

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, MARCH 18, 2019 at 6:30 p.m.
ASHLAND ELEMENTARY SCHOOL LIBRARY**

Prior to the Board of Selectmen's work session meeting the Selectmen will meet in non-public session pursuant to RSA 91-A: 3 II (a)

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. SELECTBOARD ITEMS**
 - a. Board reorganization
- IV. APPROVAL OF MINUTES**
 - a. BOS meeting(s): 3/4/2019
- V. NEW BUSINESS**
 - a. Warren Street Architects scope of work for feasibility grant and the LW Packard Mill
 - b. Melanson and Heath engagement letter – town auditors
 - c. Commerford, Nieder, and Perkins – appraisal and assessment
- VI. OLD BUSINESS**
 - a. Board of Selectmen project list
- VII. SELECTBOARD ITEMS**
 - a. Town vote
 - b. Whipple House lease agreement
- VIII. NON-PUBLIC SESSION – RSA 91: A: 3 II (b)**
- IX. SIGNATURE FILE**
- X. Next meeting: April 1, 2019**

Posted on 3/15/19 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.

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**ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, MARCH 4, 2019
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:30 PM**

I. CALL TO ORDER

Vice Chairman Lamos called the Board of Selectmen meeting to order at 6:30 PM with a roll call vote; Selectman Leigh Sharps, Selectman Kathleen DeWolfe, and Selectman Casey Barney all signified they were present, Chairman Newton was absent with prior notice. Others present: Town Administrator Charles Smith.

II. APPROVAL OF MINUTES

MOTION: Selectman DeWolfe

To approve the Board of Selectmen meeting minutes from February 19, 2019.

SECOND: Selectman Sharps

DISCUSSION: grammatical revisions were made by the Selectmen.

VOTE: 4-0 (All in favor)

MOTION PASSED

III. OLD BUSINESS

a. Ashland 150th Anniversary Committee

- i. Jane Sawyer distributed state RSA's (274 & 674) to the Board of Selectmen and spoke about prior donations made by the Heritage Commission, and the legal response about the 150th Committee fiscal responsibility. As of the time for this meeting the Board had no received the legal opinion. Selectmen said once they receive the opinion they will review and determine whether it should be released.

IV. SELECTBOARD ITEMS

- a. Selectman DeWolfe reminded Board members that following the March 12th election the Selectmen will have to reappoint members to committees and commissions. Selectman DeWolfe also remind those present about the town's application for appointments.
- b. Selectman Sharps reported back to the Board about her attendance at the Squam Lake Watershed Conference, which was hosted by Lakes Region Planning Commission and the Squam Lakes Association. Presentations at the conference focused on development around the lake and the impact to the lake. Selectman Sharps also updated the Board about matters before the Ashland Planning Board.

1 c. Vice Chairman Lamos gave thanks to his fellow Board members, Department Heads
2 and staff for their support during his time as a Selectmen. Vice Chairman Lamos
3 encouraged residents to get involved and volunteer for positions in town governance.
4 Vice Chairman Lamos concluded by encouraging everyone to vote at the upcoming
5 election.
6

7 **V. NON – PUBLIC SESSION;** pursuant to RSA 91 – A:3, II (1) the Board entered nonpublic
8 session at 7:17 pm and reconvened at 7:47 pm. No decisions or votes were made.
9

10 **VI.** Board of Selectmen adjourned their meeting at 7:48 P.M.
11

12 *The minutes for this meeting were written by Town Administrator Charles Smith on March 6, 2019.*

DRAFT

WARRENSTREET ARCHITECTS

March 11, 2018

Charles Smith, MPA
Town Administrator
Town of Ashland
20 Highland Street
P.O. Box 517
Ashland, NH 03217
Phone: (603) 968-4432

RE: A/E Study Services for the Packard Building, Ashland, NH

Dear Charles,

Please find attached our Standard Form of Engagement for Professional Design Services as discussed to date and as assumed for the project mentioned above. The Agreement includes the Purchase order, which you can sign and provide a billing address, both in the red boxes; the hourly rate schedule and general terms and conditions that apply to this agreement. Please review and return to us either by mail or email at your convenience. Once we are in receipt of the agreement, we will contact you to discuss the next steps and schedule out the scope of work to be undertaken.

Please direct all Contractual and Billing questions to Ms. Wendy Noyes, our firm Administrator. She can be reached at 603-225-0640 x110 or wn@warrenstreet.coop. I can be reached anytime at 603-225-9640 x113 or my cell 603-738-9004. My email is jh@warrenstreet.coop.

We are thankful for you placing your confidence in our firm to assist you with this very exciting project. Should you have any questions at all, please do not hesitate to contact us. Again, thank you and we look forward to working with you as this project progresses forward.

Respectfully,
Warrenstreet Architects, Inc



Jonathan Halle, AIA, PLA
Managing Member
Architect & Landscape Architect

Encl.

WARRENSTREET PERSONNEL HOURLY RATES

Revised 1/1/2019

Project Architect - I	\$180.00/hr
Project Architect- II	\$160.00/hr
Technical Director /Architect	\$100.00/hr
Project Manager	\$100.00/hr
Interior Designer	\$ 90.00/hr
Office Manager	\$ 90.00/hr
Intern Architect/Cad Production I	\$ 70.00/hr
Graphic/ Clerical Support	\$ 70.00/hr

WARRENSTREET REIMBURSABLES/ DIRECT EXPENSES

Mileage	\$.64/mile
UPS/Federal Express, Postage	Cost + 10%
Postage	Cost + 10%
Lodging/Meals	Cost + 10%
Miscellaneous Supplies	Cost + 10%
Cad Plotting- Bond	24" x 36" / \$2.00 + 30" x 42" / \$2.50 + 11" x 17" / \$.50
Cad Plotting - Mylar	24" x 36" / \$12.50 + 30" x 42" / \$15.00
Cad Plotting – Pres. Color	24" x 36" / \$15.00 + 30" x 42" / \$20.00
Cad Plotting – Coated Color	24" x 36" / \$20.00 + 30" x 42" / \$25.00
Presentation Foam Board White	24" x 36" / \$4.00 + 30" x 42" / \$6.00
Presentation Foam Board Black	24" x 36" / \$8.00
Xerox copying	8 1/2" x 11" / \$0.10 + 11" x 17" / \$.20
Color Xerox copying	8 1/2" x 11" / \$.50

Additional Services requested after the initial contract signature will be marked up (10) ten percent for coordination and administrative overhead.

STANDARD DESIGN SERVICES GENERAL TERMS & CONDITIONS

Revised 1/1/2019

PARTIES TO THIS AGREEMENT - This Agreement for professional services has been entered into (See Date on Scope of Services letter) by Warrenstreet Architects, Inc with various consultants identified in the Scope of Services Letter, and a party identified as the CLIENT on the Scope of Services Letter attached. Wherever used herein, the term Consultant and/or Contractor shall mean Warrenstreet Architects, Inc (WAI), a professional corporation rendering professional architectural services. The term Contractor does not imply that WAI is engaged in providing construction contracting work, nor is WAI responsible in any way for the construction means, methods, procedures, techniques or sequences nor for any aspect of jobsite safety. These duties are and shall remain the sole responsibility of the construction General Contractor.

ENTIRE AGREEMENT - This Agreement, comprising the scope of services letter and pages 1 through 5, herein, is the entire Agreement between the Client and the Consultant. It supersedes all prior communications, understandings and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

ASSIGNMENT - Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to Sub-Consultants normally contemplated by the Consultant shall not be considered an assignment for purposes of this Agreement.

GOVERNING LAW AND JURISDICTION - The Client and the Consultant agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of New Hampshire. It is further agreed that any legal action between the Client and the Consultant arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in New Hampshire.

ADDITIONAL SERVICES - The Consultant shall provide, without advance authorization from the Client, the Additional Service(s) listed below. The Consultant shall notify the Client promptly in writing upon providing such services: 1. Services made necessary by the default of the Contractor or Client under the Contract for Construction or by deficiencies, defects or delays in the Work by the Contractor.

INSURANCE - During the term of this Agreement, the Consultant agrees to provide evidence of insurance coverage as attached hereto. The Consultant agrees to attempt to maintain professional liability coverage for the period of design and construction of the Project, and for a period of one (1) years following substantial completion, if such coverage is reasonably available at commercially affordable premiums. For the purposes of this Agreement, "reasonably available" and "commercially affordable" shall mean that more than half the consultants practicing the same professional discipline in the state where the project is located are able to obtain such coverage.

CADD AND ELECTRONIC FILES - The Client acknowledges the Consultant's drawings and specifications, including all documents on electronic media, as instruments of the Consultant's professional service. Nevertheless, the drawings and specifications prepared under this Agreement shall become the property of the Client upon completion of the services and payment in full of all monies due to the Consultant. The Client shall not reuse or make or permit to be made any modification to the drawings and specifications without the prior written authorization of the Consultant. The Client agrees to waive any claim against the Consultant arising from any unauthorized transfer, reuse or modification of the drawings and specifications. The Client and the Consultant agree that any electronic files furnished by either party shall conform to the specifications. Any changes to these specifications by either the Client or the Consultant are subject to review and acceptance by the other party. Additional efforts by the Consultant made necessary by a change to the electronic file specifications shall be compensated for as Additional Services. Electronic files furnished by either party shall be subject to an acceptance period of three (3) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed or sealed hard-copy construction documents prepared by the Consultant and electronic files, the signed or sealed hard-copy construction documents shall govern. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and Sub-Consultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the Consultant or from any transfer or reuse of the electronic files without the prior written consent of the Consultant. Under no circumstances shall delivery of the electronic files for use by the Client be deemed a sale by the Consultant, and the Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the Consultant be liable for any loss of profit or any consequential damages as a result of the Client's use or reuse of the electronic files.

STATUTES OF REPOSE AND LIMITATION - All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date the Consultant's services are completed or terminated.

NOTICES - Any notice required under this Agreement shall be in writing, addressed as specified in this Agreement and sent by certified U.S. Mail. All notices shall be deemed delivered by the methods specified to the address listed in this Agreement. Either party may change its address or FAX number by giving the other party notice of the change in any manner permitted by this Agreement.

SEVERABILITY - Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

STANDARD OF CARE - In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The Consultant makes no warranty, either express or implied, as to the professional services rendered under this Agreement.

SUSPENSION OF SERVICES - If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted. If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client. Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension. In the event the Client has paid a retainer to the Consultant, the Consultant shall be entitled to apply the retainer to cover any sums due from the Client up to the date of suspension. Prior to resuming services after such suspension, the Client shall remit to the Consultant sufficient funds to replenish the retainer to its full prior amount.

TERMINATION - In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement. The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice. Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons: 1. Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party; 2. Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party; 3. Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate; 4. Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes. In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

TIMELINESS OF PERFORMANCE - The Client and Consultant are aware that many factors outside the Consultant's control may affect the Consultant's ability to complete the services to be provided under this Agreement. The Consultant will perform these services with reasonable diligence and expediency consistent with sound professional practices.

CERTIFICATIONS GUARANTEES AND WARRANTIES - The Consultant shall not be required to sign any documents, no matter by whom requested, that would result in the Consultant's having to certify, guarantee or warrant the existence of conditions whose existence the Consultant cannot ascertain. The Client also agrees not to make resolution of any dispute with the Consultant or payment of any amount due to the Consultant in any way contingent upon the Consultant's signing any such certification.

EXECUTION OF DOCUMENTS - The Consultant shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the Consultant, increase the Consultant's risk or the availability or cost of its professional or general liability insurance.

CONSEQUENTIAL DAMAGES - Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or Sub-Consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

DELAYS - The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

LIMITATION OF LIABILITY - In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant to the Client shall not exceed Fifty Thousand Dollars (\$50,000), or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

MUTUAL WAIVER OF SUBROGATION Neither Client nor Warrenstreet shall be liable to the other or to any insurance company (by way of subrogation or otherwise) providing coverage for any loss or damage to any building, structure or other tangible property, or any resulting loss of income, even though such loss or damage might have been occasioned by the negligence of the other contracting party, its agents or employees, provided and to the extent such loss or damage is covered by insurance, it being acknowledged and agreed that the amount of any insurance deductibles is expressly excluded from the waiver provisions herein set forth. Notwithstanding the foregoing, the cost of any damage not covered by insurance shall be borne by the responsible party.

CORPORATE PROTECTION - It is intended by the parties to this Agreement that the Consultant's services in connection with the Project shall not subject the Consultant's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the Consultant, a (insert State) corporation, and not against any of the Consultant's individual employees, officers or directors.

MEDIATION - In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, Sub-Consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

TIME BAR TO LEGAL ACTION - All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder shall be barred and under no circumstances shall any such legal action be initiated by either party after Two (2) years from the date of Substantial Completion, unless this Agreement shall be terminated earlier, in which case the date of termination of this Agreement shall be the date on which such period shall commence.

REQUESTS FOR CLARIFICATION OR INTERPRETATION - The Contractor may, after exercising due diligence to locate required information, request from the Consultant clarification or interpretation of the requirements of the Contract Documents. The Consultant shall, with reasonable promptness, respond to such Contractor's requests for clarification or interpretation. However, if the information requested by the Contractor is apparent from field observations, is contained in the Contract Documents or is reasonably inferable from them, the Contractor shall be responsible to the Client for all reasonable costs charged by the Consultant to the Client for the Additional Services required to provide such information.

TESTING LABORATORY SERVICES - When applicable and identified in writing, it is acknowledged that the Consultant has been requested by the Client to subcontract certain laboratory testing services on behalf of the Client. The Consultant agrees to do so in reliance upon the Client's assurance that the Client will make no claim or bring any action at law or in equity against the Consultant as a result of this subcontracted service. The Client understands that the Consultant has not performed any independent evaluation of the testing laboratory's data and the Client shall not rely upon the Consultant to determine the quality or reliability of the testing laboratory's reports. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Consultant harmless from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from the services performed by (name of lab) except only those damages, liabilities or costs caused by the sole negligence or willful misconduct of the Consultant.

OWNERS CONSULTANTS - The Client agrees that the Consultant shall have no responsibility for any portion of the Project designed by other consultants engaged by the Client. The Consultant shall not be required to check or verify other consultants' construction documents or reports and shall be entitled to rely on the accuracy and completeness thereof, as well as the compliance of such documents or reports with applicable laws, codes, statutes, ordinances and regulations. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the Client. The Client further agrees to require all other consultants engaged by the Client to coordinate their construction documents or reports with those of the Consultant, to promptly report any conflicts or inconsistencies to the

Consultant and to cooperate fully with the Consultant in the resolution of those conflicts or inconsistencies. It is further agreed that the Consultant shall coordinate the construction documents or reports of the professional consultants listed above but only for conformance with the design concepts and information as expressed in the construction documents prepared by the Consultant. The Client agrees to require all other consultants engaged by the Client to cooperate fully with the Consultant in the resolution of any conflicts or inconsistencies discovered.

The Contractor acknowledges and understands that the Contract Documents may represent imperfect data and may contain errors, omissions, conflicts, inconsistencies, code violations and improper use of materials. Such deficiencies will be corrected when identified. The Contractor agrees to carefully study and compare the individual Contract Documents and report at once in writing to the Owner any deficiencies the Contractor may discover. The Contractor further agrees to require each subcontractor to likewise study the documents and report at once any deficiencies discovered. The Contractor shall resolve all reported deficiencies with the Consultant prior to awarding any subcontracts or starting any work with the Contractor's own employees. If any deficiencies cannot be resolved by the Contractor without additional time or additional expense, the Contractor shall so inform the Owner in writing. Any work performed prior to receipt of instructions from the Owner will be done at the Contractor's risk.

PAYMENT DUE - invoices shall be submitted by the Consultant monthly, upon completion of each phase, are due upon presentation and shall be considered past due if not paid within Thirty (30) calendar days of the due date.

INTEREST - if payment in full is not received by the Consultant within Thirty (30) calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

REIMBURSABLE SCHEDULE

Professional Fees are based on hours actually expended at standard hourly rates plus reimbursable expenses and consultant fees. Hourly rates are based upon salary costs (wage rate plus a percentage to cover statutory and customary fringe benefits) times a factor of 2.7. Unless otherwise stated, the Fee does not include the cost of reimbursable incurred as a direct expense to the project. Reimbursables shall include mileage, reproduction, printing, photography, and general administrative office expenses. Professional fees will be billed on a monthly basis in proportion to the work completed and reimbursable expenses will be billed as incurred based on the attached Schedule.

COLLECTION COSTS - If the Client fails to make payments when due and the Consultant incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to the Consultant. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable Consultant staff costs at standard billing rates for the Consultant's time spent in efforts to collect. This obligation of the Client to pay the Consultant's collection costs shall survive the term of this Agreement or any earlier termination by either party.

SUSPENSION OF SERVICES - If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon Ten (10) calendar days' notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

TERMINATION OF SERVICES - If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.

SATISFACTION WITH SERVICES - Payment of any invoice by the Client to the Consultant shall be taken to mean that the Client is satisfied with the Consultant's services to the date of payment and is not aware of any deficiencies in those services.

PAYMENT TERMS - The Sub-Consultant shall submit invoices monthly to the Consultant, who shall review them promptly. The Consultant shall either approve these invoices or notify the Sub-Consultant of any invoices not approved. The Consultant and Sub-Consultant shall confer and attempt to resolve such disputed invoices. The Consultant shall promptly invoice the Client for the Sub-Consultant's service in accordance with the billing terms of the Consultant's agreement with the Client and shall use reasonable and diligent efforts to collect payment from the Client. The Consultant shall pay the Sub-Consultant within ten (10) calendar days after receiving payment from the Client. Regardless of whether or not the Client pays the Consultant in full, the Consultant shall pay the Sub-Consultant for all undisputed invoices within a reasonable period of time after the completion of the Sub-Consultant's services under this Agreement. If payment is not received by the Sub-Consultant for undisputed invoices within ten (10) calendar days after the Client pays the Consultant for such services, or within forty-five (45) calendar days after the Sub-Consultant submits its invoices for such services, whichever occurs first, then such invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the PAST DUE amount per month, which shall be calculated from the tenth or forty-fifth day, as above, whichever occurs first. Payment to the Sub-Consultant shall first be applied to accrued interest and then to the unpaid principal.

ATTORNEYS' FEES - In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation. In the event of a non-adjudicative settlement of litigation between the parties or a resolution of a dispute by arbitration, the term "prevailing party" shall be determined by that process.

COLLECTION COSTS - In the event legal action is necessary to enforce the payment terms of this Agreement, the Consultant shall be entitled to collect from the Client any judgment or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by the Consultant in connection therewith and, in addition, the reasonable value of the Consultant's time and expenses spent in connection with such collection action, computed according to the Consultant's prevailing fee schedule and expense policies.

END



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 2/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER THE ROWLEY AGENCY INC. 45 Constitution Avenue P.O. Box 511 Concord NH 03302-0511 INSURED Warrenstreet Architects, Inc. 27 Warren Street Concord NH 03301-4911	CONTACT NAME: Sara Hartshorn PHONE (A/C, No, Ext): (603) 224-2562 FAX (A/C, No): (603) 224-0012 E-MAIL: shartshorn@rowleyagency.com ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A Acadia Insurance Company 31325 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES CERTIFICATE NUMBER: 18-19 Master REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY					
A	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR		BOA5084268-15	3/1/2018	3/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Excludes premises) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ Combined single limit \$ 1,000,000 COMBINED SINGLE LIMIT (Ex accident) \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER POLICY: PHS: LOC: OTHER:					
A	AUTOMOBILE LIABILITY		BOA5084268-15	3/1/2018	3/1/2019	ANY AUTO \$ ALL OWNED AUTOS SCHEDULED AUTOS \$ HIRED AUTOS X NON-OWNED AUTOS \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
X	UMBRELLA LIAB					
A	EXCESS LIAB <input type="checkbox"/> CLAIMS MADE		CUA5086475-15	3/1/2018	3/1/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					PER STATUTE OTH-ER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			
	If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Covering operations of the named insured during the policy period.

CERTIFICATE HOLDER For Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sarah Field/SEF
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WARRE-1 OP ID: LL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 08/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole		CONTACT NAME: PHONE (AC, No, Ext): 781-245-6400 FAX (AC, No): 781-245-6463 E-MAIL: ADDRESS:	
INSURED Warrenstreet Architects, Inc. 27 Warren Street Concord, NH 03301-4911		INSURER(S) AFFORDING COVERAGE INSURER A : XL Specialty Insurance Company NAIC # 37885 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> INC-SECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMMOR AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE DTH-PR E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Arch/Engrs Prof Liability			DPR9924409	05/03/2018	05/03/2019	Per Claim 3,000,000 Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Proposal Use Only	PROPO-1	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 11/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland, NJ 07068		CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
INSURED WARRENSTREET ARCHITECTS, INC. 27 WARREN ST Concord, NH 03301		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Underwriters Insurance Company NAIC # 30104 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	

COVERAGES CERTIFICATE NUMBER: 786381 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD: WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> JECP <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV BURLRY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEF. <input type="checkbox"/> RESERVATIONS					EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A N	76WEGGD2064			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 FOR PROPOSAL USE ONLY

<p>CERTIFICATE HOLDER</p> <p style="font-size: 2em; font-weight: bold;">INSURED COPY</p>	<p style="text-align: center;">CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p><i>[Signature]</i></p>
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March 4, 2019

Mr. Charlie Smith
Town Administrator
Town of Ashland, NH
20 Highland Street
Ashland, NH 03217

Additional Offices:
Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

Dear Mr. Smith:

You have requested that we audit the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Ashland, New Hampshire as of December 31, 2018, and for the year then ended, and the related notes to the financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objectives of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements, including the management's discussion and analysis (MD&A) and various pension and other post-employment benefits (OPEB) schedules. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.

Supplementary information other than RSI will accompany the Town's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining Schedule – Nonmajor Governmental Funds Balance Sheet
- Combining Schedule – Nonmajor Governmental Fund Revenues, Expenditures, and Changes in Fund Balances

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. Our procedures also include certain tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledges and understands that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - ii. Additional information that we may request from management for the purpose of the audit.
 - iii. Unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the Town's auditor.
- e. For identifying and ensuring that the Town complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs.

- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- h. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the Board of Selectmen of the Town. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraphs, or withdraw from the engagement.

Provisions of Engagement Administration, Timing, and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Frank R. Biron, CPA is the engagement principal for the audit services specified in this letter. Those responsibilities include supervising the Town's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are included in the cost proposal for audit services for the Town. Invoices will be rendered monthly and are payable upon presentation. We estimate that our fee for the audit will be \$15,000. We will notify you immediately of any circumstances we encounter

that could significantly affect this initial fee estimate. Whenever possible we will attempt to use the Town's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matter of a routine nature.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

Other Services

We will assist in compiling the financial statements, including converting from cash basis to the modified accrual basis of accounting, footnote disclosures, and preparing the government-wide financial statements (by consolidating various funds into governmental activities, and recording all long-term assets, long-term liabilities, and net position classifications from information provided by the Town).

We will also assist in the compilation of the following information based on information gathered during the audit process:

- Management's Discussion and Analysis
- Capital asset/depreciation schedules
- MS-535 form

With respect to any nonattest services we perform, the Town's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Other Matters

We understand that your employees will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

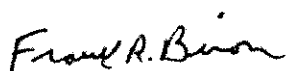
- a. Our view about the qualitative aspects of the Town's significant accounting practices.
- b. Significant difficulties, if any, encountered during the audit.
- c. Uncorrected misstatements, other than those we believe are trivial, if any.
- d. Disagreements with management, if any.
- e. Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- f. Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- g. Representations we requested from management.
- h. Management's consultations with other accountants, if any.
- i. Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Melanson Heath and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Melanson Heath's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



Frank Biron, CPA
Principal

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Town of Ashland, New Hampshire by:

Name: _____

Title: _____

Date: _____

COMMERFORD ❖ NIEDER ❖ PERKINS, LLC
APPRAISAL AND ASSESSMENT SERVICES

January 25, 2019

Attn: Charlie Smith
Town of Ashland Board of Selectmen
PO Box 517
Ashland NH 03217

Re: General Assessing Services

Dear Charlie and Members of the Board,

Over the past few years we have spoken to towns who have an interest in entering into multi-year general assessing contracts. This allows the Towns to lock in rates for those three years and makes it easier to budget for those future years as well. It also eliminates the time and costs for all parties to create and review a contract every year.

Enclosed you will find the two types of general assessing contracts. The first is two copies of the typical one-year contract for the 2019 calendar year, and the other is two copies of a three-year contract for 2019 through 2021. Since 2015 there has been no increase in the rates for Ashland's general assessing rates. We are currently proposing these rates to stay the same for 2019, and only a slight increase for 2020 and 2021. Please also note, the termination clause remains the same in the three-year contract as it does in the one-year contracts, which allows the town to terminate should you see just-cause to do so.

We have sent copies to the DRA for review and recommendations. They have reviewed the same contracts in past years and any adjustments they recommended have been made to this contract if applicable. If you prefer to wait the ten days to sign the contract you may do so. Otherwise, please sign and date both copies and return one copy to our office. We will send a signed copy to the DRA once we receive it from you.

It has been a pleasure working with you for the past several years and we look forward to continuing our relationship with you. If you have any questions regarding this contract please do not hesitate to give us a call.

Sincerely,


Cheryl C. Gilpatrick
Office Manager

Encls.

556 PEMBROKE STREET STE #1
PEMBROKE, N.H. 03275

PHONE: 603-410-6444 ❖ FAX: 603-410-6441 ❖ E-MAIL: CNPAPPRAISAL@COMCAST.NET

CNP

**2019-2021 General Assessing Services
for the Municipality of Ashland, NH**

Section I. Functions/Responsibilities:

This Contract is intended to provide a professional consulting relationship for services to The Municipality of Ashland (hereinafter "the Municipality") to be provided by Commerford Nieder Perkins, LLC (hereinafter "the Company") and is lawfully entered into between the Municipality, by its authorized representative, the Board of Selectmen and Commerford Nieder Perkins, LLC by its authorized agent, Cindy L. Perkins, Managing Member. The Municipality's contact person responsible for administering this Contract is the Chairman of the Board of Selectmen, Town of Ashland, PO Box 517, Ashland, New Hampshire, 03217.

Section II. Term:

The term of this Contract shall be for a period of three (3) years from January 1, 2019 through December 31, 2021.

Section III. Company Identity:

Name: Commerford Nieder Perkins, LLC

Address: 556 Pembroke St. Ste 1
Pembroke, NH 03275

Telephone: 603-410-6444 **Fax:** 603-410-6441

Contact Persons: Cindy L. Perkins, Managing Member, Authorized Agent
Cheryl C. Gilpatrick, Office Manager

Section IV. Relationship of the Parties:

The relationship between the Company and the Municipality shall be that of an Independent Contractor. As such, the Company shall hold the Municipality, its agents, servants and employees harmless, at the Company's sole expense, to any liability or legal proceeding occurring as a result of the Company's action(s) or omissions, including injury, death, property damage, or any associated expense(s) including costs of defense and reasonable attorney's fees. It is understood by the parties that legal proceedings resulting from appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause.

Section V. Insurance \ Indemnification:

Certificates of insurance, identifying the Municipality as co-insured, will be submitted to the Municipality no more than thirty-days (30) after the signing of the contract. The Municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.

The Company shall maintain Business Liability Insurance, Automobile Liability Insurance, Errors and Omissions Liability, and Workmen's Compensation Insurance.

- The Public Liability Insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability.
- The Automobile Liability Insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability. A copy of the insurance certificate shall be forwarded to the Town and the DRA before starting any work.

The Company shall provide certificates of insurance to the Municipality and the DRA before starting the Project confirming the required insurance coverage and providing that the Municipality shall receive ten (10) days written notice of the cancellation or material change in the required insurance coverage.

Section VI. Termination/Resignation:

Nothing in the Contract shall prevent, limit or otherwise interfere with the rights of either party to terminate the Contract subject to the terminating party giving fifteen (15) days written notice to the other party, prior to the effective date of separation.

The Municipality may terminate the Contract at any time, by giving written notice to the Company of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, all finished and unfinished work product shall become the property of the Municipality. If the contract is terminated by the Municipality, as provided herein, the Company will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services covered by the Contract, less payment of compensation previously made. Termination of the Contract or the retention of funds by the Municipality shall not

preclude the Municipality or the Company from bringing an action against either party for damages or exercising any other legal, equitable, or contractual rights by the Municipality or Company may possess in the event of the Company's failure to perform.

In the event of written notice of termination by the Municipality, a ten-day (10) period shall be allowed the Company to correct violations. However, upon failure to correct the violations, the Municipality will have the right to cancel the Contract, upon notice of the Municipality to issue termination within five (5) days of the effective date of the termination.

The Company shall reserve the right to terminate the Contract with the Municipality if it is determined changes or actions by the Municipality are detrimental to the Company's ability to perform their duties under this Contract. The Company shall provide written notice, to the Municipality, 30 days prior to termination.

Section VII. Misrepresentation or Default:

The Municipality may void any and all contract(s) at any time if the Company has materially misrepresented any offering or defaults on any contract with a New Hampshire municipality.

In the event that any Contract person or employee assigned to the Municipality is convicted of any act resulting in personal gain in the execution of services provided through this Contract, then the Municipality shall have no obligation of prior notice, and may immediately terminate any and all Contracts.

Section VIII. Transfer, Assignment, Sub-letting:

The Company will not assign any part of this Contract without express written permission by the Municipality.

Section IX. Work Product:

All work products used or created in conjunction with the services covered under this Contract shall be the sole property of the Municipality, and that, in the event of Cancellation or Termination, such products will remain with the Municipality.

Section X. Services \ Accommodations:

The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services.

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Section XI. Work Schedule / Key Personnel Assignment:

By mutual Contract between the Company and the Municipality the Assessor's hours will remain flexible according to the needs of the Municipality and per the availability of the Company's Assessing staff. The Municipality will notify the Company when services are needed and the Company shall respond accordingly. Along with this contract, the Company has provided a list, to the Municipality, of employees who may assist the Assessing Supervisor with the work in this contract.

Section XII. Scope of Services for Pickups:

The Contractor will perform the careful measuring, listing, and valuation of new or newly modified properties as a result of the issuance of permits, filing of inventories or any other applicable source at a cost as follows.

<u>2019</u>	<u>2020</u>	<u>2021</u>
\$56	\$57	\$57

Section XIII. Scope of Services for hourly assessing:

If the Municipality determines the need for hourly work it will be performed on an hourly basis and the cost shall be at a rate as follows:

<u>2019</u>	<u>2020</u>	<u>2021</u>
\$90	\$90	\$90

Work included shall be, but not limited to:

- Adequately manage and maintain but not limited to the following; exemptions, credits, current use, land use change tax (LUCT), timber and gravel yield taxes, and all other statutory assessing obligations;
- Perform field inspections on all properties that have transferred during the contract period, and investigate and verify the circumstances surrounding all sales;
- Meet with taxpayers wishing to discuss their valuations;
- Meet with the Municipal Administration and/or Board of Selectmen upon request;
- Consider all properly filed abatement requests by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing;
- Represent the Municipality and its best interest in all abatements;
- Meet and work with State Monitors to ensure the Municipality is meeting all certification requirements of DRA and to maintain a good working relationship,
- Perform annual assessment to sales ratio studies for the purpose of informing the Selectmen or Assessing Officials of the need for a full revaluation, partial revaluation, or statistical update to be compliant with RSA 75:8 - Revised Inventory, and
- Assist the Town with any other general assessing tasks as requested that are determined to be best suited to be billed as hourly assessing, and as agreed upon by both parties.

Section XIV. Scope of Services for Appeals:

Appeals at the Board of Tax and Land Appeals or Superior Court will be billed as follows.

<u>2019</u>	<u>2020</u>	<u>2021</u>
\$109	\$109	\$109

Section XV. Compensation:

The Company shall be compensated as an independent Company under this Contract. As such, the Company shall be responsible for providing F.I.C.A., Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Municipality, as outlined in Section V.

The Municipality, in consideration of the services hereunder to be performed by the Company, agrees to pay to the Company the amounts stated in Sections XII, XIII & XIV. Invoices for services performed under this contract shall be billed as work is completed and are due upon receipt.

2019-2021 GENERAL ASSESSING SIGNATURE PAGE

In the presence of:

Witness

Date: _____

Municipality of Ashland
By: Board of Selectmen

In the presence of:

Chief C. Kilpatrick

Witness

Commerford Nieder Perkins, LLC
By: Managing Member

Cindy L Perkins

Cindy L. Perkins, CNHA

COMMERFORD ❖ NIEDER ❖ PERKINS, LLC
APPRAISAL AND ASSESSMENT SERVICES

TOWN OF ASHLAND

The following is a list of the Commerford Nieder Perkins, LLC members and staff and their Department of Revenue approval status who may be working in the town to perform the 2019 assessing services:

Cindy Perkins
DRA Certified Appraiser Supervisor

Mandy Irving
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Kurt Colby
DRA Certified Assessor Assistant

Jason Bickford
DRA Certified Assessor Assistant

Joe Jenkins
DRA Certified Measure and Lister

**2019-2021 General Assessing Services
for the Municipality of Ashland, NH**

Section I. Functions/Responsibilities:

This Contract is intended to provide a professional consulting relationship for services to The Municipality of Ashland (hereinafter “the Municipality”) to be provided by Commerford Nieder Perkins, LLC (hereinafter “the Company”) and is lawfully entered into between the Municipality, by its authorized representative, the Board of Selectmen and Commerford Nieder Perkins, LLC by its authorized agent, Cindy L. Perkins, Managing Member. The Municipality’s contact person responsible for administering this Contract is the Chairman of the Board of Selectmen, Town of Ashland, PO Box 517, Ashland, New Hampshire, 03217.

Section II. Term:

The term of this Contract shall be for a period of three (3) years from January 1, 2019 through December 31, 2021.

Section III. Company Identity:

Name: Commerford Nieder Perkins, LLC

Address: 556 Pembroke St. Ste 1
Pembroke, NH 03275

Telephone: 603-410-6444 **Fax:** 603-410-6441

Contact Persons: Cindy L. Perkins, Managing Member, Authorized Agent
Cheryl C. Gilpatrick, Office Manager

Section IV. Relationship of the Parties:

The relationship between the Company and the Municipality shall be that of an Independent Contractor. As such, the Company shall hold the Municipality, its agents, servants and employees harmless, at the Company's sole expense, to any liability or legal proceeding occurring as a result of the Company's action(s) or omissions, including injury, death, property damage, or any associated expense(s) including costs of defense and reasonable attorney's fees. It is understood by the parties that legal proceedings resulting from appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause.

Section V. Insurance \ Indemnification:

Certificates of insurance, identifying the Municipality as co-insured, will be submitted to the Municipality no more than thirty-days (30) after the signing of the contract. The Municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.

The Company shall maintain Business Liability Insurance, Automobile Liability Insurance, Errors and Omissions Liability, and Workmen's Compensation Insurance.

- The Public Liability Insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability.
- The Automobile Liability Insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability. A copy of the insurance certificate shall be forwarded to the Town and the DRA before starting any work.

The Company shall provide certificates of insurance to the Municipality and the DRA before starting the Project confirming the required insurance coverage and providing that the Municipality shall receive ten (10) days written notice of the cancellation or material change in the required insurance coverage.

Section VI. Termination/Resignation:

Nothing in the Contract shall prevent, limit or otherwise interfere with the rights of either party to terminate the Contract subject to the terminating party giving fifteen (15) days written notice to the other party, prior to the effective date of separation.

The Municipality may terminate the Contract at any time, by giving written notice to the Company of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, all finished and unfinished work product shall become the property of the Municipality. If the contract is terminated by the Municipality, as provided herein, the Company will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services covered by the Contract, less payment of compensation previously made. Termination of the Contract or the retention of funds by the Municipality shall not

preclude the Municipality or the Company from bringing an action against either party for damages or exercising any other legal, equitable, or contractual rights by the Municipality or Company may possess in the event of the Company's failure to perform.

In the event of written notice of termination by the Municipality, a ten-day (10) period shall be allowed the Company to correct violations. However, upon failure to correct the violations, the Municipality will have the right to cancel the Contract, upon notice of the Municipality to issue termination within five (5) days of the effective date of the termination.

The Company shall reserve the right to terminate the Contract with the Municipality if it is determined changes or actions by the Municipality are detrimental to the Company's ability to perform their duties under this Contract. The Company shall provide written notice, to the Municipality, 30 days prior to termination.

Section VII. Misrepresentation or Default:

The Municipality may void any and all contract(s) at any time if the Company has materially misrepresented any offering or defaults on any contract with a New Hampshire municipality.

In the event that any Contract person or employee assigned to the Municipality is convicted of any act resulting in personal gain in the execution of services provided through this Contract, then the Municipality shall have no obligation of prior notice, and may immediately terminate any and all Contracts.

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\$90	\$90	\$90

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- Meet with taxpayers wishing to discuss their valuations;
- Meet with the Municipal Administration and/or Board of Selectmen upon request;
- Consider all properly filed abatement requests by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing;
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2019-2021 GENERAL ASSESSING SIGNATURE PAGE

In the presence of:

Witness

Date: _____

Municipality of Ashland
By: Board of Selectmen

In the presence of:

Cheryl C. Hilpatrick

Witness:

Commerford Nieder Perkins, LLC
By: Managing Member

Cindy L. Perkins

Cindy L. Perkins, CNHA

**2019 General Assessing Services
Municipality of Ashland, NH**

Section I. Functions/Responsibilities:

This agreement is intended to provide a professional consulting relationship for services to The Municipality of Ashland (hereinafter “the Municipality”) to be provided by Commerford Nieder Perkins, LLC, (hereinafter “the Company”) and is lawfully entered into between the Municipality, by its authorized representative, the Board of Selectmen and the Company by its authorized agent, Cindy L. Perkins, Managing Member. The Municipality’s contact person responsible for administering this agreement is the Chairman of the Board of Selectmen, Town of Ashland PO Box 517, Ashland, New Hampshire, 03217.

Section II. Term:

The term of this Agreement shall be for a period of one (1) year from January 1, 2019 through December 31, 2019.

Section III. Company Identity:

Name: Commerford Nieder Perkins, LLC

Address: 556 Pembroke St. Ste 1
Pembroke, NH 03275

Telephone: 603-410-6444 **Fax:** 603-410-6441

Contact Persons: Cindy L. Perkins, Managing Member, Authorized Agent
Cheryl C. Gilpatrick, Office Manager

Section IV. Relationship of the Parties:

The relationship between the Company and the Municipality shall be that of an Independent Company. As such, the Company shall hold the Municipality, its agents, servants and employees harmless, at the Company's sole expense, to any liability or legal proceeding occurring as a result of the Company’s action(s) or omissions, including injury, death, property damage, or any associated expense(s) including costs of defense and reasonable attorney's fees. It is understood by the parties that legal proceedings resulting from appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause.

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Certificates of insurance, identifying the Municipality as co-insured, will be submitted to the Municipality no more than thirty-days (30) after the signing of the contract. The Municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.

The Company will maintain the following insurance over the course of the contract:

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- Public liability insurance with a Comprehensive General Form to include, without limitation;
- Premises, Operations, Completed Operations, Product, Independent Contractor, Broad Form Property Damage, Blanket Contractual Insurance, and Personal Injury;
- Errors and Omissions Insurance with no less than \$100,000 combined single limit;
- Automobile insurance written with comprehensive coverage for owned, hire and non-owned vehicles; and the limit for any one accident will be \$1,000,000.
- Worker's Compensation Insurance.

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In the presence of:

Witness

Date: _____

Municipality of Ashland
By: Board of Selectmen

In the presence of:

Chevy C. Hilpatrick
Witness

Commerford Nieder Perkins, LLC
By: Managing Member

Cindy L. Perkins
Cindy L. Perkins, CNHA

COMMERFORD ❖ NIEDER ❖ PERKINS, LLC
APPRAISAL AND ASSESSMENT SERVICES

TOWN OF ASHLAND

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**2019 General Assessing Services
Municipality of Ashland, NH**

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Telephone: 603-410-6444 **Fax:** 603-410-6441

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In the presence of:

Witness

Date: _____

Municipality of Ashland
By: Board of Selectmen

In the presence of:

Cheyl C. Hilpatrick
Witness

Commerford Nieder Perkins, LLC
By: Managing Member

Cindy L. Perkins
Cindy L. Perkins, CNHA



Project List – March 2019

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 NHDOT response about plans. KV Partners to present preliminary plans to BOS.

Current: As a requirement to receive federal funding, Town Admin, attended LPA Certification Training for Labor Compliance (Part 2).

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

Description: Replace water and sewer lines and road reconstruction

Updates:

Previous: Warrant article was discussed at the Deliberative Session.

Current: Warrant article for the project did not receive the required 3/5 majority. Town Admin and DPW Director to discuss next steps.

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

ASHLAND PROPERTIES/LW PACKARD MILL SITE

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

Updates:

Previous: reached out to interested firms about the project and grant administrators – both have had minimal response.

Current: Received a scope of work for the project from Warren Street Architects. Contract to be approved by the Board with the expense to be paid through feasibility grant with CDFA.

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: Architect to submit the new design of the interior of Town Office.

Current: Architect had a delay on the design and needed more time to talk with the structural engineer about design strategies. Town Admin to meet with Architect next week about alternative renovation approaches to Town Hall.

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 picked up our properties files and started our parcel map project.

Current: No updates.

WHIPPLE HOUSE

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

Updates:

Previous: Ashland Historical Society has requested an extension on agreeing to the new lease for review with their legal counsel.

Current: AHS submitted to the Board of Selectmen revisions to the lease.

BUILDING PERMIT FEES

Description: Increase the current town building permit fees

Updates:

Previous: Planning Board agreed to having a joint meeting with Board. The Board of Selectmen to schedule a date for the public hearing.

Current: No updates.

GRANT OPPORTUNITIES

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

Updates:

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

Current: No updates.

SOLAR ENERGY

Description: Project to bring solar energy to the Town

Updates: No updates

Previous: ReVision Energy attended a Board meeting and discussed the benefits of a solar energy project

Current: Selectman Sharps to schedule solar energy firm for presentation.

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

SAMPLE BALLOT



OFFICIAL BALLOT
ANNUAL TOWN ELECTION
ASHLAND, NEW HAMPSHIRE
MARCH 12, 2019

BALLOT 1 OF 3

Patricia Fisher
TOWN CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p>BOARD OF SELECTMEN</p> <p style="text-align: center;"><small>three-year term</small> <small>vote for not more than one</small></p> <p>ELLISON "ELI" BADGER <u>168</u> ○</p> <p style="text-align: center;">(Write-in) ○</p>	<p>TRUSTEE OF THE TRUST FUNDS</p> <p style="text-align: center;"><small>three-year term</small> <small>vote for not more than one</small></p> <p>WALTER DURACK <u>73</u> ○</p> <p>MARK OBER SR. <u>204</u> ○</p> <p style="text-align: center;">(Write-in) ○</p>	<p>ELECTRIC COMMISSIONER</p> <p style="text-align: center;"><small>three-year term</small> <small>vote for not more than one</small></p> <p>GLENN DION <u>286</u> ○</p> <p style="text-align: center;">(Write-in) ○</p>
<p>BUDGET COMMITTEE</p> <p style="text-align: center;"><small>three-year term</small> <small>vote for not more than one</small></p> <p>KATHY BEARD <u>109</u> ○</p> <p>DAVID RUELL <u>158</u> ○</p> <p style="text-align: center;">(Write-in) ○</p>	<p>LIBRARY TRUSTEE</p> <p style="text-align: center;"><small>three-year term</small> <small>vote for not more than one</small></p> <p>ALICE STAPLES <u>243</u> ○</p> <p style="text-align: center;">(Write-in) ○</p>	<p>WATER AND SEWER COMMISSIONER</p> <p style="text-align: center;"><small>three-year term</small> <small>vote for not more than one</small></p> <p>ALAN CILLEY <u>242</u> ○</p> <p style="text-align: center;">(Write-in) ○</p>
<p>CEMETERY TRUSTEE</p> <p style="text-align: center;"><small>three-year term</small> <small>vote for not more than one</small></p> <p>BOBBI HOERTER <u>237</u> ○</p> <p style="text-align: center;">(Write-in) ○</p>		

ARTICLES

ARTICLE 2. No tax impact in 2019 – Beginning 2020 there will be a tax impact for the duration of the loan [Passage of this article shall override the 10 percent limitation imposed on this appropriation due to the non-recommendation of the budget committee.]

To see if the Town will vote to raise and appropriate the sum of \$1,799,420 for the purpose of a road and water and sewer reconstruction project on Thompson Street, High Street, and Smith Hill Road, and to authorize the issuance of not more than \$1,799,420 of bonds or notes in accordance with the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; 3/5 ballot vote required.

YES ○ 167
 NO ○ 143

NEEDED TO PASS
186

Recommended by the Board of Selectmen vote 6-0
 Not recommended by the Budget Committee vote 3-3

ARTICLE 3. No tax impact

To see if the municipality will vote to raise and appropriate up to \$500,000 (gross budget) for the construction and equipping of a new Septage Receiving Station and to authorize the issuance of not more than \$500,000 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Ashland Board of Selectmen and the Water and Sewer Commissioners to issue and negotiate such bonds or notes and to determine the rate of interest thereon. 3/5 ballot vote required.

YES ○ 223
 NO ○ 84

NEEDED TO PASS
185

Recommended by the Board of Selectman vote 5-0
 Recommended by the Budget Committee vote 5-0

ARTICLE 4. Estimated tax impact is \$11.31

Shall the Town of Ashland raise and appropriate as the Town General Government operating budget not including appropriations by special warrant articles and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the First Session, for the purposes set forth therein totaling \$2,832,844, an approximate 1.8% increase over the current year budget. Should this article be defeated, the operating budget shall be \$2,779,769 which is the same as last year, with certain adjustments required by previous action of the Town of Ashland or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

YES ○ 158
 NO ○ 157

Recommended by the Budget Committee vote 6-0

TURN BALLOT OVER AND CONTINUE VOTING

SAMPLE BALLOT

ARTICLES CONTINUED

ARTICLE 5. No tax impact

Shall the Town of Ashland raise and appropriate as the Ashland Electric Department operating budget not including appropriations by special warrant articles and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the First Session, for the purposes set forth therein totaling \$3,254,040. Should this article be defeated, the operating budget shall be \$3,204,185 which is the same as last year, with certain adjustments required by previous action of the Town of Ashland or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

YES
NO

194
118

Recommended by the Budget Committee vote 6-0

ARTICLE 6. No tax impact

Shall the Town of Ashland raise and appropriate as the Ashland Water Department operating budget not including appropriations by special warrant articles and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the First Session, for the purposes set forth therein totaling \$239,189. Should this article be defeated, the operating budget shall be \$271,665 which is the same as last year, with certain adjustments required by previous action of the Town of Ashland or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

YES
NO

255
56

Recommended by the Budget Committee vote 5-1

ARTICLE 7. No tax impact

Shall the Town of Ashland raise and appropriate as the Ashland Sewer Department operating budget not including appropriations by special warrant articles and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the First Session, for the purposes set forth therein totaling \$480,935. Should this article be defeated, the operating budget shall be \$458,366 which is the same as last year, with certain adjustments required by previous action of the Town of Ashland or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

YES
NO

197
113

Recommended by the Budget Committee vote 5-1

ARTICLE 8. Estimated tax impact is \$0.44

To see if the town will vote to raise and appropriate the sum of One Hundred Seven Thousand Seven Hundred Eight Nine dollars (\$107,789) for the second-year payment of the four-year lease purchase agreement for the Fire Department fire engine as authorized by vote on March 14, 2017.

YES
NO

239
74

Recommended by the Board of Selectmen vote 5-0
Recommended by the Budget Committee vote 6-0

ARTICLE 9. Estimated tax impact \$0.11

To see if the town will vote to raise and appropriate the sum of Twenty-Seven Thousand One Hundred Forty-Two dollars (\$27,142) for the second payment of the five-year lease purchase for the Public Works loader.

YES
NO

249
64

Recommended by the Board of Selectmen vote 5-0
Recommended by the Budget Committee vote 6-0

ARTICLE 10. Estimated tax impact \$0.02

To see if the town will vote to raise and appropriate the sum of Five Thousand Three Hundred Ninety-One dollars (\$5,391) for the final payment of the four-year lease purchase of the Transfer Station mini loader as authorized by vote on March 10, 2015.

YES
NO

256
59

Recommended by the Board of Selectmen vote 5-0
Recommended by the Budget Committee vote 6-0

ARTICLE 11. Estimated tax impact is \$0.41

To see if the town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) to be added into the Road Improvements Capital Reserve Fund established in 2012 for the purpose of repaving roads.

YES
NO

200
110

Recommended by the Board of Selectmen vote 5-0
Recommended by the Budget Committee vote 5-1

ARTICLE 12. No tax impact

To see if the Town will vote to raise and appropriate the sum of Thirty-Nine Thousand Three Hundred (\$39,300) to be added into the Property Tax Map Capital Reserve Fund. This sum to come from the fund balance and no amount to be raised from taxation.

YES
NO

190
119

Recommended by the Board of Selectmen vote 5-0
Recommended by the Budget Committee vote 4-1

GO TO NEXT BALLOT AND CONTINUE VOTING

SAMPLE BALLOT



OFFICIAL BALLOT
ANNUAL TOWN ELECTION
ASHLAND, NEW HAMPSHIRE
MARCH 12, 2019

BALLOT 2 OF 3

Pattina Tucker
TOWN CLERK

ARTICLES CONTINUED

- | | |
|---|---|
| <p>ARTICLE 13. Estimated tax impact is \$0.10
 To see if the town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be added into the Fire Department Capital Reserve Fund established in 2013 for the purpose of repairing or purchasing fire department vehicles.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Recommended by the Budget Committee vote 6-0</p> | <p>YES <input checked="" type="radio"/> — 225
 NO <input type="radio"/> — 89</p> |
| <p>ARTICLE 14. Estimated tax impact is \$0.10
 To see if the town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be added into the Department of Public Works Capital Reserve Fund established in 2016 for the purpose of vehicle or equipment purchase, replacement or repairs.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Recommended by the Budget Committee vote 6-0</p> | <p>YES <input type="radio"/> — 189
 NO <input type="radio"/> — 124</p> |
| <p>ARTICLE 15. Estimated tax impact is \$0.10
 To see if the town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be added into the Police Department Capital Reserve Fund established in 2013 for the purpose of repairing or purchasing Police Department vehicles.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Recommended by the Budget Committee vote 4-2</p> | <p>YES <input type="radio"/> — 203
 NO <input type="radio"/> — 109</p> |
| <p>ARTICLE 16. Estimated tax impact is \$0.08
 To see if the town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added into the Ashland Library Building Capital Reserve Fund, established in 2015 for the purpose of purchasing, building and/or renovating a facility (including furnishing and equipment) for the Ashland Town Library.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Recommended by the Budget Committee vote 4-2</p> | <p>YES <input type="radio"/> — 166
 NO <input type="radio"/> — 148</p> |
| <p>ARTICLE 17. Estimated tax impact is \$0.02
 To see if the town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added into the Building Maintenance and Repair Capital Reserve Fund for the purpose of maintaining and repairing all Town Buildings.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Recommended by the Budget Committee vote 4-2</p> | <p>YES <input type="radio"/> — 192
 NO <input type="radio"/> — 118</p> |
| <p>ARTICLE 18. Estimated tax impact is \$0.08
 To see if the town will authorize the establishment of a capital reserve fund to meet our constitutional and statutory requirement that assessments are at full and true value at least as often as every fifth year. Furthermore, to raise and appropriate the sum of \$20,000 towards this purpose and appoint the Selectmen as agents to expend from the fund. It is anticipated that a revaluation will take place in 2024.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Recommended by the Budget Committee vote 4-2</p> | <p>YES <input type="radio"/> — 147
 NO <input type="radio"/> — 161</p> |
| <p>ARTICLE 19. No tax impact
 To see if the town will vote to change the purpose of the existing Building Maintenance and Repair Fund to the Building Maintenance and Grounds Capital Reserve Fund; further to name the Board of Selectmen as agents to expend from said fund. 2/3 majority required.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Not recommended by the Budget Committee vote 3-3</p> | <p style="font-size: 1.2em; font-weight: bold;">NEEDED TO PASS</p> <p>YES <input type="radio"/> — 156
 NO <input type="radio"/> — 149</p> <p style="font-size: 1.2em; font-weight: bold;">201</p> |
| <p>ARTICLE 20. No tax impact
 To see if the Town will vote to raise and appropriate the sum of Fifty-Five Thousand Dollars (\$55,000) for the purpose of installing a new truck scale at the Transfer Station. This sum to come from the fund balance and no amount to be raised from taxation.</p> <p>Recommended by the Board of Selectmen vote 5-0
 Not recommended by the Budget Committee vote 4-2</p> | <p>YES <input type="radio"/> — 205
 NO <input type="radio"/> — 104</p> |

TURN BALLOT OVER AND CONTINUE VOTING

SAMPLE BALLOT

ARTICLES CONTINUED

<p>ARTICLE 21. No tax impact To see if the Town will vote to raise and appropriate the sum of Forty-Three Thousand Four Hundred Dollars (\$43,400) for the purpose of erecting a building structure for storage at the Transfer Station. This sum to come from the fund balance and no amount to be raised from taxation.</p> <p>Recommended by the Board of Selectmen vote 5-0 Recommended by the Budget Committee vote 4-2</p>	YES <input type="radio"/> NO <input checked="" type="radio"/>	198 109
<p>ARTICLE 22. No tax impact To see if the Town will vote to raise and appropriate the sum of Seventeen Thousand Five Hundred Dollars (\$17,500) for the purpose of purchasing two compact containers at the Transfer Station. This sum to come from the fund balance and no amount to be raised from taxation.</p> <p>Recommended by the Board of Selectmen vote 5-0 Recommended by the Budget Committee vote 4-2</p>	YES <input type="radio"/> NO <input type="radio"/>	217 90
<p>ARTICLE 23. No tax impact To see if the town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate \$25,000 to go into the fund. This sum to come from fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. Majority vote required.</p> <p>Recommended by the Board of Selectmen vote 5-0 Not recommended by the Budget Committee vote 3-3</p>	YES <input type="radio"/> NO <input type="radio"/>	162 141
<p>ARTICLE 24. Estimated tax impact \$0.22 To see if the town will vote to raise and appropriate the sum of Fifty-Five Thousand dollars (\$55,000) to be added to the Fire Department salary line for the purpose of staffing two per diem firefighters (no benefits) during the daytime at the fire station.</p> <p>Recommended by the Board of Selectmen vote 5-0 Recommended by the Budget Committee vote 4-2</p>	YES <input type="radio"/> NO <input type="radio"/>	160 147
<p>ARTICLE 25. No tax impact Ashland Conservation Commission To see if the town will vote to reduce the Ashland Conservation Commission membership from five to three.</p> <p>Recommended by the Board of Selectmen vote 5-0 Recommended by the Budget Committee vote 3-2-1</p>	YES <input type="radio"/> NO <input type="radio"/>	193 103
<p>ARTICLE 26. No tax impact PETITIONED. Town Manager Do you favor adoption of town manager plan as provided in Chapter 37 of the Revised Statutes Annotated?</p>	YES <input type="radio"/> NO <input type="radio"/>	181 113
<p>ARTICLE 27. No tax impact PETITIONED. Board of Selectmen membership To see if the town will vote to change the Select Board from 5 Selectmen to 3 Selectmen.</p>	YES <input type="radio"/> NO <input type="radio"/>	114 181
<p>ARTICLE 28. Estimated tax impact \$0.04 PETITIONED. Penn-Baker Community Health To see if the town will vote to raise and appropriate the sum of Nine Thousand Seven Hundred Dollars (\$9,700) for Penn-Baker Community Health.</p> <p>Recommended by the Board of Selectmen vote 4-1 Recommended by the Budget Committee vote 4-1-1</p>	YES <input type="radio"/> NO <input type="radio"/>	198 105
<p>ARTICLE 29. Estimated tax impact \$0.02 PETITIONED. Grafton County Senior Citizens Council, Inc. Shall the voters raise and appropriate Six Thousand Dollars (\$6,000) to Grafton County Senior Citizens Council, Inc. for services for Ashland residents in 2019.</p> <p>Recommended by the Board of Selectman vote 4-1 Recommended by the Budget Committee vote 6-0</p>	YES <input type="radio"/> NO <input type="radio"/>	22.7 79
<p>ARTICLE 30. Estimated tax impact \$0.01 PETITIONED. Lakes Region Mental Health Center Shall the voters raise and appropriate Three Thousand Five Hundred Dollars (\$3,500) to Lakes Region Mental Health Center for the delivery of Emergency Mental Health Services.</p> <p>Recommended by the Board of Selectmen vote 4-1 Recommended by the Budget Committee vote 6-0</p>	YES <input type="radio"/> NO <input type="radio"/>	219 89
<p>GO TO NEXT BALLOT AND CONTINUE VOTING</p>		

SAMPLE BALLOT



OFFICIAL BALLOT
ANNUAL TOWN ELECTION
ASHLAND, NEW HAMPSHIRE
MARCH 12, 2019

BALLOT 3 OF 3

Patricia J. Lister
TOWN CLERK

ARTICLES CONTINUED

ARTICLE 31. Estimated tax impact \$0.01

PETITIONED. Tri-County Community Action Grafton County

Shall the voters raise and appropriate Three Thousand One Hundred Seven Dollars (\$3,107) for Tri-County Community Action Grafton County for the purpose of continuing services of the Fuel Assistance Program for the residents of Ashland.

YES

NO

222
92

Recommended by the Board of Selectmen vote 4-1
Recommended by the Budget Committee vote 8-0

ARTICLE 32. Estimated tax impact \$0.01

PETITIONED. Voices Against Violence

To see if the Town will vote to raise and appropriate the sum of Three Thousand Dollars (\$3,000) for the fiscal year 2018-2019 to support Voices Against Violence, a non-profit Crisis Center and shelter providing emergency shelter, court and hospital accompaniment and general support to women, men and children who are victims of domestic and sexual violence and stalking.

YES

NO

216
98

Recommended by the Board of Selectmen vote 4-1
Recommended by the Budget Committee vote 6-0

ARTICLE 33. Estimated tax impact \$0.01

PETITIONED. Day Away Program

To see if the Town will vote to raise and appropriate the sum of One Thousand Five Hundred Dollars (\$1,500) for the Day Away Program.

YES

NO

156
148

Not recommended by the Board of Selectmen vote 3-2
Recommended by the Budget Committee vote 5-0-1

ARTICLE 34. Estimated tax impact \$0.01

PETITIONED. Communities for Alcohol and Drug Free Youth (CADY)

Shall the voters raise and appropriate One Thousand Dollars (\$1,000) for Communities for Alcohol and Drug Free Youth (CADY) a non-profit organization serving Ashland and nearby towns.

YES

NO

206
104

Recommended by the Board of Selectmen vote 4-1
Recommended by the Budget Committee vote 8-0

YOU HAVE NOW COMPLETED VOTING THIS BALLOT

SAMPLE BALLOT

OFFICIAL BALLOT
 PEMI-BAKER REGIONAL SCHOOL DISTRICT
 ASHLAND, NEW HAMPSHIRE
 MARCH 12, 2019

Lynn Davis
 Lynn Davis
 Pemi-Baker Regional School District Clerk

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

SCHOOL BOARD MEMBER FROM HOLDERNESS <small>(3-Year Term)</small> Vote for not more than one SAMUEL BRICKLEY 207 <input type="radio"/> _____ <input type="radio"/> <small>(Write-in)</small>	SCHOOL BOARD MEMBER FROM RUMNEY <small>(1-Year Term)</small> Vote for not more than one MAUREEN O'HARA 194 <input type="radio"/> _____ <input type="radio"/> <small>(Write-in)</small>	SCHOOL BOARD MEMBER FROM THORNTON <small>(2-Year Term)</small> Vote for not more than one KRISTY DURIS 195 <input type="radio"/> _____ <input type="radio"/> <small>(Write-in)</small>
SCHOOL BOARD MEMBER FROM HOLDERNESS <small>(1-Year Term)</small> Vote for not more than one BONNI ACTON 212 <input type="radio"/> _____ <input type="radio"/> <small>(Write-in)</small>	SCHOOL BOARD MEMBER FROM THORNTON <small>(3-Year Term)</small> Vote for not more than one WALTER JOYCE 209 <input type="radio"/> _____ <input type="radio"/> <small>(Write-in)</small>	SCHOOL BOARD MEMBER FROM WENTWORTH <small>(3-Year Term)</small> Vote for not more than one BERNICE SULLIVAN 195 <input type="radio"/> _____ <input type="radio"/> <small>(Write-in)</small>
SCHOOL BOARD MEMBER FROM PLYMOUTH <small>(3-Year Term)</small> Vote for not more than one TIMOTHY NARO 203 <input type="radio"/> _____ <input type="radio"/> <small>(Write-in)</small>		

WARRANT ARTICLES

Article 1: Negotiate and Execute Tuition Contracts

To see if the School District will vote to authorize the School Board to negotiate and execute such tuition contracts as the Board may determine advisable for students inside or outside the Pemi-Baker Regional School District. The School Board recommends this article. (Majority vote required.)

YES
 NO

220
 54

VOTE BOTH SIDES OF BALLOT

SAMPLE BALLOT

WARRANT ARTICLES CONTINUED

Article 2: Authorize Special Education Borrowing

To see if the School District will vote to authorize and empower the School Board to borrow up to one hundred four thousand dollars (\$104,000) representing a portion of the State of New Hampshire's share of special education costs for the 2019-2020 school year, pursuant to RSA 198:40-d upon such terms and conditions as the School Board determines in the best interests of the District, said sum together with the costs of borrowing to be repaid by the State of New Hampshire pursuant to RSA 198:20-d, or to take any action in relation thereto. The School Board recommends this article. (Majority vote required.)

YES
NO

184
109

Article 3: School Board Contingency Fund

To see if the School District will vote to establish a contingency fund in accordance with Revised Statutes Annotated 198:4-b, such contingency fund to meet the cost of unanticipated expenses that may arise during the year end, further, to raise and appropriate the sum of one thousand dollars (\$1,000) for such contingency fund. The School Board recommends this article. (Majority vote required.)

YES
NO

180
109

Article 4: Campus Resource Officer

To see if the School District will vote to raise and appropriate the sum of fifty-three thousand seven hundred eighty-four dollars (\$53,784) for the purpose of a Campus School Resource Officer to be shared with the Plymouth School District. This article is contingent upon passage by both the Pemi-Baker Regional School District and the Plymouth School District. The School Board recommends this article. (Majority vote required.)

YES
NO

152
131

Article 5: Security Upgrades

To see if the School District will vote to raise and appropriate the sum of one hundred forty-eight thousand dollars (\$148,000) for the purpose of Security Upgrades to the front entrance of the Plymouth Regional High School and to purchase a 911 phone system. One hundred thousand dollars (\$100,000) to come from a grant from the NH Public School Infrastructure Fund. Forty-eight thousand dollars (\$48,000) to come from taxation. The School Board recommends this article. (Majority vote required.)

YES
NO

183
110

Article 6: Operating Budget

Shall the Pemi-Baker Regional School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session for the purposes set forth therein, totaling fifteen million, six hundred fifty-five thousand nine hundred seventeen dollars (\$15,655,917)?

Should this article be defeated, the default budget shall be fifteen million three hundred ninety-four thousand two hundred seventy-nine dollars (\$15,394,279), which is the same as last year, with certain adjustments required by previous action of the Pemi-Baker Regional School Board, or by law or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. This sum excludes the sums in Warrant Articles 2, 3, 4 and 5. The School Board recommends this article. (Majority vote required.)

YES
NO

148
146

VOTE BOTH SIDES OF BALLOT

SAMPLE BALLOT



OFFICIAL BALLOT
 ASHLAND SCHOOL DISTRICT
 ASHLAND, NEW HAMPSHIRE
 MARCH 12, 2019

Patricia Tucker
 SCHOOL DISTRICT CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

SCHOOL BOARD MEMBERS

Three (3) years Vote for not more than Two

SANDRA COLEMAN 214

_____ (Write-in)

_____ (Write-in)

SCHOOL DISTRICT CLERK

One (1) year Vote for not more than One

PATRICIA TUCKER 263

_____ (Write-in)

SCHOOL DISTRICT MODERATOR

One (1) year Vote for not more than One

_____ (Write-in)

SCHOOL DISTRICT TREASURER

One (1) year Vote for not more than One

_____ (Write-in)

ARTICLES

Article 2. Shall the Ashland School District set the salaries of district officers for the coming year as follows?

Moderator	\$25.00
District Clerk	\$12.00/hour
School Board Chairman	\$500.00
School Board Members (4) each	\$400.00
District Treasurer	\$800.00

YES NO

227
72

The Ashland Budget Committee recommends this article by a vote of 6 in favor; 0 opposed. The Ashland School Board recommends this article by a vote of 3 in favor; 0 opposed.

Article 3. Shall the Ashland School District raise and appropriate, as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totalling \$3,548,302? Should this article be defeated, the default budget shall be \$3,550,810, which is the same as last year, with certain adjustments required by previous action of the Ashland School District or by law; or the governing body may hold one special meeting, in accordance with R.S.A. 40:13, X and XVI, to take up the issue of a revised operating budget only. (This article excludes special warrant articles and other appropriations voted separately.)

YES NO

253
57

The Ashland Budget Committee recommends the appropriation of \$3,548,302 by a vote of 6 in favor; 0 opposed. The Ashland School Board recommends the appropriation of \$3,548,302 by a vote of 3 in favor; 0 opposed.

Article 4. Shall the Ashland School District vote to raise and appropriate \$25,000 for the purpose of the replacement of the gym windows?

YES NO

184
127

The Ashland Budget Committee recommends this appropriation by a vote of 6 in favor; 0 opposed. The Ashland School Board recommends this appropriation by a vote of 3 in favor; 0 opposed. (Majority vote required.)

VOTE BOTH SIDES OF BALLOT

SAMPLE BALLOT

ARTICLES CONTINUED

Article 5. Shall the Ashland School District vote to raise and appropriate \$25,000 for the purpose of the replacement of the school heating system?

The Ashland Budget Committee recommends this appropriation by a vote of 5 in favor; 0 opposed. The Ashland School Board recommends this appropriation by a vote of 3 in favor; 0 opposed. (Majority vote required.)

YES
NO

226
82

Article 6. Shall the Ashland School District vote to raise and appropriate \$50,000 to be placed in the previously established School Safety, Security and Facilities Maintenance Expendable Trust Fund?

The Ashland Budget Committee recommends this appropriation by a vote of 6 in favor; 0 opposed. The Ashland School Board recommends this appropriation by a vote of 3 in favor; 0 opposed. (Majority vote required.)

YES
NO

162
143

Article 7. Shall the Ashland School District vote to raise and appropriate \$35,000 to be placed in the previously established Special Education Trust Fund, with up to \$15,000 to be funded from the June 30, 2019 unreserved fund balance available for transfer on July 1, 2019, the balance to come from general taxation.

YES
NO

170
136

The Ashland Budget Committee recommends this appropriation by a vote of 6 in favor; 0 opposed. The Ashland School Board recommends this appropriation by a vote of 3 in favor; 0 opposed. (Majority vote required.)

VOTE BOTH SIDES OF BALLOT