

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, MAY 20, 2019 at 6:30 p.m.
ASHLAND ELEMENTARY SCHOOL LIBRARY**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. APPROVAL OF MINUTES**
 - a. BOS meeting(s): 5/6/19, 5/9/19
- IV. NEW BUSINESS**
 - a. DPW paving projects – CRF expenditures
 - b. Town of Ashland appointments:
 - i. Heritage Commission – David Ruell; 3yr term; 4-30-2022
 - ii. Ashland CIP – David Toth; 2yr term; 4-30-2021
 - iii. Economic Development – David Toth; 3yr term; 4-30-2022
 - iv. Zoning Board of Adjustment – David Toth; 3yr term; 4-30-2022
 - c. White Mtn. Brewing outdoor entertainment approval for NH Liquor Commission
- V. OLD BUSINESS**
 - a. Town Manager updates
 - b. Board of Selectmen project list
- VI. SELECTBOARD ITEMS**
- VII. NON-PUBLIC SESSION – RSA 91-A:3, II (b)**

Posted on 5/17/19 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.

1 **ASHLAND BOARD OF SELECTMEN**
2 **MEETING MINUTES**
3 **MONDAY, MAY 6, 2019**
4 **ASHLAND ELEMENTARY SCHOOL LIBRARY**
5 **6:30 PM**

6
7 **I. CALL TO ORDER**

8
9 Chairman Newton called the Board of Selectmen meeting to order at 6:30 p.m. with a roll call
10 vote; Vice Chairman Kathleen DeWolfe, Selectman Casey Barney and Selectman Eli Badger
11 all signified they were present, and Selectman Leigh Sharps was absent with prior notice.
12 Others present: Town Manager Charles Smith.

13
14 **II. APPROVAL OF MINUTES**

15 **MOTION:** Vice Chairman DeWolfe
16 *To approve the Board of Selectmen meeting minutes from April 15, 2019 as*
17 *amended.*

18 **SECOND:** Selectman Barney

19 **DISCUSSION:** Under “Select Board Items” the Board changed “chemicals are
20 dangers to the lake” to “substance pose a risk.”

21 **VOTE:** 4-0

22 **MOTION PASSED**

23
24 **MOTION:** Selectman Badger

25 *To approve the Board of Selectmen meeting minutes from April 16, 2019 as*
26 *written.*

27 **SECOND:** Vice Chairman DeWolfe

28 **VOTE:** 3-0-1 (Selectman Barney abstained – absent for meeting)

29 **MOTION PASSED**

30
31 **MOTION:** Vice Chairman DeWolfe

32 *To approve the Board of Selectmen meeting minutes from April 18, 2019.*

33 **SECOND:** Selectman Badger

34 **VOTE:** 3-0-1 (Selectman Barney abstained – absent for meeting)

35 **MOTION PASSED**

36
37 **MOTION:** Vice Chairman DeWolfe

38 *To approve the Board of Selectmen meeting minutes from May 2, 2019.*

39 **SECOND:** Selectman Badger

40 **VOTE:** 3-0-1 (Selectman Barney abstained – absent for meeting)

41 **MOTION PASSED**
42

1 **III. NEW BUSINESS**

- 2
- 3 a. **Scribner Trustee Appointment;** The Board interviewed trustee applicant Amanda
4 Loud for appointment as Scribner Trustee. Amanda explained to the Selectmen about
5 her prior experience working with Libraries and financials.

6

7 **MOTION:** Vice Chairman DeWolfe

8 *To appoint Amanda Loud for a two-year term as a Scribner Trustee.*

9 **SECOND:** Selectman Badger

10 **VOTE:** 4-0

11 **MOTION PASSED**

- 12
- 13 b. **Ashland Building Permit fees** – the Selectmen voted on changing the building
14 permit fees. Vote was previously tabled after the public hearing for clarification about
15 the fee penalty.

16

17 **MOTION:** Vice Chairman DeWolfe

18 *To change the building permit fees.*

19 **SECOND:** Selectman Badger

20 **VOTE:** 4-0

21 **MOTION PASSED**

- 22
- 23 c. **Code Enforcement Issues** – the Ashland Planning Board forwarded a list of code
24 enforcement issues or other action items related to land use ordinances/regulations.
25 Town Manager Smith sent the list to the Town Code Enforcement officer.

- 26
- 27 d. **Report from Lakes Region Planning Commission (LRPC)** – town Representatives
28 with LRPC, Mardean Badger and David Toth, followed up with the Selectmen and
29 their attendance at meetings. Mardean attended a LRPC Solid Waste Management
30 meeting on Regional Cooperative Purchasing. Last year LRPC reached out to
31 communities for a group purchase of electricity and propane, they're exploring other
32 group purchases this coming year. David attended a LRPC Solid Waste Roundtable
33 meeting where the group had a presentation about compost and the different projects
34 that can be used from compost. The reuse of recycled glass was also discussed – in
35 part it has become more expensive to recycle glass. Glass can be broken down, turned
36 into sand, and be a good source for using on roads, culverts, and sidewalks, as it
37 doesn't absorb water which causes frost heaves and road damage. Mardean and
38 David informed the Board about a few upcoming LRPC workshops such as; closed
39 landfill maintenance, best management practices, and dealing with a transfer station.

- 40
- 41 e. **Snow plow donation to DPW** – resident of the town donated a snow plow to the
42 town. Item was going to be thrown away as scrap. DPW to use the plow at the
43 Transfer Station.

44
45

1 **MOTION:** Vice Chairman DeWolfe
2 *To accept the donation of a snow plow for Ashland DPW.*
3 **SECOND:** Selectman Barney
4 **VOTE:** 4-0
5 **MOTION PASSED**

6
7 **IV. SELECTBOARD ITEMS**

- 8 a. **Ashland Community Garden Committee** – Chairman Newton met with prior
9 community garden members about establishing the committee. Chairman Newton
10 and members are going to continue to advocate for the committee and it’s intended
11 purpose of maintaining the gardens in town. Committee will be open to all residents
12 of the town. Board voted to establish the committee.

13
14 **MOTION:** Vice Chairman DeWolfe
15 *To establish the Ashland Community Garden Committee.*
16 **SECOND:** Selectman Barney
17 **VOTE:** 3-0-1 (Chairman Newton abstained)
18 **MOTION PASSED**

- 19
20 b. **Proclamation Municipal Clerk’s Week** – Chairman Newton read a proclamation
21 that recognizes the Office of the Municipal Clerk. Recognition is for the week of May
22 5th through May 11th, 2019 and acknowledges the public service and dedication of
23 municipal clerks to their community.

- 24
25 c. **Capital Reserve Fund expenditures** – Board voted on the expenditure of two CRFs.

26
27 **MOTION:** Vice Chairman DeWolfe
28 *To expend \$30,000 from the Property Tax Map Capital Reserve Fund for payment*
29 *towards the town parcel mapping project.*
30 **SECOND:** Selectman Barney
31 **VOTE:** 4-0
32 **MOTION PASSED**

33
34 **MOTION:** Vice Chairman DeWolfe
35 *To expend \$384 from the Road Improvement Capital Reserve Fund for payment with*
36 *the NHDOT Transportation Alternatives Program (TAP grant) project.*
37 **SECOND:** Selectman Barney
38 **VOTE:** 4-0
39 **MOTION PASSED**

- 40
41 d. **Pemi-Baker Solid Waste District appointments** – the Selectmen reappointed town
42 representatives. DPW Director Moore and Foreman Dan Titus were appointed as a
43 full member and alternate member.

1 **MOTION:** Vice Chairman DeWolfe
2 *To appoint DPW Director Craig Moore as a full member to the Pemi-Baker Solid*
3 *Waste District.*

4 **SECOND:** Selectman Barney

5 **VOTE:** 4-0

6 **MOTION PASSED**

7
8 **MOTION:** Vice Chairman DeWolfe
9 *To appoint DPW Foreman Dan Titus as an alternate member to the Pemi-Baker Solid*
10 *Waste District.*

11 **SECOND:** Selectman Barney

12 **VOTE:** 4-0

13 **MOTION PASSED**

- 14 e. **Ashland Electric Department staffing** – the department has an employee resign this
15 week; Town Manager Smith informed the Board about staffing the open position.
16
17 f. **Ashland Police Chief Randall resignation** – Town Manager Smith read Chief
18 Randall’s resignation letter. Chief Randall intends to resign on June 22, 2019 and
19 return working in the private sector. Board members and those present thanked Chief
20 Randall for his service to the Town of Ashland.

21
22 V. Board of Selectmen adjourned their meeting at 7:06 p.m.

23
24 *The minutes for this meeting were written by Town Manager Charles Smith on May 7, 2019.*

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

I. CALL TO ORDER

Chairman of the Board Fran Newton called the meeting to order at 9 a.m. with Vice Chairman Kathleen DeWolfe and Selectman Eli Badger present – Selectmen Sharps and Barney were absent. Town Manager Smith was also present.

II. NEW BUSINESS

a. Personnel

- i. Police Chief position** – Town Manager Smith talked with the Selectmen about the potential next steps with hiring the next Police Chief. Board intends to talk with the Lieutenant at their next meeting.
- ii. Town Manager contract** – Town Manager Smith and the Board of Selectmen brokered the conversation with the Selectmen about a new contract for the position. Town Manager to bring forth a proposal for negotiations.
- iii. Personnel policy** – after the recent new hires and expectations of new staffing over the coming calendar year there have been many questions about updating the accrued time off section of the town personnel policy. Town Manager Smith recommended in the coming months the Board consider amending this section. An updated town personnel policy is on the project list, as the policy has not been updated since 2015.

III. OTHER BUSINESS

- a. Headworks and Septage Receiving Station celebration** – the Selectmen discussed having a construction opening celebration for the new station at the end of May or first week in June. Board thought of a list of dignitaries to invite. Town Manager Smith to send out formal invitations.
- b. Ashland 4th of July celebration** – Board asked Town Manager Smith to invite the committee members to their meeting in June for a general update on the upcoming event.
- c. Town Manager job evaluation form** – under the annual expectations section the Board moved economic development to community and intergovernmental relations. Grammar changes were also made.

IV. Board of Selectmen adjourned their meeting at 11:18 a.m.

Town Manager Charles Smith wrote these meeting minutes on May 10, 2019.



**Town of Ashland
Board of Selectmen
Agenda Report
May 17, 2019**

To: Board of Selectmen

From: Craig Moore

Subject: 2019 Paving Projects

Recommended motion: Motion to approve the Proposal from GMI paving.

Discussion: Paving will consist of:

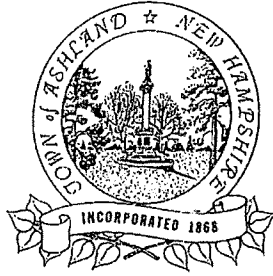
Project 1 paving of the transfer station road. Total cost Approximately \$58,548 and up to \$4000 for gravel where needed on the road. This road is very hard to maintain during the rain and mud season making it difficult for passenger cars to pass. Paving the road will eliminate most of the routine maintenance needed just to keep the road open and passable.

Project 2 transfer station parking lot \$27,300. This will ensure a seamless transition from the road. Also, the parking will be dug up in many areas to accommodate the new scales for power and the new storage shelter, paving will allow all areas to be filled in.

Project 3 Fire House Lane \$7000.50. fire house lane is all broken up, and mostly cold patch, the base material is sand. This road must be repaved this year

Project 3 Fire station parking areas. \$22791.70. this will allow a smooth transition from fire house lane. The parking areas are all broken up and in need of repair.

Fiscal Impact: \$119,639.70 \$100,000 to come from CRF and the remainder will be funded by the Road Improvement Line.



TOWN OF ASHLAND

APPOINTMENT APPLICATION

BOARDS, COMMITTEES AND COMMISSIONS

(Appointments are made as vacancies occur)

Name DAVID RUELL
Address 7 Hill Avenue Lived in Ashland since 1950
Day Phone 968-7716 Evening Phone 968-7716
Email daivdruell@gmail.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 _____

Occupation semi-retired

Employer S&T Since _____

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 B.A.

Relevant Experience previous service on Heritage Commission, Historical Society

Volunteer time available per week lots

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

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 _____

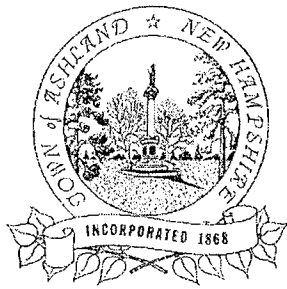
The greatest personal attribute or qualification I can bring to this appointment is knowledge
of architectural history of Ashland history.

I would like to be appointed because I would like to see Ashland's historical
sites and history preserved and commended to the public.

Signature [Signature] Date May 7 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



TOWN OF ASHLAND

APPOINTMENT APPLICATION

BOARDS, COMMITTEES AND COMMISSIONS

(Appointments are made as vacancies occur)

Name David Toth
Address 54 Smith Hill Rd. Lived in Ashland since 2005
Day Phone (603) 481-1049 Evening Phone (603) 481-1049
Email tothdj@roadrunner.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 Public Relations

Occupation Retired

Employer _____ Since _____

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 Master's Degree in English

Relevant Experience Water & Sewer Commission, Budget Committee, Economic Development
CIP, HEAL, LRPC
Commission, TAC

Volunteer time available per week as needed

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

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 the attachment

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

See the attachment

I would like to be appointed because see the attachment

Signature David Poth Date _____

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

I would like to volunteer to serve on the ZBA. I have served the town on the Water and Sewer Commission, Budget Committee, Capital Improvement Planning Committee, Economic Development Committee, LRPC Commission, LRPC TAC Committee, HEAL, and Community Garden Committee. I have been involved in writing the TAP Grant and the Northern Borders Regional Commission Grant. I have a Master's Degree in English from Connecticut College, and I have worked as Director of Instruction and Associate Professor of English at Three Rivers College, and Program Manager of Technical Writing at Analysis & Technology. Serving on the ZBA requires the ability to understand and objectively apply zoning regulations to specific land use cases. I believe that my experience in the town, my professional experience in academics and business, and my educational background will enable me to carry out the duties of the ZBA with understanding and objectivity.

I would also like to volunteer to be a member of the Capital Improvement Committee. I have served on this committee previously and developed the approach to capital improvement planning used by the committee and the spreadsheets used for calculation and evaluation of capital priorities. Since the town did not and in identifying all capital needs, especially does not have an Asset Management Plan, I developed a simplified approach to developing the CIP based on identifying the capital assets of each department, determining current replacement costs, and projecting those costs over a 20-year period in order to develop priorities and funding strategies. The result of initial work on the CIP is that the town now has capital reserves for all departments and funds police vehicles and road maintenance through yearly warrant articles. The two also funds fire department purchases using a combination of warrant articles and lease purchase agreements. This approach has saved the town money and helped to meet capital needs cost effectively. However, more work needs to be done in identifying all capital needs, especially for buildings, DPW equipment, and road reconstruction. The Water and Sewer Department will soon have an Asset Management Plan and CIP for all above ground and below ground assets. Water and Sewer has also identified long-term projects to ensure efficient operation and compliance with regulations. The Electric Department does not have a GIS, Computerized Maintenance Program, or an Asset Management Plan, all of which are required to operate efficiently and effectively. The town can, however, use the same simplified approach to identify key assets, establish current costs, and make basic projections in order to begin a more disciplined process of determining long-term capital needs and developing formal plans.

Finally, I would like to volunteer to assist the town with Public Relations. Several year ago the Water and Sewer Commissioners recognized that Public Relations was a real weakness. We needed public support to build the Septage Receiving Station, and we needed the public to approve our budgets. We started a newsletter, we did yearly presentations about our current situation, our plans, and our finances. We also responded immediately to rumors and false criticisms about our operations. While we were able to accomplish our goals, we did not have the time or the resources to develop a more comprehensive Public Relations Plan. Improving Public Relations is critical for the town not only because of the recent change in how we manage the utilities, but also because there are a number of projects the town needs to accomplish over the next few years that require public support. The town needs to economic and housing development to increase the valuation and lower taxes, but we cannot do so without improving our infrastructure, developing the beach and other areas that appeal to tourists, and developing the mill and other areas to attract businesses. We also need to raise utility rates to help sustain operations. The public will need to be educated about long-term plans and key projects, they will need to be kept informed about progress, and they will need to become more involved in local issues and events. I can assist in this process by writing newsletters, preparing presentations, preparing press releases, and coordinating meetings, forums, and events.

I have included a sample newsletter and presentation.

Setting Utility Rates

An Overview of How Utilities Set Rates

Overview

- Factors in Setting Rates
- Rate Setting Goals
- Different Approaches to Setting Rates
- Which Approach is Right for Ashland

Factors in Setting Rates

- Determining the Revenues Required to Recover Full Costs
 - Operating Costs
 - Capital Needs
 - Debt Service
- Determining How to Allocate Costs to Customers
 - Demographics
 - Economic Development
 - Public Health and Safety
 - Conservation

Rate Setting Goals

- Full Cost Recovery
- Revenue Stability
- Maintain Steady Cash Flow
- Maintaining Affordability for Customers
- Fostering Business Friendly Practices
- Encouraging Economic Development
- Protecting Public Health and Safety
- Meeting Regulatory Requirements
- Encouraging Conservation

Basic Approaches to Setting Rates

- Fixed Monthly Bill
- Payment for Volume/Amount of the Product Received
- Base Charge for Fixed Costs and Volumetric Charge for Variable Costs
- Base Charge of \$X Plus Volumetric Charge for the Rest

Hypothetical Small Water System

- Water Usage: 32,877,590 Gallons per Year
- Yearly Costs: \$344,445
 - Fixed Costs: \$292,045
 - Variable Costs: \$52,400
- Customers: 450

Fixed Monthly Payment

$$\begin{array}{r}
 \boxed{\$344,445} \\
 \hline
 \text{Total Needed Revenue}
 \end{array}
 \quad = \quad
 \begin{array}{r}
 \boxed{\$765.43} \\
 \hline
 \text{Total Annual Bill}
 \end{array}
 \quad = \quad
 \begin{array}{r}
 \boxed{\$63.79} \\
 \hline
 \text{Total Monthly Bill}
 \end{array}$$

12

$$\begin{array}{r}
 \boxed{450} \\
 \hline
 \text{Total Customer Accounts}
 \end{array}$$

- Full Cost Recovery
- Does Not Encourage Conservation
- Benefits Customers Who Use More

Payment for Volume Received

$$\begin{array}{r}
 \boxed{\$344,445} \\
 \hline
 \text{Total Needed Revenue}
 \end{array}
 \quad \times \quad 1,000 \quad = \quad
 \begin{array}{r}
 \boxed{\$10.43} \\
 \hline
 \text{Price Per 1,000 Gallons}
 \end{array}$$

$$\begin{array}{r}
 \boxed{32,877,590} \\
 \hline
 \text{Total Gallons Sold}
 \end{array}$$

- Recovery of Costs Depends Solely on Usage
- Encourages Conservation
- Benefits Customers Who Consume Less

Base Charge for Fixed Cost Plus Volumetric Charge for Variable Costs

$$\frac{\$292,045}{450} = \frac{\$648.99}{12} = \$54.08$$

Fixed Annual Costs / Total Customer Accounts = Total Annual Bill / Months = Total Monthly Bill

$$\frac{\$52,400}{32,877,590} \times 1,000 = \$1.59$$

Total Needed Revenue / Total Gallons Sold = Price Per 1,000 Gallons

- Recovers Fixed Costs but May Not Recover All Variable Costs
- Benefits Customers who Consume More

\$25 Base Charge Rest From Volumetric Rate

$$\$25 \times 450 \times 12 = \$135,000$$

Base Rate × Customer Accounts × Months = Total from Base Bill

$$\$344,445 - \$135,000 = \$209,445$$

Total Revenue Needed - Total from Base Bill = Total Needed from Volume

$$\frac{\$209,445}{32,877,590} \times 1,000 = \$6.37$$

Total Needed from Volume / Total Gallons Sold × 1,000 = Price Per 1,000 Gallons

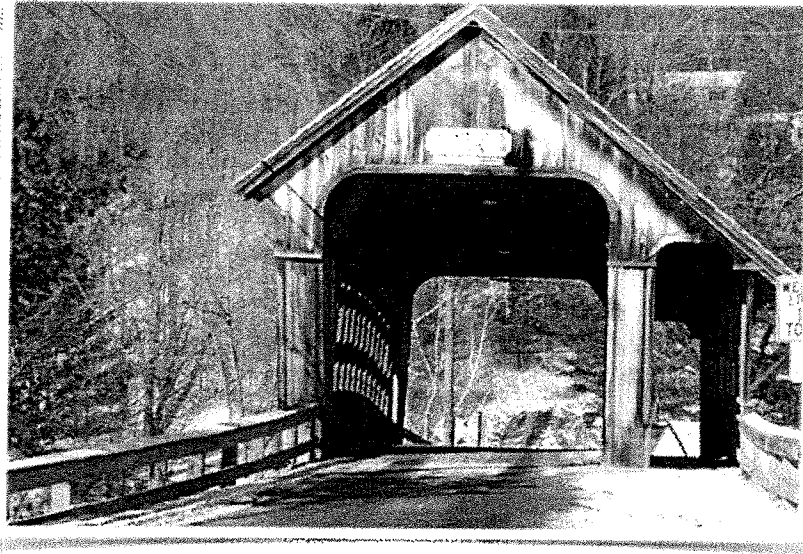
- Recovers Some Fixed and Variable Costs
- Balances Costs Between Customers
- Encourages Conservation

Bill Comparison

	1,000 Gallons/Month	4,000 Gallons/Month	12,000 Gallons/Month	34,000 Gallons/Month
Fixed Bill	\$63.79	\$63.79	\$63.79	\$63.79
Payment by Volume	\$10.48	\$41.92	\$125.76	\$356.32
Base Charge (Fixed) Volume Charge (Variable)	\$55.67	\$60.44	\$73.16	\$108.14
\$25 Base Charge Volume Charge for Rest	\$31.37	\$50.48	\$101.44	\$241.58

What Approach is Best For Ashland?

- **Cost Recovery**
 - What is the financial Situation of the Utility?
 - What are the Capital Needs?
 - How much debt does the utility Have?
- **Affordability**
 - What are the town's demographics?
 - Who are the customers?
 - How much do they use?
- **Public Health and Safety**
 - Are there health, Safety, and/or regulatory Issues that need to be addressed?
- **Business Needs**
 - How important is economic and housing development?
 - What businesses do the utilities serve?
 - How much do they use?



The Covered Bridge

Town Manager Issue

Town Manager

What are the Town Manager's Duties and Responsibilities?

In the March Election, we voted in favor of adopting the Town Manager form of Government. The manager's specific powers and duties are covered under RSA 37:6 (<http://gencourt.state.nh.us/rsa/html/iii/37/37-mrg.htm>) and include charge, control, and supervision of all town departments, the utilities, and contracts.

What are the key challenges?

Supervision of the Water and Sewer Department and the Electric Department is the most significant change since these departments were managed by elected Commissions that operated independently of the Select Board. The Commissions managed their departments very differently. The Electric Department was overseen by the Commissioners, but the Superintendent managed the finances and operations. The Water and Sewer Commissioners managed the finances and the business office, but contracted with Utility Partners for operations. The Electric Department and the Water and Sewer Departments are enterprise funds, which means

that they do not receive revenues from taxes but depend on revenues from ratepayers.

What is the status of the Water and Sewer Department?

Reorganization of these departments under the Town Manager will take time because they are complex businesses and pose very different challenges. At a recent meeting, Luis Adorno, Environmental Program Manager at the Drinking Water and Ground Water Bureau at NHDES, said “NHDES is very happy about what is going on in Ashland.” He was referring to the fact that the department has GIS, Computerized Maintenance Management (CCMS), and is completing an Asset Management Program for both water and sewer assets. The department is also building a Septage Receiving Station which is the first step in the long-term plan to upgrade the sewage treatment plant and increase revenues from Septage Receiving to help support capital improvements. The main challenge for the Town Manager will be to determine how to integrate operations and the office into overall town operations.

What is the status of the Electric Department?

Managing the Electric Department presents different challenges. The department does not have GIS, CMMS, or Asset Management. Much of the Infrastructure is old and will need to be replaced, and the department is experiencing financial difficulty.

Where do we go from here?

The town can proceed with the plans established by the Water and Commissioners for the Septage Receiving Station and Asset Management Plans while the Town Manager evaluates how to manage operations and office functions. The Town Manager will need to evaluate the Electric Department’s finances and assets before developing a plan for the future of the department. Rates for both utilities will have to be increased to cover operations and capital costs.

White Mountain Brewing Co.
50 Winter Street
Ashland, NH 03217
David Page Owner, Manager

May 12, 2019

To The Ashland Board of Selectmen,

I am seeking written approval which is required by the State of NH Liquor Commission for live entertainment inside and outside of my establishment. I have acquired approval from the neighboring businesses for live entertainment from 7:00 pm to 10:00 pm once a week. I'm also seeking approval for outside seating.

These written approvals will help improve the success of White Mountain Brewing Co. as a community meeting place for social gatherings.

Thank You
David Page
WMBC



Town Manager Updates – May 2019

Town Manager update reports are monthly reports that contain a compilation of department information. To keep the Board of Selectmen apprised of the Town's recent activities these updates are provided to the Board prior to their meeting. Providing these reports in advance allow the opportunity to ask questions of the administration and answer questions from their constituents.

PARKS & RECREATION – Director Barney

- The After-School Program is still doing well. Our numbers are still up with us averaging over 20 per day.
- The sites at the campground are filled. The campground and bathhouse have been cleaned and we are ready for opening day May 1st. The gas tanks at the campground have been replaced at no cost to the town due to an issue with the company.
- There was summer camp sign up on April 9th at the Booster Club. We had 14 kids sign up on that day and since then we have 4 more. The information has been put on the town website and sent to the schools in the area. I have the information on Facebook and the information channel. I have had many calls about camp and expect more kids to sign up in May.
- I am in the process of conducting interviews for vacant summer positions. I have three of my four lifeguards returning this summer and the fourth will finish her certification the second week in May. One of my lifeguards is signed up to get her WSI certifications so we will be able to offer swimming lessons to camper as well as children in the community. I will have those forms ready to go as soon as her certification is complete which will be the first week in June.
- The calendar for Summer Camp has been finalized and that information is on the town website as well.
- Elaine Hughes Realty has very graciously offered to donate our camp shirts for the third year in a row. I will be sending them a thank you and would like the board to acknowledge them as well.
- April 21st was my third annual Easter Egg Hunt at the Booster Club. The event went very well, and we had over 30 kids participate.



FIRE DEPARTMENT – Chief Heath

Total Calls	34
Medical Emergencies	16
Fire/Rescue Calls	7
Motor Vehicle Accidents	8
Service Calls	3

- Regular department training during April involved a review of the Department’s SOG for Forestry Operations, monthly truck checks, and a live fire forestry exercise. EMS training involved a review of firefighter rehab procedures at structure and outside fires.
- We are continuing the process of installing back up cameras on engine 1, ladder 1, ambulance 1, forestry 1, and utility 1. The work to be done on the undercarriage of the Ladder Truck is scheduled for the week of May 20th.
- The town has received reimbursement for the Homeland Security Grant we were awarded to purchase ballistic vests, helmets, medical supplies, and train personnel in EMS Operations at Active Shooter Incidents.
- The Hazard Mitigation Plan revision was completed, and we are still awaiting final approval by FEMA.
- Life Safety Code inspections continue for both assembly and rental occupancies. NFIRS reports for March were reviewed and sent to the State Fire Marshal’s Office. Deputy Bousquet has completed quality assurance reviews of all TEMSIS reports for medical incidents.

WATER AND SEWER DEPARTMENT – Superintendent Cross

Please find enclosed the monthly operations for the Water and Wastewater Facilities for the month of April 2019.

MAINTENANCE:

- Electrical repairs to Pump Station #1
- Chemical feed pump repairs at Water Plant
- Meter repairs
- Begin spring cleanup at all facilities
- Turn on seasonal water services
- Replace sewer manhole ring and cover on Avery Street
- Service flushing trailer

PLANT ACTIVITIES:

- Complete all permit required lab tests
- Monthly Bacteria, pH and Alkalinity tests for Water System
- Quarter 2 water sampling
- Lead and Copper sampling for Water System
- Discharged effluent at Wastewater Plant during the week of April 15th

TOWN CLERK TAX COLLECTOR – PAT TUCKER

April Activity

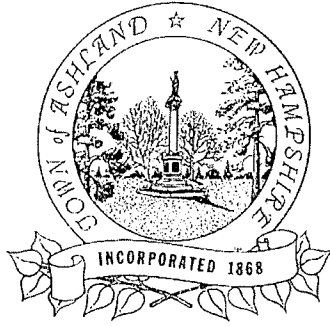
Tax Collection	\$139,716.80
Town Clerk Collection	\$ 50,275.19
	(\$11,996.99) paid to MV

- Tax bills should be in the mail by May 29, 2019 due July 1
- Dog licenses were due April 30, 2019 – penalty fees start June 1 and increase substantially after the uncollected warrant is sent to the Police Department on June 17, 2019

PUBLIC WORKS – DPW DIRECTOR CRAIG MOORE

- Now that we have been able to start spring cleanup, I wanted to give a report of activities for the public works Department over the winter months into the spring cleanup.
- We stopped fall cleanup activities last year because of early snow fall on October 27th which have been on going well into this spring. During the winter season our typical weekly work week consists of clearing snow and pushing back the snowbanks. This was an extremely hard task this year due to the Ice and cold weather between storms this causes refreezing of the roads which then need to be treated a 2nd time. Snowbanks were high, frozen and difficult to push back. We ended up with 40 winter weather events which required winter **maintenance, this has driven up our fuel and over timeline.** Our winter maintenance line is currently over by 18% with our winter sand almost depleted. This is something we need to fill this spring so it can dry out over the summer.
- Our dirt roads were very muddy this year as the edges of the road were iced up not allowing the roads to drain. We had to use over 300 yards of stone to keep the roads passable. A normal year we would use 20 to 30 yards. As of this week we have ditched, caped and graded Owl Brook Road. With our other dirt roads to follow. Last week our paved roads were swept by Avery’s sweeping. During the sweeping project we had a sweeper fall in to a sink hole at the Winter street bridge. This was an emergency fix that had to be repaired. The drain was dug up and we found a clay drainage pipe that had broken causing the sink hole. A new concrete drain structure was added with plastic pipe. The final step is to pave around the new drain.

- In early April we cut all the trees at the beach and the parking lot that were deemed hazardous to the public, we rented a stump grinder to remove the stumps, but this proved to be very time consuming. I have filed for a PBN with the state of NH and are currently waiting for approval to dig out the stumps. We started the beautification of the beach parking lot which includes removing the stumps, loaming and seeding. We will also be erecting a split rail fence. Reclaimed asphalt was added to the parking lot to control erosion and help with the mud. We expect to have that finished by early next week.
- We continue the Spring cleanup and will be moving on the summer projects soon.



Project List – May 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: Engineer consultant waiting for response from NHDOT about preliminary designs.

Current: NHDOT sent the engineers preliminary design approval. NHDOT has also said they might have additional TAP funds for the non-par contractor construction and the non-par town construction. Only stipulation is the construction funds must be obligated this fiscal year. Town must submit further paperwork by July 1st.

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

Description: Replace water and sewer lines and road reconstruction

Updates:

Previous: Applications to reapply for State Revolving Fund (SRF) start in end of April. Board to determine next steps.

Current: Board agreed to resubmit preapplication.

ASHLAND PROPERTIES/LW PACKARD MILL SITE

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

Updates:

Previous: Town Manager met with Warren Street Architects and discussed the project. Also sent Phase I and II studies. Architects to tour the property next month.

Current: Town Manager and Grant Administrator working on contract with Warren Street Architects.

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: Williams Architects to review utility building for suitability with the Police Department and continue design.

Current: No updates.

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: Project still progressing. CAI submitted list of information request, back office pulling information and sending to CAI.

WHIPPLE HOUSE

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

Updates:

Previous: Board sent memo to AHS requesting decision on lease.

Current: Selectmen scheduled to meet with AHS Board, first week of June to discuss lease agreement.

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

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: Selectman Sharps, Vice Chairman DeWolfe, and Town Manager Smith met with firm about installation of solar panels on town owned land.

Current: No updates

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