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**ASHLAND BOARD OF SELECTMEN  
WORK SESSION MEETING MINUTES  
TUESDAY, FEBRUARY 19, 2019  
ASHLAND ELEMENTARY SCHOOL LIBRARY  
6:30 P.M.**

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**I. CALL TO ORDER**

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Chairman Frances Newton called the meeting to order at 6:30 P.M. with a roll call vote; Selectmen Sharps, DeWolfe, Barney, and Vice Chairman Lamos all signified they were present. Also present for this meeting was Town Administrator Smith, Police Chief Randall, DPW Director Moore, Ashland 4<sup>th</sup> of July Committee members and the Ashland Water & Sewer Commissioners.

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**II. APPROVAL OF MINUTES**

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**MOTION:** Selectman DeWolfe

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*To approve the Board of Selectmen meeting minutes from February 4<sup>th</sup>, 2019.*

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**SECOND:** Selectman Sharps

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**DISCUSSION:** Selectman DeWolfe suggested changing the term “liaison” to “ex officio” (pg. 2 line 20). Selectman Sharps recommended changes: page 1 line 46 add “all minutes remain intact as submitted.” Page 2 line 15 after and review “and will continually bring updates to board.” Page 2 line 19 after moving forward; “to a proposed round-table presentation by PAREI in April or May.” Page 2 line 27 after volunteerism; In parentheses “she said volunteerism is at a person’s free will and not Select Board oriented.”

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

**MOTION PASSED**

**MOTION:** Vice Chairman Lamos

*To approve the Board of Selectmen meeting minutes from February 14<sup>th</sup>, 2019.*

**SECOND:** Selectman DeWolfe

**DISCUSSION:** no discussion

**VOTE:** 3-0-2 (Selectmen Sharps and Barney abstained; absent for meeting)

**MOTION PASSED**

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**III. NON-PUBLIC SESSION**

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**MOTION:** Selectman DeWolfe

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*To enter nonpublic session under RSA 91-A:3, II (d).*

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**SECOND:** Selectman Sharps

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

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**MOTION PASSED**

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Board of Selectmen entered nonpublic session at 6:36 p.m. and reconvened at 6:46 p.m. No decisions or vote were made in nonpublic.

1 **IV. NEW BUSINESS**

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- 3 a. **KV Partners; NHDOT TAP Grant** – Mike Vignale, P.E. with KV Partners, gave an  
4 update to the Selectmen on the NHDOT TAP grant project that will reconstruct the  
5 sidewalk from West Street through Gordon Street. Expectations are NHDOT will  
6 have “comments” on the engineering design with a Notice to Proceed by March 1<sup>st</sup>.  
7 Since KV Partners last met with the board NHDOT had a few recommended  
8 changes/suggestions to the project;
- 9 1. Crosswalks in front of the Booster Club.
  - 10 2. Eliminate the crosswalk at the end of Gordon Street as it’s too close to  
11 the crosswalk in front of the Common Man.
  - 12 3. Flashing beacons on all the crosswalks.
- 13 ii. Other aspects of the project discussed with the board;
- 14 1. Drainage improvement plans have been added in front of the Ashland  
15 Post Office and Dollar General store.
  - 16 2. NHDOT to provide a catch basin and drainage improvements at the  
17 end of School Street.
  - 18 3. Overall the total estimated drainage improvement expenses are \$170K.
- 19 iii. If the Notice to Proceed is received by March 1<sup>st</sup> then the final plans could be  
20 completed by March 21<sup>st</sup> and an advertise for bids in May.
- 21 b. **Ashland 4<sup>th</sup> of July Committee** – Chairman of the committee Fran Wendelboe  
22 presented the Board of Selectmen examples of contracts used for the celebration.  
23 Chairman Wendelboe had concerns about the perceived procedures of the committee  
24 and wanted to clarify this with the board. Conversation with the committee focused  
25 on the liability coverage for the event, as Primex does not guarantee coverage – as was  
26 expected. The 4<sup>th</sup> of July committee members are going to research further into  
27 insurance coverage.
- 28 c. **Ashland Planning Board** – members of the Planning Board were previously invited  
29 to this work session meeting to discuss increasing the building permit fees. Planning  
30 Board members, Mardean Badger and Susan MacLeod mentioned that it was difficult  
31 to compare building permit fees to other towns as various towns have different sets of  
32 fees that vary on a base fee and square footage fee. Building permit fees in Ashland  
33 have not been updated since 2007. An increase in the fees will offset the pay  
34 appropriation for the Building Inspector position. Preliminary changes discussed by  
35 the Selectmen are below, before they are finalized the Board of Selectmen will have a  
36 public hearing:
- 37 i. Residential Multi Family
    - 38 1. New – \$100 plus \$0.15/sq. ft.
    - 39 2. Alterations – \$50 plus \$0.15/sq. ft.
    - 40 3. Repairs – \$50 plus \$0.15/sq. ft.  - 41 ii. Commercial
    - 42 1. New – \$150 plus \$0.20/sq. ft.
    - 43 2. Alterations – \$75 plus \$0.20/sq. ft.
    - 44 3. Repairs – \$75 plus \$0.20/sq. ft.  - 45 iii. Industrial
    - 46 1. New – \$300 plus \$0.20/sq. ft.

2. Alterations – \$100 plus \$0.20/sq. ft.
3. Repairs – \$100 plus \$0.20/sq. ft.
- iv. Swimming Pools and Driveway Permit – no changes
- v. Electric, Plumbing, and Heating
  1. One/two family residential – new \$125 per unit
  2. Residential addition, alteration repair – \$50
  3. Commercial, multi-family –
    - a. \$50 (up to \$2,000)
    - b. \$80 (\$2,001 - \$4,000)
    - c. \$100 (over \$4,000)
- vi. Demolition Permit
  1. Residential – one/two family - \$100
  2. Residential – accessory structure - \$50
  3. Commercial – primary structure - \$200
  4. Commercial – accessory structure - \$100
  5. Industrial – \$200
- vii. Septic System Review – completed by the state
- viii. Cell Tower – \$250
- ix. General Comments
  1. Applications Review fee – the base fee
  2. Permit fee – the added sq. ft. rate
  3. Fine for starting work without a permit – double the review and permit fee
  4. Expiration of permits – 1 year
- d. **Ashland Water & Sewer Commissioners** – met with the Board of Selectmen to review their joint meeting on February 14<sup>th</sup> about the “Thompson Street” road, water, and sewer reconstruction project. (*Note; a few members of the board were absent from that meeting on the 14<sup>th</sup>. Also, the Ashland Electric Commissioners were invited to this work session meeting but were unable to attend.*) Chairman Newton opened the discussion about the Thompson Street project by presenting a FAQ created to help explain the need for the project, financial benefits, and tax impact. Other topics discussed were the adverse effect on town equipment and emergency response time due to current road conditions. Board members intend on having another meeting on this project before town vote.
- e. **Ashland Police Department; pickup truck purchase/CRF** – Chief Randall requested the Board of Selectmen release funds from the Police Department Capital Reserve Fund for the purchase of a new Dodge Ram pickup truck. Purchase of the truck would replace the 2011 Ford Expedition that has been in service since 2010. Chief Randall received a proposal to purchase an F150 pickup for \$27,267.36 but the cost, even after trade-in of the Expedition was \$2,577 higher than the Dodge Ram, estimated purchase price of the Ram is \$24,690. Also, part of this request is to outfit the vehicle which would be \$20,690. Combined expense; \$45,380. Ashland Police Department is also working on grants to reduce the overall cost of the truck purchase.

1           **MOTION:** Selectman Sharps  
2           *To expend \$45,380 from the Police Car Capital Reserve Fund for the purchase of a*  
3           *Dodge Ram 1500 pickup truck.*  
4           **SECOND:** Vice Chairman Lamos  
5           **DISCUSSION:** N/A  
6           **VOTE:** 5-0 (All in favor)  
7           **MOTION PASSED**

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9       **V. OLD BUSINESS** – Town Administrator gave the Board of Selectmen an update from the  
10       department heads about matters within the departments. TA also updated the Selectmen with  
11       on-going projects.

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13       **VI. SELECTBOARD ITEMS**

- 14           a. Board of Selectmen read a letter of recognition to be sent to Ashland resident Ashley  
15           Ulricson recently accepted to attend college at West Point.  
16           b. Selectman Sharps requested a consensus of the board to be the point person to whom  
17           shall update the Electric Department and Electric Commissioners about solar projects,  
18           then relate any concerns between the Board and Commissioners. Board of Selectmen  
19           agreed Selectmen Sharps should be the point person.  
20           c. Selectman Sharps requested the Board of Selectmen consider abridging Selectmen  
21           rules of process and procedures for the public and to have the policy on the town  
22           website. Board agreed with the request, Selectman Sharps to work with Selectman  
23           DeWolfe on the topic.  
24           d. Vice Chairman Lamos, last meeting will be March 4<sup>th</sup>, he would like to continue  
25           working with the 4<sup>th</sup> of July Committee. Board members thanked Vice Chairman  
26           Lamos for his service and commitment to serving during his three-year term.

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28       **VII.** Board of Selectmen adjourned their meeting at 8:37 p.m.

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30       *Town Administrator Charles Smith wrote these meeting minutes on February 20, 2019.*