

**TOWN OF ASHLAND
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, MAY 6, 2019 at 6:30 p.m.
ASHLAND ELEMENTARY SCHOOL LIBRARY**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 4/15/2019; 4/16/2019, 4/18/2019, 5/2/2019
- V. NEW BUSINESS**
 - a. Scribner Trustee appointment
 - b. Building Permit Fees vote
 - c. Code Enforcement Items
 - d. Report from LRPC meeting
 - e. Snow plow donation to DPW
- VI. OLD BUSINESS**
- VII. SELECTBOARD ITEMS**
 - a. Ashland Community Garden Committee
 - b. Proclamation Municipal Clerk's Week
- VIII. PUBLIC COMMENT (Agenda items only)**
- IX. NON-PUBLIC SESSION (If needed)**
- X. ADJOURN**

Posted on 5/3/2019 at the Town Office building and town website

The Ashland Board of Selectmen reserve the right to enter nonpublic session when necessary according to the provisions of RSA 91-A. Any person with a disabling condition who wishes to attend this public meeting and needs to be provided reasonable accommodations to participate, please contact the Ashland Town Office at 603-968-4432 so accommodations can be made. It is asked that such requests be made with prior notice.

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**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING MINUTES
MONDAY, APRIL 15, 2019
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:30 P.M.**

I. CALL TO ORDER

The Town of Ashland Chairman of the Board Frances Newton called the meeting to order at 6:30 p.m. with all the remaining Selectmen, Vice Chairman Kathleen DeWolfe, Selectmen Eli Badger, Selectmen Leigh Sharps, and Selectmen Casey Barney all were present. Interim Town Manager Charles Smith was also present.

II. PUBLIC HEARING – Building Permit Fees

At precisely 6:31 p.m. Chairman Newton opened the public hearing to change the town building permit fees.

- a. Charlie Bozzello asked the Board about how the fee changes came about? Chairman Newton gave an explained the fees have not changed since 2007 and they also are used to offset the tax impact for the Building Inspector position. Charlie Bozzello felt the increase should be incremental instead of a “big jump.”
- b. Susan MacLeod asked the Board if an analysis of the fees which are used to offset the tax impact for the Building Inspector position had been completed? Fee increase would have to be much higher to offset the appropriation for the position.
- c. Alan Cilley spoke on how such an increase might deter builders from applying for permits.
- d. Chairman Newton closed the public hearing at 6:43 p.m. Board tabled a vote on increasing the fees until next meeting. Board needed a clarification between fine/fee for starting work without a permit.

III. APPROVAL OF MINUTES

MOTION: Selectman Badger

To approve the meeting minutes from April 1, 2019.

SECOND: Vice Chairman DeWolfe

DISCUSSION: Board had a few clarifications about the public comment section.

VOTE: 5-0 (All in favor)

MOTION PASSED

MOTION: Vice Chairman DeWolfe

To approve the meeting minutes from April 4, 2019.

SECOND: Selectman Sharps

VOTE: 4-0-1 (Selectman Barney abstained; absent for the meeting)

MOTION PASSED

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3 **IV. NEW BUSINESS**
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- 5 a. **Community Garden** – the Board received a memo from Susan MacLeod requesting
6 a status on the Community Garden. Chairman Newton requested the Board table the
7 topic until a future date. Chairman Newton to reach out to volunteers and members of
8 the public to see what the town could do with the garden.
9
- 10 b. **NHDES Designation of Authorities for CWSRF loan** – NHDES has requested the
11 town resign a designation of authority form for the SRF loan/project Headworks and
12 Septage Receiving Facility. Prior form used was signed by the Ashland Water and
13 Sewer Chairman. Board designated the Town Manager Smith sign on behalf of the
14 town.
15

16 **MOTION:** Selectman Badger

17 *To designate Town Manager Smith as the designation of authorities for the Clean*
18 *Water SRF loan (Headworks Septage Receiving Facility).*

19 **SECOND:** Selectman Sharps

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

21 **MOTION PASSED**
22

- 23 c. **Town Manager job description** – under the Supervision Exercised section the Board
24 removed “Land Use” and “the Town Manger acts as a liaison to the Planning and
25 Zoning boards.” Job description was adopted.
26
- 27 d. **Vendor Permit Application** – the town received an application for a temporary
28 vendor permit to sell tacos. Application was approved by Police Chief Randall.
29 Board also approved the application but with stipulations that it’s a one-time event,
30 proper clean up took place and the applicant had a fire extinguisher on site.
31

32 **MOTION:** Selectman Badger

33 *To approve the vendor permit application to sell tacos on Main Street.*

34 **SECOND:** Selectman Barney

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

36 **MOTION PASSED**
37

38 **V. OLD BUSINESS**
39

- 40 a. **Town Manager updates and Board of Selectmen project list** – Town Manager
41 Smith provided the Board an update with the on goings for each town department and
42 followed up with a status on projects before the Board.
43
44

- 1 b. **Utility Partners contract with Ashland Water and Sewer** – Town Manager Smith
2 requested a vote of the Board to cancel the contract the town had with Utility Partners.
3 As a business decision the department could save from leaving the agreement and
4 having the service be provided internally.
5

6 **MOTION:** Vice Chairman DeWolfe

7 *To cancel the agreement Ashland Water and Sewer has with Utility Partners.*

8 **SECOND:** Selectman Badger

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

10 **MOTION PASSED**

11
12 **VI. SELECTBOARD ITEMS** – the Selectman Sharps followed up with the Board on a few
13 items:
14

- 15 a. **Squam River Watershed** – Selectman Sharps informed the Board about how Squam
16 River Watershed was conducting studies on water from the future build out of the
17 town. Water testing on the lake for phosphorus and chlorophyll levels are also being
18 completed, these chemicals are dangers to the lake. Selectman Sharps and Planning
19 Board member Susan MacLeod have asked Squam River Watershed if their testing
20 could expand into the Town of Ashland.
21

- 22 b. **Solar Energy firm** – Selectman Sharps followed up with the Board about the meeting
23 Selectman Sharps, Vice Chairman DeWolfe, and Town Manager Smith had with
24 Tangent Energy Solutions. Tangent Energy Solutions gave an overview about the
25 installation of solar energy on town property.
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28 **VII.** Board of Selectmen adjourned their meeting at 7:39 p.m.
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30 *Town Manager Charles Smith wrote these meeting minutes on April 17, 2019.*

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**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING MINUTES
TUESDAY, APRIL 16, 2019
ASHLAND UTILITY BUILDING
10:00 A.M.**

I. VERMONT PUBLIC POWER SUPPLY AUTHORITY (VPPSA)

On Tuesday, April 16, 2019, the Ashland Board of Selectmen had an introductory meeting with representatives from Vermont Public Power Supply Authority (VPPSA). Present for the meeting was Chairman Newton, Vice Chairman DeWolfe, Selectman Badger, Town Manager Smith, Superintendent Foley, Ken Nolan and James Gibbons from VPPSA. Selectmen Sharps and Barney were absent.

VPPSA, an electrical broker, that helps municipalities such as the Town of Ashland buy/sell electrical power. VPPSA also provides other services for municipalities such as; back office work with financing projects, bonding, etc. they deal with the electric market and purchasing power, electrical rate studies, cost of service studies, legislation, renewable energy and working with ISO New England.

VPPSA reviewed the current and future charges for Ashland Electric such as, resource charges (contracts), load charges/credits, transmission charges, administrative charges/credits, and total charges. Many of the charges are based on supply and demand for electric. Selectmen discussed with VPPSA on ways to reduce charges and those that are unforeseen based on market demand. VPPSA's going to look at the historical demand for the town and compare with revenue to help stabilize electric rates.

II. OTHER BUSINESS

- a. Board of Selectmen continued their meeting with Superintendent Foley and strategized the next steps for the department regarding capital infrastructure projects.

III. Board of Selectmen adjourned their meeting at 12:19 p.m.

Town Manager Charles Smith wrote these meeting minutes on April 18, 2019.

**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING MINUTES
THURSDAY, APRIL 18, 2019
ASHLAND UTILITY BUILDING
9:00 A.M.**

I. THOMPSON STREET PROJECT

On Thursday, April 18, 2019, the Ashland Board of Selectmen met to plan for the next steps with the Thompson Street project and other business before the Board. Present for the meeting was Chairman Fran Newton, Vice Chairman DeWolfe, Selectman Leigh Sharps, Selectmen Eli Badger, Town Manager Smith, and DPW Director Craig Moore.

DPW Director Moore opened the conversation with the Selectmen about perhaps splitting the project up into two phases. First being, complete from the end of Thompson Street to Smith Hill Road with the rest of the project to be completed later. If this was to be done the Selectmen thought about proposing two warrant articles next year. Director Moore's going to get a cost breakdown for splitting the project and determine if pricing has changed for the water/sewer construction.

General discussion of the Board members for this project was; the project needs to be presented better to the public, more public hearings on the topic, encourage voter turnout, work with the Budget Committee, NHDES, and perhaps a power point presentation that illustrates the cost breakdown of the project with it's impact on town equipment. Board agreed the Town Manager should reapply for the State Revolving Fund project priority list.

II. OTHER BUSINESS

- a. DPW Director Moore updated the Selectmen about upcoming projects at the Transfer Station; the projects were approved on this year's town warrant.
- b. Town Manager job evaluation; Board members started to review certain line items of the job evaluation but do to time constraints the topic was tabled for another meeting.

III. Board of Selectmen adjourned their meeting at 11:19 a.m.

Town Manager Charles Smith wrote these meeting minutes on April 18, 2019.

1 **ASHLAND BOARD OF SELECTMEN**
2 **WORK SESSION MEETING MINUTES**
3 **THURSDAY, MAY 2, 2019**
4 **ASHLAND UTILITY BUILDING**
5 **9:00 A.M.**

6
7 **I. NONPUBLIC SESSION**
8

9 At precisely 9:07 a.m. the Ashland Board of Selectmen entered nonpublic session pursuant to
10 RSA 91-A:3, II (a). Motion was made by Selectman Eli Badger and seconded by Vice
11 Chairman Kathleen DeWolfe to enter nonpublic session. Vote was all in favor 4-0 (Selectman
12 Casey Barney was absent). Board reentered public session at 10:03 a.m. with no
13 announcements and sealed the minutes.
14

15
16 **II. OTHER BUSINESS**
17

- 18 a. Town Manager job evaluation form – Board members continued their work on the
19 Town Manager job evaluation. Board talked about separating the ‘goals’ that are
20 included in the form and instead focus on performance. Board’s going to meet again
21 on May 9th to finalize the form.
22

23
24 **III. Board of Selectmen adjourned their meeting at 11:34 a.m.**
25

26 *Town Manager Charles Smith wrote these meeting minutes on May 2, 2019.*



TOWN OF ASHLAND

APPOINTMENT APPLICATION

BOARDS, COMMITTEES AND COMMISSIONS

(Appointments are made as vacancies occur)

Name Amanda Loud
Address P.O. Box 724, Holderness, NH 03245 Lived in Ashland since 2013
Day Phone 25 Fairway Dr. 536-1343 Evening Phone 536-1343
Email aloud@loudrunner.com

I am interested in volunteering for one or more of the following, in order of preference:
(1st choice, 2nd choice, etc.):

Capital Improvements Plan (CIP) Committee

Conservation Commission

Economic Development Committee

Heritage Commission

Housing Standards

Planning Board

Zoning Board of Adjustment

Other Scribner Trustee

Occupation teacher

Employer Waterville Valley Academy Since 2000

Do you feel there could be any conflicts of interest with your personal beliefs, occupation, or employer by being appointed to serve on what you have applied for? No Yes

Education BA, Smith College; MA, Fuller Theological Seminary

Relevant Experience See attached

Volunteer time available per week 10 hours

Have you been previously appointed to any Town or School District Boards, Commissions or Committees? No Yes If yes, list all Conservation Commission

Are you willing to serve as an alternate member? No Yes

Are you willing to serve on a sub-committee? No Yes

I would like to change/improve the following See attached

The greatest personal attribute or qualification I can bring to this appointment is _____

See attached

I would like to be appointed because see attached

Signature Amanda Drew Loud Date April 5, 2019

Please submit this form by mail to: Town of Ashland, P.O. Box 517 Ashland, NH 03217 or email to townadmin@ashland.nh.gov

Board of Selectmen adopted on April 30th, 2018

Relevant Experience

Trustee, Holderness Community Church, 2011-present

invested trust funds into a lower fee/ higher yield fund

President, Friends of the Holderness Free Library, 2011- present

Signatory of \$1.5 million dollar building campaign and construction project

Secretary, Ashland Conservation Commission, 2016-2018

Distributed minutes to Town Clerk and commissioners

Secretary, Fourth of July Committee, 2013-2016

Distributed minutes to Town Clerk and committee members

President, Fourth of July Committee, 2016-2017

Posted all meetings

Secretary, Trustees of the Holderness Free Library 2000-2011

Posted all meetings, prompt distribution of minutes

President, Holderness Central School PTA, 2006-2007

Secretary, Holderness Central School PTA, 1999-2006

I would like to change/ improve communication. I would like all Trustee meetings to be posted. Additionally, I would like all minutes distributed to the Town Clerk, the Library Director, and fellow Trustees. I would like the public to feel free to attend all meetings, as we Trustees are acting in a fiduciary manner.

The greatest personal attribute or qualification I can bring to this appointment is my experience. I have a great deal of experience in being secretary of committees, which requires organization and a timely response to deadlines. I also have a great deal of experience in managing committees. Additionally, I have a great deal of experience in managing funds and understanding investment portfolios and statements.

I would like to be appointed because I love libraries. I believe a healthy library is fundamental to a healthy community. The library is not only a place of learning, it is also a place of meeting and socializing. Whether it is a toddler story time or an evening speaker series, the library should have something for everyone and should reflect the community that it supports. I believe my knowledge and experience of libraries, trustee boards, and committee management have prepared me to be an excellent Scribner Trustee.

TOWN OF ASHLAND
BUILDING PERMIT FEES

Proposed fees:

Residential: Multi Family

- New – \$100 plus \$0.15/sq. ft.
- Alterations – \$50 plus \$0.15/sq. ft.
- Repairs – \$50 plus \$0.15/sq. ft.

Commercial:

- New – \$150 plus \$0.20/sq. ft.
- Alterations – \$75 plus \$0.20/sq. ft.
- Repairs – \$75 plus \$0.20/sq. ft.

Industrial:

- New – \$300 plus \$0.20/sq. ft.
- Alterations – \$100 plus \$0.20/sq. ft.
- Repairs – \$100 plus \$0.20/sq. ft.

Swimming Pools and Driveway Permit: no changes.

Electric, Plumbing, and Heating:

- One/two family residential – new \$125 per unit.
- Residential addition, alteration repair – \$50
- Commercial, multi-family – \$50 (up to \$2,000) \$80 (\$2,001 - \$4,000)
- \$100 (over \$4,000).

Demolition Permit:

- Residential – one/two family - \$100.
- Residential – accessory structure - \$50.
- Commercial – primary structure - \$200.
- Commercial – accessory structure - \$100.
- Industrial – \$200.

Sign permit: Residential \$40, Commercial \$60, Industrial \$85.

Cell Tower: \$250.

General:

- Applications Review fee – the base fee.
- Permit fee – the added sq. ft. rate.
- Fine for starting work without a permit – double the review and permit fee.
- Expiration of permits – 1 year.

To: Ashland Board of Selectmen and Charlie Smith, Town Manager
From: Ashland Planning Board
Re: Enforcement Issues
Date: May 1, 2019

The Planning Board requests that the Board of Selectmen refer the following issues to the Building Inspector/Code Enforcement Officer for enforcement or other action relative to land use ordinances or regulations. The Planning Board would also like a written response (e.g., e-mail) from the Building Inspector/Code Enforcement Officer regarding each matter, by June 17.

1. Direct property owner or tenant (as agent) to attend a regularly scheduled Planning Board meeting for an informal discussion, at which time the Planning Board will determine which application needs to be filed.

*Site Plan Review Regulations: "1.3 Jurisdiction: Site Plan Review is required for the following:
A. Any time a commercial building or rental space within a commercial building changes ownership of any kind including leasing to tenants. After review of the application the Planning Board may waive full site plan review requirements under section 3.1 of the Site Plan Review Regulations."*

- **47 Main Street, T/M/L 017-006-012, Owners: Richard & Linda Paré**
 - New Tenant: flower shop business – “*The Fuchsia Peony*”
 - Action Needed: Owner of property (Paré) or tenant needs to meet with Planning Board for informal discussion to determine which application to file, “Application for Site Plan Review” or “Waiver of Site Plan Review”. Letter was sent to property owner in April 2019; no response received.
 - Reference: Site Plan Review Regulations, Section 1.3-A.

- **146 Main Street, T/M/L 004-002-029, Owner: Richard Kirby**
 - New Tenant: commercial bakery business -- “*Zeia Foods*”
 - Action Needed: Owner of property (Kirby) or tenant needs to meet with Planning Board for informal discussion to determine which application to file, “Application for Site Plan Review” or “Waiver of Site Plan Review”. Letter was sent to property owner in September 2018; no response received.
 - Reference: Site Plan Review Regulations, Section 1.3-A.

- **30 Main Street, T/M/L 016-009-012, Owner: Commerce Properties**
 - New Owner: Commerce Properties, 135 Bedford Road, Lincoln MA 01773
 - New business name of commercial laundromat -- “*Community Laundry*”
 - Action Needed: New owner of property (or agent) needs to meet with Planning Board for informal discussion to determine which application to file, “Application for Site Plan Review” or “Waiver of Site Plan Review”.
 - Reference: Site Plan Review Regulations, Section 1.3-A.

- **83 Depot Street, T/M/L 018-002-002, Owner: Samusa, Inc.**
 - New Owner: Samusa, Inc., 1018 Eglinton Ave., Unit 5, Mississauga, Ontario
 - Action Needed: New owner of property (or agent) needs to meet with Planning Board for informal discussion to determine which application to file, “Application for Site Plan Review” or “Waiver of Site Plan Review”.
 - Reference: Site Plan Review Regulations, Section 1.3-A

2. Direct property owner to attend a regularly scheduled Planning Board meeting for an informal discussion, at which time the Planning Board will determine which application needs to be filed.

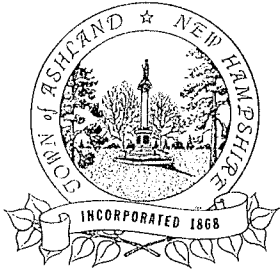
- **87 Thompson Street, T/M/L 015-002-006, Owners: Melody M. L. & Gary Norris**
 - Home Business: *Gary’s Chimney Service*
 - Action Needed: Owner of property/business needs to meet with Planning Board to determine whether “Application for Home Occupation” or site plan review is needed.
 - Reference: Zoning Ordinance, Section 4.6 (Home Occupation).
 - Investigation Needed: Verbal complaint from abutter regarding home business debris accumulating behind parking area and possible multiple unregistered vehicles.

- **337 Owl Brook Road, T/M/L 010-003-035, Owners: Jamie & Jennifer Lyford**
 - Home Business: *Owl Brook Mobile Auto Detailing*
 - Action Needed: Owner of property/business needs to meet with Planning Board to determine whether “Application for Home Occupation” or site plan review is needed.
 - Reference: Zoning Ordinance, Section 4.6 (Home Occupation).

3. Conduct building inspection as required by Zoning Board case and Planning Board case

- **356 Owl Brook Road, T/M/L 010-004-011, Owner: Shelley Randall**
 - Action Needed: Building inspection of barn (Yoga Studio) was set as a condition of approval for Zoning Board special exception and Planning Board site plan approval.
 - Reference: Notices of Decision, ZBA and Planning Board

***NOTE:** All property owners, businesses, tenants and/or agents may contact the Planning Board at landusepb@ashland.nh.gov to schedule an informal discussion with the Planning Board. The Planning Board meets at 6:30pm, at the Ashland Elementary School Library, on the first and fourth Wednesday of the month.*



Town of Ashland Board of Selectmen Agenda Report

Date: May 3, 2019

To: Board of Selectmen

From: Town Manager

Subject: Snow plow donation to DPW

Recommended motion: *To accept the donation of a snow plow for Ashland DPW.*

Background: A resident of the town was going to throw away a snow plow, which was going to the scrap yard (value of the plow estimated to be around \$60-80), but before so DPW was asked if they could use the snow plow. DPW would like to accept the donation and use the plow at the Transfer Station. DPW can retrofit the plow, at little or no cost, with the mini loader and use the plow with the new scales to be installed.

Fiscal Impact:

N/A



PROCLAMATION
MUNICIPAL CLERKS' WEEK

MAY 5 – 11, 2019

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all

Whereas, The Municipal Clerk serves as the information center on functions of local government and community

Whereas, Municipal Clerks continually serve to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, We the Town Manager and the Board of Selectmen of Ashland do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week and further extend appreciation to our Municipal Clerk, Patricia Tucker and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the Communities they represent.

Dated this 6th day of May, 2019

By the Board of Selectmen of Ashland

By the Town Manager of Ashland

