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**ASHLAND BOARD OF SELECTMEN  
WORK SESSION MEETING MINUTES  
MONDAY, MARCH 18, 2019  
ASHLAND ELEMENTARY SCHOOL LIBRARY  
6:30 P.M.**

**I. CALL TO ORDER**

Selectman Frances Newton called the meeting to order at 6:30 P.M. with a roll call vote; Selectmen Leigh Sharps, Kathleen DeWolfe, Casey Barney, and Eli Badger all signified they were present. Also present for this meeting was Town Administrator Charles Smith.

**II. NON-PUBLIC SESSION**

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

**SECOND:** Selectman DeWolfe

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

**MOTION PASSED**

Board of Selectmen entered nonpublic session at 6:34 p.m. and reconvened at 6:40 p.m. After reconvening Selectman Sharps made the following motion:

**MOTION:** Selectman Sharps  
*To appoint Charles Smith as the interim Town Manager pending contract negotiations.*

**SECOND:** Selectman DeWolfe

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

**MOTION PASSED**

**III. SELECTBOARD ITEMS** – the Selectmen reorganized following the Tuesday, March 12<sup>th</sup>, 2019 town vote.

**MOTION:** Selectman Sharps  
*To appoint Selectman Frances Newton as the Chairman of the Board.*

**SECOND:** Selectman DeWolfe

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

**MOTION PASSED**

**MOTION:** Selectman Sharps  
*To appoint Selectman Kathleen DeWolfe as Vice Chairman of the Board.*

**SECOND:** Selectman Badger

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

**MOTION PASSED**

1           **MOTION:** Chairman Newton  
2           *To appoint Selectman Eli Badger as the Selectmen ex officio to the Ashland Budget*  
3           *Committee.*

4           **SECOND:** Selectman Sharps

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

6           **MOTION PASSED**

7

8           **MOTION:** Selectman Sharps  
9           *To appoint Selectman Casey Barney as the Select Board Alternate ex officio to the Ashland*  
10          *Budget Committee.*

11          **SECOND:** Chairman Newton

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

13          **MOTION PASSED**

14

15          **MOTION:** Selectman Sharps  
16          *To appoint Selectman Kathleen DeWolfe as the Ex Officio member to the Ashland Planning*  
17          *Board.*

18          **SECOND:** Selectman Badger

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

20          **MOTION PASSED**

21

22          **MOTION:** Selectman Sharps  
23          *To appoint Chairman Newton as the Alternate Ex Officio member to the Ashland Planning*  
24          *Board.*

25          **SECOND:** Selectman DeWolfe

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

27          **MOTION PASSED**

28

29          **MOTION:** Selectman Sharps  
30          *To appoint Chairman Newton as the representative to the Ashland Economic Development*  
31          *Committee.*

32          **SECOND:** Selectman Badger

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

34          **MOTION PASSED**

35

36          **Squam Lake Watershed and Solar Energy** – consensus of the Board agreed to Selectman  
37          Sharps being the point person on solar energy projects and as the liaison to Squam Lake  
38          Watershed.

39

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1 **IV. APPROVAL OF MINUTES**

2  
3 **MOTION:** Selectman DeWolfe

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

5 **SECOND:** Selectman Sharps

6 **DISCUSSION:** Selectman Badger clarified the reference about RSA 674. Selectman  
7 DeWolfe added to the minutes her overview of the PRLAC meeting she attended on February  
8 25th

9 **VOTE:** 3-0-1 (Chairman Newton abstained; absent for meeting)

10 **MOTION PASSED**

11  
12 **V. NEW BUSINESS**

- 13  
14 a. **Warren Street Architects** – Board members were presented a scope of work from  
15 Warren Street Architects for a study to be done on the future use of the L.W. Packard  
16 Mill building. Focus of the scope of services are not to exceed \$10,000 and include  
17 planning, design assistance including architecture, structural, mechanical and electrical  
18 engineering. Funding for the scope of work is from a previously awarded CDFR  
19 feasibility grant. Total award for the grant was \$12,000 with \$2,000 to be expended  
20 for a grant administrator.

21  
22 **MOTION:** Selectman DeWolfe

23 *To hire Warren Street Architects for the feasibility grant to study the L.W. Packard*  
24 *Mill building.*

25 **SECOND:** Selectman Sharps

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

27 **MOTION PASSED**

- 28  
29 b. **Melanson Heath** – accounting firm, who has conducted the town financial audit for  
30 the previous three years forwarded an engagement letter to the Board for completing  
31 the 2018 town audit. Melanson Heath also completes the financial audit for the town  
32 enterprise funds (Water & Sewer, Electric). Estimated fee for the town audit is  
33 \$15,000.

34  
35 **MOTION:** Selectman DeWolfe

36 *To hire Melanson Heath to complete the 2018 town financial audit.*

37 **SECOND:** Selectman Sharps

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

39 **MOTION PASSED**

- 40  
41 c. **Commerford, Nieder, Perkins (CNP) appraisal and assessment services** – CNP is  
42 the town vendor for property assessing. CNP submitted two contracts for upcoming  
43 services; first being a calendar year contract, second a three-year contract (2019-2021).  
44 Both have escape clauses. CNP assessing rates are to stay the same in 2019. Current  
45 rates are \$90/hour for assessing and \$56 for pickups (new property value changes).  
46 Pickups in 2020 and 2021 will increase to \$57. Per state law towns are required to

1 assess property values. CNP’s contract was previously submitted to State of New  
2 Hampshire Department of Revenue Administration (DRA) for review. DRA  
3 recommended two changes; 1) adding intermediate dates for completion of certain  
4 service, 2) provide a list of the personnel and their DRA certified designation prior to  
5 starting the project. Both are to be considered in new agreement.  
6

- 7 d. **MOTION:** Selectman DeWolfe  
8 *To hire Commerford, Nieder, Perkins (CNP) for assessment services.*  
9 **SECOND:** Selectman Sharps  
10 **VOTE:** 5-0 (All in favor)  
11 **MOTION PASSED**  
12

13 **VI. OLD BUSINESS** – Town Manager updated the Board of Selectmen with ongoing projects.  
14 As part of the list was building permit fees. Board members agreed to schedule the public  
15 hearing to update the fees prior to their April 1<sup>st</sup>, 2019 meeting. Hearing to start at 6 p.m. in  
16 the Ashland Elementary School library.  
17

18 **VII. SELECTBOARD ITEMS**  
19

- 20 a. **Whipple House lease agreement** – the Board of Selectmen did not agree with the  
21 proposed revisions from the Ashland Historical Society for the new lease agreement  
22 for the Whipple House. The Board requested the Town Manager write a memo to  
23 AHS about this disagreement and to set a 30-day timeframe on coming to an  
24 agreement.  
25
- 26 b. **Ashland 150<sup>th</sup> Celebration and fiscal agents** – at a previous Board meeting the  
27 Town Manager was asked to follow up with legal counsel about new information from  
28 the Ashland Historical Society with them setting up the account for the 150<sup>th</sup>  
29 Celebration. Question posed was whether this development established them as fiscal  
30 agents? Board agreed to allow Town Manager Smith to read the legal opinion, which  
31 in summary, did not change the previous opinion – the donations/funds needed to be  
32 accounted for as town funds. Board agreed to forward the email to the Ashland 150<sup>th</sup>  
33 Celebration Chairman and voted to dissolve the 150<sup>th</sup> committee and retain the  
34 committee minutes on the town website; minutes to be retained under RSA 33-A; 3  
35 (a).  
36

37 **MOTION:** Selectman DeWolfe  
38 *To dissolve the 150<sup>th</sup> Committee and retain the minutes.*  
39 **SECOND:** Selectman Sharps  
40 **VOTE:** 5-0 (All in favor)  
41 **MOTION PASSED**  
42

- 43 c. Town Manager Smith announced the hiring of the towns’ new Finance Officer/HR  
44 Coordinator Robyn Pallis.  
45

- 1 d. **Preservation Easement application** – the town received a preservation easement  
2 application from a property owner of a historical agricultural structure. The Board has  
3 60 days to respond to the application (RSA 79-D), which in exchange for a tax break  
4 the owner of the property agrees that it will maintain property and grant the  
5 municipality an easement that restricts the property owner to change or develop the  
6 property. Board of Selectmen are to make a final decision on the application at their  
7 April 1<sup>st</sup>, 2019 meeting.  
8

9 **VIII. NON-PUBLIC SESSION**

10 **MOTION:** Selectman Sharps

11 *To enter nonpublic session under RSA 91-A;3, II (b).*

12 **SECOND:** Selectman DeWolfe

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

14 **MOTION PASSED**

15 Board of Selectmen entered nonpublic session at 7:25 p.m. and reconvened at 7:51  
16 p.m. After reconvening Selectman DeWolfe made a motion to hire a new police  
17 officer Elizabeth Scrafford. Board also agreed to make a conditional offer to a second  
18 police officer.  
19  
20

21 **IX.** Board of Selectmen adjourned their meeting at 7:52 p.m.

22  
23 *Town Manager Charles Smith wrote these meeting minutes on March 19, 2019.*