENT

Leigh Sharps made a motion to adjourn. Susan MacLeod seconded the motion. The motion passed 3-0. The meeting adjourned at 7:30 PM. The next Planning Board meeting will be Wednesday, November 28, 2018 at 6:30 PM at the Ashland Elementary School Library.

*Minutes submitted by Paula Hancock*