

**TOWN OF ASHLAND  
BOARD OF SELECTMEN  
REGULAR MEETING  
MONDAY, JUNE 3, 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); 5/9/19; 5/16/19; 5/20/19; 5/23/19
- V. NEW BUSINESS**
  - a. Posting pursuant to RSA 91 - A
  - b. Ashland Historical Society – Whipple House lease agreement
  - c. Ashland 4<sup>th</sup> of July Committee
  - d. CDBG Administration policy – LedgeWood/Harvey Estates project
    - i. Financial Management Plan (*BOS vote*)
    - ii. Section 504 and the Americans with Disabilities Act (*BOS vote*)
  - e. Ashland Water & Sewer
    - i. Septage Receiving Station project
      - 1. SRF amendment and extension (*BOS vote*)
      - 2. Update designation authority for CWSRF loan – asset management planning (*BOS vote*)
    - ii. Clean Water State Revolving Fund – pre applications
      - 1. Facility Analysis – lining of the lagoons (*BOS vote*)
      - 2. Energy Audit Measure Implementation (*BOS vote*)
- VI. SELECTBOARD ITEMS (*BOS vote*)**
  - a. Ashland Heritage Commission appointments
    - i. Susan Harville – 2-year term
    - ii. John Harville – 1-year term
  - b. Memorial Park Trustee
    - i. Mark Liebert – 3-year term

- VII. PUBLIC COMMENT (Agenda items only)**
- VIII. NON-PUBLIC SESSION (If needed)**
- IX. ADJOURN**

**Posted on 5/31/2019 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.*

1                                 **ASHLAND BOARD OF SELECTMEN**  
2                                 **WORK SESSION MEETING MINUTES**  
3                                 **THURSDAY, MAY 9, 2019**  
4                                 **ASHLAND UTILITY BUILDING**  
5                                 **9:00 A.M.**  
6

7         **I. CALL TO ORDER**  
8

9             Chairman of the Board Fran Newton called the meeting to order at 9 a.m. with Vice Chairman  
10            Kathleen DeWolfe and Selectman Eli Badger present – Selectmen Sharps and Barney were  
11            absent. Town Manager Smith was also present.  
12

13         **II. NEW BUSINESS**  
14

15                 **a. Personnel**  
16

- 17                         **i. Police Chief position** – Town Manager Smith talked with the Selectmen  
18                         about the potential next steps with hiring the next Police Chief. Board intends  
19                         to talk with the Lieutenant at their next meeting.
- 20                         **ii. Town Manager contract** – Town Manager Smith and the Board of  
21                         Selectmen brokered the conversation with the Selectmen about a new contract  
22                         for the position. Town Manager to bring forth a proposal for negotiations.
- 23                         **iii. Personnel policy** – after the recent new hires and expectations of new staffing  
24                         over the coming calendar year there have been many questions about updating  
25                         the accrued time off section of the town personnel policy. Town Manager  
26                         Smith recommended in the coming months the Board consider amending this  
27                         section. An updated town personnel policy is on the project list, as the policy  
28                         has not been updated since 2015.  
29

30         **III. OTHER BUSINESS**  
31

- 32                         **a. Headworks and Septage Receiving Station celebration** – the Selectmen discussed  
33                         having a construction opening celebration for the new station at the end of May or first  
34                         week in June. Board thought of a list of dignitaries to invite. Town Manager Smith to  
35                         send out formal invitations.
- 36                         **b. Ashland 4<sup>th</sup> of July celebration** – Board asked Town Manager Smith to invite the  
37                         committee members to their meeting in June for a general update on the upcoming  
38                         event.
- 39                         **c. Town Manager job evaluation form** – under the annual expectations section the  
40                         Board moved economic development to community and intergovernmental relations.  
41                         Grammar changes were also made.  
42

43         **IV. Board of Selectmen adjourned their meeting at 11:18 a.m.**  
44

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

Town of Ashland

Thursday, May 16, 2019  
Town Utility Office  
Collins St., Ashland, N.H.

Board of Selectman Work Session

Present: Chair Fran Newton, Vice-Chair Kathleen DeWolfe, Leigh Sharps, Eli Badger, absent: Casey Barney.

Board entered nonpublic session under RSA 91-A:3, II (a) at 9:04 a.m. All in favor. Board reconvened at 10:06 a.m.

Meeting called to order by Chair Newton at 10:10 a.m. with roll call.

Chair Newton read a draft of a letter to be sent to state, regional and local officials to a possible ground-breaking ceremony at the site of the new Septic Receiving Station (head works and receiving station) at the end of Collins St.

Board discussed a June 6, 2019 date at 10 a.m. on-site. and that the letter should go out as soon as possible. Board decided by consensus to agree to move forward with this letter. Newton said she would be sending out board members a draft as soon as she can.

Board also discussed items for the upcoming agenda for their work session to be held at 6:30, May 20, 2019. at the school library.

They also agreed to hold another work session on Thursday at 9 a.m. on May 23, 2019.

Adjourned at 10:30 a.m.  
Respectfully Submitted,  
Leigh Sharps

1                                   **ASHLAND BOARD OF SELECTMEN**  
2                                   **WORK SESSION MEETING MINUTES**  
3                                   **MONDAY, MAY 20, 2019**  
4                                   **ASHLAND ELEMENTARY SCHOOL LIBRARY**  
5                                   **6:30 P.M.**

6  
7       **I. CALL TO ORDER**  
8

9           The Town of Ashland Vice Chairman of the Board Kathleen DeWolfe called the meeting to  
10          order at 6:30 p.m. Selectmen Eli Badger, Leigh Sharps, and Casey Barney all were present.  
11          Interim Town Manager Charles Smith was also present. Chairman Fran Newton gave  
12          advance notice she would be absent and PBTv was unable to record the meeting.  
13

14       **II. APPROVAL OF MINUTES**  
15

16       **MOTION:** Vice Chairman DeWolfe

17       *To approve the meeting minutes from May 6, 2019.*

18       **SECOND:** Selectman Barney

19       **VOTE:** 3-0-1 (Selectman Sharps abstained; absent for meeting)

20       **MOTION PASSED**  
21

- 22           a. Approval of the meeting minutes from May 9<sup>th</sup> and May 16<sup>th</sup> was tabled due to lack of  
23           quorum to approve the May 9<sup>th</sup> meeting minutes (Selectmen Sharps and Barney were  
24           absent for this meeting) and because the minutes of May 16<sup>th</sup> need to be revised to  
25           reference the statute for entering nonpublic session, motion to enter and seconded with  
26           the vote.  
27

28       **III. NEW BUSINESS**  
29

- 30           a. **DPW Paving Projects** – DPW Director Craig Moore gave the Selectmen an  
31           overview of his upcoming paving projects and requested funds be expended from the  
32           Road Improvement Capital Reserve Fund (CRF) for that purpose. Total estimated  
33           fiscal impact for the projects is \$119,640 with \$19,640 to be expended from the  
34           budget and remaining from CRF.  
35           i. Projects consist of:  
36               1. Paving the transfer station road at a cost of approximately \$58,548 and  
37               \$4,000 for gravel.  
38               2. Transfer station parking lot \$27,300.  
39               3. Fire House Lane \$7,000.  
40               4. Fire Station parking areas \$22,792.  
41

42           **MOTION:** Selectman Badger

43           *To expended \$100,000 from the Road Improvement Capital Reserve*  
44           *Fund for paving projects.*

45           **SECOND:** Selectman Sharps

46           **VOTE:** 4-0 (All in favor)



1 Board is a requirement for White Mountain's license with NH Liquor Commission.  
2 White Mountain Brewing Company to meet with the Planning Board about expanding  
3 their business. Selectmen agree to the indoor music and serving liquor.  
4

5 **MOTION:** Selectman Barney  
6 *To allow White Mountain Brewing Company to have indoor music and serve alcohol*  
7 *on outside patio.*

8 **SECOND:** Selectman Sharps

9 **VOTE:** 4-0 (All in favor)

10 **MOTION PASSED**

11  
12 **IV. OLD BUSINESS**

- 13  
14 a. **Town Manager updates and Board of Selectmen project list** – Town Manager  
15 Smith provided updates to the Board from the town departments and a project status  
16 for ongoing projects.  
17

18 **V. NONPUBLIC SESSIONS**

- 19  
20 i. **MOTION:** Selectman Barney

21 *To enter nonpublic session pursuant to RSA 91-A:3, II (b).*

22 **SECOND:** Selectman Badger

23 **VOTE:** 4-0 (All in favor)

24 **MOTION PASSED**

25 **ENTERED:** 7:53 p.m.

26 **RECONVENED:** 8:10 p.m.

27 **ANNOUNCEMENT:** Selectmen announced they agreed to increase the  
28 duties of our town land use assistant.  
29

- 30 ii. **MOTION:** Selectman Barney

31 *To enter nonpublic session pursuant to RSA 91-A:3, II (b).*

32 **SECOND:** Selectman Badger

33 **VOTE:** 4-0 (All in favor)

34 **MOTION PASSED**

35 **ENTERED:** 8:11 p.m.

36 **RECONVENED:** 8:21 p.m.

37 **ANNOUNCEMENT:** Selectmen agreed to appoint Lt. Ulwick as the next  
38 Police Chief contingent upon the resignation of Chief Randall on June 22<sup>nd</sup>,  
39 2019 and the town agreeing on a contract.  
40

41 **VI.** Board of Selectmen adjourned their meeting at 8:22 p.m.

42  
43 *Town Manager Charles Smith wrote these meeting minutes on May 21, 2019.*

**ASHLAND BOARD OF SELECTMEN  
WORK SESSION MEETING MINUTES  
THURSDAY, MAY 23, 2019  
ASHLAND UTILITY BUILDING  
9:00 A.M.**

**I. CALL TO ORDER**

Chairman of the Board Fran Newton opened the meeting at 9 a.m. and Vice Chairman Kathleen DeWolfe, Selectman Eli Badger, and Selectman Sharps were present. Selectman Barney had a prior engagement and was absent. Town Manager Smith was also present.

**II. NEW BUSINESS**

- a. **Public Relations** – note; prior to the start of discussion on this topic Chairman Newton recused herself as the matter involved her husband David Toth. On David’s recent application for appointment to public bodies (CIP, Economic Development, and ZBA) he expressed interest in public relations. David recommended that the Selectmen create a position for town public relations. Vice Chairman DeWolfe recommended that public relations be included with Economic Development Committee. Selectman Badger concurred and included having P/R would be beneficial for the Town Manager. Board members are to work on topics and goals that should works best for town relations and if they move forward would consider David to help on these subject matters.
- b. **Ashland Historical Society (AHS)** – Selectmen addressed a letter from AHS about installing a dehumidifier in the basement of the Whipple House. (All alterations on the property are to have preapproval of the Board). Selectmen have asked for further details about the installation before deciding.
  - i. At the recent Selectmen meeting DPW mentioned the “Old Town Clock” was in storage which DPW would like to clean out for their equipment. Director Moore asked if AHS would consider taking the clock. AHS was receptive and formally asked in the AHS memo. Board agreed to donate the clock to AHS.

**MOTION:** Selectman Sharps  
*To donate the old town clock to AHS.*  
**SECOND:** Chairman Newton  
**VOTE:** 4-0  
**MOTION PASSED**



1           c. **Town Manager**

2                 i. **Town auditors** – Town Manager Smith brokered the conversation with the  
3                     Selectmen about changing the town auditors next fiscal year as the current  
4                     agreement with Melanson Heath has expired.

5                 ii. **Town manager contract** – Town Manager Smith to work on drafting a  
6                     contract for the position. Board to review and vote with a full board.  
7

8           d. **Board of Selectmen Rules of Procedure** – the Board reviewed the rules from 2013  
9                     and voted to void the policy for the time being. Board’s going to have a work session  
10                    to adopt new rules of procedure and hold a public meeting to go over legal definitions,  
11                    official Selectmen duties and procedures.  
12

13                   **MOTION:** Chairman Newton

14                   *To null and void the 2013 Board of Selectmen rules of procedure.*

15                   **SECOND:** Selectman Sharps

16                   **VOTE:** 4-0

17                   **MOTION PASSED**  
18

19           e. **Former Ashland Electric Commissioners nonpublic meeting minutes** – board  
20                     agreed to review the Commissioners sealed nonpublic minutes and determine whether  
21                     they should be unsealed.  
22

23                   **MOTION:** Selectman Badger

24                   *To review the former Electric Commissioners nonpublic minutes.*

25                   **SECOND:** Selectman Sharps

26                   **VOTE:** 4-0

27                   **MOTION PASSED**  
28

29   **III.** Board of Selectmen adjourned their meeting at 11:05 a.m.

30  
31   *Town Manager Charles Smith wrote these meeting minutes on May 23, 2019.*



## Town of Ashland Board of Selectmen Agenda Report

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**Date:** May 30, 2019

**To:** Board of Selectmen

**From:** Town Manager

**Subject:** Ashland Financial Management Plan for Community Development Block Grant (CDBG) Project

**Recommended motion:** *To adopt the Ashland Financial Management Plan for the CDBG project.*

**Background:** this policy relates to how the town will administer the \$500,000 CDBG grant the town was awarded for Ledgewood Estates/Harvey Heights. CDBG funding is on behalf of Lakes Region Community Developers who intend on rehabilitating the property.

**Fiscal Impact:**

N/A



3.27.19  
# 20

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**Requested Action – Award a Grant**

Authorize the Community Development Finance Authority (CDFFA), under the Community Development Block Grant (CDBG) program, to award a grant to the Town of Ashland, 20 Highland Street, PO Box 517, Ashland, New Hampshire 03217, in the amount of \$500,000 to support the rehabilitation of the Harvey Heights Apartments located at Ledgewood Lane, Ashland, New Hampshire, upon Governor and Council approval for the period effective March 27, 2019 through December 31, 2020. **100% federal funds.**

**Explanation**

The Town of Ashland is requesting \$500,000 in CDBG funds, on behalf of Laconia Area Community Land Trust, Inc. d/b/a Lakes Region Community Developers to support the rehabilitation of a 40-unit affordable housing development known as Harvey Heights Apartments located at Ledgewood Lane, Ashland, New Hampshire. At least ninety-seven percent of the units will be occupied by households of low- and moderate-income. Matched funds in the amount of \$7,185,690 will come from a variety of sources which include USDA RD 515 and assumed mortgages, NHHFA HOME Capital Subsidy, NHHFA Affordable Housing Trust Fund, FHLBB Affordable Housing Program funds and NHHFA Low Income Housing Tax Credits and subsidies.

This Agreement allocates a portion of the Community Development Block Grant (CDBG) funds provided to New Hampshire by the U. S. Department of Housing and Urban Development (HUD), which is intended to help municipalities solve development problems.

Sincerely,

Katherine Easterly Martey  
Executive Director

KEM/mi

Attachments

**Town of Ashland – Harvey Heights Affordable Housing Rehabilitation- \$500,000 – (Housing)**

<b>Applicant</b>	Town of Ashland
<b>Subrecipient</b>	Laconia Area Community Land Trust d/b/a Lakes Region Community Developers (LRCD), or its to-be-formed subsidiary limited partnership
<b>Project Name</b>	Harvey Heights Affordable Housing Rehabilitation
<b>Project Location</b>	Winona Road, Ashland
<b>Request</b>	\$500,000
<b>LMI Beneficiaries</b>	39 of 40 households or 97% are Low-to-Moderate-Income.
<b>HUD CDBG National Objective</b>	Rehab: Multi-Unit Residential (14B) Low Moderate Housing (LMH)
<b>NH State Category</b>	Housing

**Project Summary**

The Town of Ashland is requesting \$500,000 on behalf of Laconia Area Community Land Trust d/b/a Lakes Region Community Developers (LRCD), or its to-be-formed subsidiary limited partnership, to complete renovations at Harvey Heights (HH). In November 2016, Lakes Region Community Developers (LRCD) purchased an expiring USDA 515 property, Ledgewood Estates (now Harvey Heights), in order to preserve it as affordable housing. Had LRCD not acquired it, the housing, which is subsidized for very low-income families, would have been lost. LRCD will serve as the subrecipient/project developer for this property.

The 40-unit housing development includes both two-bedroom and one-bedroom units, none of which are ADA compliant. HH was built over 40 years ago and is in serious need of physical upgrades in the following categories:

- **Life Safety Systems:** The property was built prior to sprinkler systems being required. Sprinkler systems need to be installed in the buildings, and the existing fire alarm system needs to be upgraded.
- **Handicap accessibility:** The buildings were built prior to the ADA; there are no handicap accessible units. The plans include creation of two fully compliant ADA units.
- **Energy efficiency:** All the windows and glass sliders need to be replaced with energy efficient windows. The siding will be taken off, better insulation installed, and siding replaced. Existing electric baseboard heat will be replaced by ductless mini-splits for added efficiency. Bathrooms will be re-modeled, and will use water-saving toilets and shower heads.
- **Other necessary upgrades:** Roofs replacements, updates to laundry facilities and kitchens, and hallways need to be painted. The playground also needs repair and the parking lot needs to be resurfaced.
- **Other sustainability items:** Recycling dumpsters will be added and consideration is being given to installation of a PV solar array for electric generation.
- **Healthy homes:** The project will use low/no-VOC materials in all cases, and will minimize the use of carpeting.

According to LRCD, 39 of 40 units (97%) will be permanently affordable. In addition to CDBG, funding sources include Affordable Housing Program funding from the Federal Home Loan

**ASHLAND FINANCIAL MANAGEMENT PLAN  
CDBG PROJECT**

State, Local Procedures Apply: Except where inconsistent with federal requirements, state procedures and practices will apply to CDBG funds disbursed by the Community Development Finance Authority (CDFA). Local procedures and practices will apply to funds disbursed by units of local government.

Cash Advances: Cash advances to Ashland shall be approved only to the extent necessary to satisfy the actual, immediate cash requirements of Ashland in carrying out the purpose of the approved CDBG program or project. The timing and the amount of cash advances shall be as close as is administratively feasible to actual disbursements by Ashland for direct program costs and proportionate share of any allowable indirect cost. Cash advances made by the Grantee (Ashland) to subgrantees shall conform to the same standards of timing and amount as apply to advances to Grantee including the furnishing of reports of cash disbursements and balances.

Fiscal Control: Ashland will establish fiscal control and fund accounting procedures which assure proper disbursement of, and accounting for, grant funds and any required non-federal expenditures. This responsibility applies to funds disbursed by subgrantees and contractors as well as to funds disbursed in direct operations of Ashland. Ashland shall be required to maintain a financial management system which complies with Attachment G of A-102, "Standards for Grantee Financial Management Systems" or such equivalent system as CDFA may require. Requests for payment shall be made according to CDFA's CDBG Implementation Guide.

Requests for payment (Claims) will be prepared by Grant Administrator based on actual invoices and/or estimated administrative expenses, invoices will be attached. Requests for payment (Claims) will be signed by the Designated Person(s) to be listed on Claim Authorization Form (to be submitted with first Request for Payment (Claim)).

Grant funds received will be deposited by the Treasurer or Financial Manager into a separate, non-interest bearing CDBG account, or the funds will reimburse the Town if the Town has expended the funds.

Checks will be prepared by the finance department and signed by the Treasurer.

Records of all project financial transactions will be maintained by the Grant Administrator in the Grants Management System. The Treasurer or Financial Manager will maintain account checkbook and reconcile with account bank statements, if applicable. The Grant Administrator will prepare matching funds financial record, if applicable.

Adopted by the Ashland Board of Selectmen on \_\_\_\_\_(date).

Signed: \_\_\_\_\_

Chairman, Board of Selectmen



## Town of Ashland Board of Selectmen Agenda Report

---

**Date:** May 30, 2019

**To:** Board of Selectmen

**From:** Town Manager

**Subject:** Ashland 504 Self-Evaluation Plan for Handicap Accessibility

**Recommended motion:** *To adopt the Town of Ashland 504 Self-Evaluation Plan for Handicap Accessibility.*

**Background:** adoption of this policy confirms our intent to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Policy also appoints the Town Manager position as the ADA Compliance Coordinator, to which the duties of the position are to “keep abreast of changes in handicap access regulations and address the needs of handicap persons in gaining access to all Municipal Offices and activities.”

**Fiscal Impact:**

N/A

**Town of Ashland**  
**504 Self-Evaluation Plan**  
**for Handicap Accessibility**  
Adopted: \_\_\_\_\_

**PURPOSE:** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act provides that no otherwise qualified individuals with handicaps shall solely on the basis of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or governmental unit that receives Federal Financial Assistance.

In its intent to comply with the terms of Section 504 and the Americans with Disabilities Act, the Municipality has conducted an evaluation of its buildings and policies. The evaluation was made to determine if any structures contained physical barriers to handicap persons. The evaluation also addressed what Municipal-adopted policies might prevent handicap persons from fully participating in services, programs, government or employment opportunities.

**MUNICIPAL BUILDINGS:** The following Municipal owned buildings are handicap accessible:

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The following Municipal owned buildings are not accessible: \_\_\_\_\_

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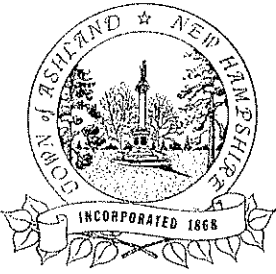
Administrative actions to be taken: The grievance procedure in the Municipal Personnel Policies must include 504 Grievances (Titled: Grievance Procedure, including 504 Grievances).

Structural actions to be taken: The Municipality is making the following buildings accessible (note when):

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**PROGRAMS:** The Municipality has appointed the Town Manager as the Municipality's 504 and ADA Compliance Coordinator. His function, in this capacity, is to keep abreast of all changes in handicap access regulations and to address the needs of handicap persons in gaining access to all Municipal Offices and activities.





## Town of Ashland Board of Selectmen Agenda Report

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**Date:** May 29, 2019

**To:** Board of Selectmen

**From:** Town Manager

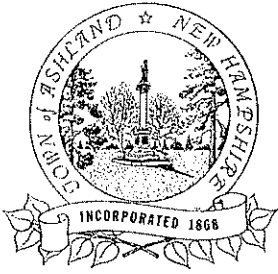
**Subject:** State Revolving Fund [Septage Receiving Station] amendment

**Recommended motion:** *To request that the State Revolving Fund loan for the Water and Sewer headworks/septage receiving station be amended to \$2,000,000.*

**Background:** the original SRF loan was for \$1,500,000 but due to additional project costs, construction costs, and engineering costs the overall cost for the project increased to over \$1.9M. In anticipation of this cost overage happening the Water & Sewer Commissioners had a warrant article approved this year for \$500K in additional funding. This request finalizes the process with SRF lending by requesting the additional funds and formalizing the approval from town vote.

**Fiscal Impact:**

N/A



## Town of Ashland Board of Selectmen Agenda Report

---

**Date:** May 29, 2019

**To:** Board of Selectmen

**From:** Town Manager

**Subject:** Headworks & Septage Receiving project extension

**Recommended motion:** *To request from NHDES/SRF lending that the project completion for the Headworks & Septage Receiving project be extended.*

**Background:** presently the project completion date for the headworks/septage receiving station is June 2<sup>nd</sup>. Engineers estimated this completion date under the assumption work would have been done through the winter (2018 – 2019). After receiving high estimates for winter construction, the Commissioners delayed the project until the spring. This request is to extend the completion date until November 2019.

**Fiscal Impact:**

N/A

DRAFT

Via Electronic Mail

May 29, 2019

Kathie Bourret, CWSRF Federal Provisions Administrator  
N.H. Department of Environmental Services  
Wastewater Engineering Bureau  
P.O. Box 95  
Concord, NH 03302-0095

Re: Town of Ashland  
Ashland Amendment & Extension Request  
CWSRF #CS-330064-06  
Headworks & Septage Receiving

Dear Ms. Bourret:

In accordance with your May 15, 2019 email, the Town of Ashland is requesting: 1) to amend the State Revolving Fund loan; and 2) request an extension for the project referenced above. Justification and required supporting documentation are contained herein.

Ashland is requesting that the State Revolving Fund loan be amended from \$1,500,000 to \$2,000,000 due to additional project costs including contract and construction delays, and additional equipment, construction and engineering costs due to the delays.

In addition, the Town would like to request a project extension from the current scheduled completion date of June 2, 2019. In November 2018, the water and sewer commissioners decided to delay construction until spring after receiving high estimates for winter construction from Kingsbury. The RFP was cancelled, and the project was re-bid over the winter. Bids were opened on March 27, 2019.

As such:

1. The current Estimated Project Schedule (Application Item #7) is as follows:

**ESTIMATED PROJECT SCHEDULE**

Bid Opening	<u>Completed</u>
Begin Construction	<u>Completed</u>
Project Substantial Completion	<u>November 10, 2019</u>
Initiation of Operation	<u>December 8, 2019</u>

2. Evidence of the Town's authority to raise and appropriate and spend the requested funds (Application Item #8e) – Refer to the enclosed Town Vote for the additional \$500,000.
3. Cash Flow Projection for Disbursements (Application Item #8a) – Refer to the attached estimate.
4. Source of Loan Repayment Funds (Application Item #8b) – Refer to the attached letter.

5. Certification of Financial Capability (Application Item #8g) – Refer to the attached letter.
6. Debt Obligations (Application Item #8i) – Refer to the attached letter.

Sincerely,  
Town of Ashland

Charles Smith  
Town Manager, Interim

Enclosure(s)

cc: Jessica Richard, Woodard & Curran

PN: 0226010

# SAMPLE BALLOT



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

BALLOT 1 OF 3

*Pattie Tucker*  
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.

#### BOARD OF SELECTMEN

three-year term      vote for not more than one  
**ELLISON "ELI" BADGER** 168   
 (Write-in)

#### BUDGET COMMITTEE

three-year term      vote for not more than one  
**KATHY BEARD** 109   
**DAVID RUELL** 158   
 (Write-in)

#### TRUSTEE OF THE TRUST FUNDS

three-year term      vote for not more than one  
**WALTER DURACK** 73   
**MARK OBER SR.** 204   
 (Write-in)

#### LIBRARY TRUSTEE

three-year term      vote for not more than one  
**ALICE STAPLES** 243   
 (Write-in)

#### ELECTRIC COMMISSIONER

three-year term      vote for not more than one  
**GLENN DION** 236   
 (Write-in)

#### WATER AND SEWER COMMISSIONER

three-year term      vote for not more than one  
**ALAN CILLEY** 242   
 (Write-in)

#### CEMETERY TRUSTEE

three-year term      vote for not more than one  
**BOBBI HOERTER** 237   
 (Write-in)

### 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

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

186

#### 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

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

185

#### 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 \$2,779,788 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**

Town of Ashland  
CWSRF #CS-330064-06  
Headworks Septage Receiving  
Estimated Cash Draw

<u>Month/Year</u>	<u>Estimated Cash Draw</u>
May-19	\$100,000
Jun-19	\$300,000
Jul-19	\$300,000
Aug-19	\$300,000
Sep-19	\$300,000
Oct-19	\$300,000
Nov-19	\$200,000
Dec-19	\$200,000
<b>Total Amount</b>	<b>\$2,000,000</b>

Ashland Letterhead

DRAFT

May 29, 2019

Kathie Bourret, CWSRF Federal Provisions Administrator  
N.H. Department of Environmental Services  
Wastewater Engineering Bureau  
P.O. Box 95  
Concord, NH 03302-0095

RE: Town of Ashland  
CWSRF #CS-330064-06  
Headworks & Septage Receiving  
Clean Water State Revolving Fund Application

Ms. Bourret:

In accordance with N.H. Administrative Rule Env-Wq 506.05(f), this is to certify that the Town of Ashland has the financial capability to support on-going operation and maintenance and loan repayment for the Headworks & Septage Receiving project. In accordance with Env-Wq 506.04(e), the source of loan repayment funds is septage receiving revenues.

Sincerely,

Charles Smith  
Town Manager, Interim

Ashland Letterhead

DRAFT

May 29, 2019

Kathie Bourret, CWSRF Federal Provisions Administrator  
N.H. Department of Environmental Services  
Wastewater Engineering Bureau  
P.O. Box 95  
Concord, NH 03302-0095

RE: Town of Ashland  
CWSRF #CS-330064-06  
Headworks & Septage Receiving  
Clean Water State Revolving Fund Application

Ms. Bourret:

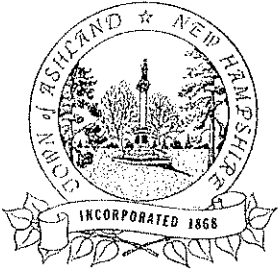
The Town of Ashland has debt issued through the New Hampshire Municipal Bond Bank. The Town of Ashland has an existing SRF loan of \$1,500,000 for this project, with a current balance of \$1,500,000. Outside the Bond Bank, the Town of Ashland has not issued municipal debt or Bond.

The Town of Ashland does not have a bond rating.

Sincerely,

Charles Smith  
Town Manager, Interim





## Town of Ashland Board of Selectmen Agenda Report

---

**Date:** May 30, 2019

**To:** Board of Selectmen

**From:** Town Manager

**Subject:** Designate Town Manager to sign loan for SRF Asset Management Planning

**Recommended motion:** *To designate the Town Manager as the signee for the SRF Asset Management Plan.*

**Background:** request updates the signee for the Ashland Wastewater Treatment Facilities SRF Asset Management Plan. Original signee was the Ashland Water and Sewer Commissioners.

**Note:** Woodard and Curran, contractor for the asset management plan, has submitted a draft Asset Management Plan to NHDES for review. Woodard and Curran intend on incorporating DES comments to the plan and provide a water/sewer rate study.

**Fiscal Impact:**

N/A

**DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN**

WHEREAS, The Town of Ashland, NH (the Applicant)  
(legal name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

Clean Water SRF Asset Management Planning for Ashland, NH Wastewater Treatment Facilities  
(the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY \_\_\_\_\_

The Ashland Board of Selectmen  
the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of Town Manager (Title), currently held by Charles Smith (Name), is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and if such loan be made, is the designated Authorized Representative of the Applicant responsible for furnishing such information, data, and documents pertaining to disbursements for the loan.
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
3. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
4. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Town Manager  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED: To designate Town Manager, Charles Smith, as the designation of authority for the Clean Water Asset Management Plan as approved by the voters in March 2017.

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST:

Date: \_\_\_\_\_

\_\_\_\_\_

DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN

WHEREAS, Town of Ashland (the Applicant) after thorough consideration of the nature (legal name of Applicant) of its water pollution problem, hereby determines that the construction of certain works, generally described as: Clean Water SRF Asset Management Planning for Ashland, NH Wastewater Treatment Facilities (the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

The Board of Selectmen, the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of Water and Sewer Commission, Chair (Title), currently held by David Toth (Name), is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required.
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name
Water and Sewer Commission, Chair	David Toth

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.

5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Water and Sewer Commission, Chair

.....  
.....  
.....

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

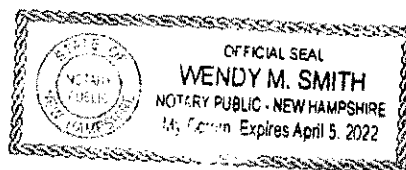
VOTED: "To designate the Chair of the Water and Sewer Department to sign the CWSRF loan application and loan for the Asset Management Plan as approved by the voters in March 2017"

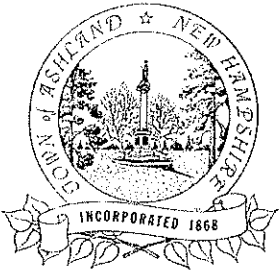
I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST: Wendy M. Smith, Administrative Assistant

Date: 7/2/18

Wendy M Smith





## Town of Ashland Board of Selectmen Agenda Report

---

**Date:** May 31, 2019

**To:** Board of Selectmen

**From:** Town Manager

**Subject:** Pre-Application for the Clean Water State Revolving Fund (CWSRF) Facility Analysis

**Recommended motion:** *To submit a pre-application to NHDES CWSRF for a facility analysis of the town lagoons.*

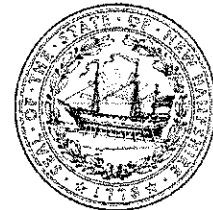
**Background:** this application was previously submitted by the Water and Sewer Commissioners but based on timing was removed from the town warrant. Intent of the loan is to analyze our town lagoons. Application is for \$75K, but NHDES is offering 100% principal forgiveness, which is the cap for the forgiveness.

**Fiscal Impact:**

N/A



**PRE-APPLICATION FOR THE  
CLEAN WATER STATE REVOLVING FUND  
FFY 2019 LOANS  
Water Division  
Wastewater Engineering Bureau**



**RSA/Rule:** RSA 486:14

Applicant: Town of Ashland

Project Name: Facility Analysis

Location: 137 Collins Street, Ashland, NH

Proposed Project Description and Need: (use additional pages as necessary) A plant evaluation will be conducted to assess the benefit of lining the lagoons and upgrading existing aeration equipment versus abandoning the lagoons and exploring new alternative treatment processes. Treatment process alternatives that will be evaluated include a pre-packaged membrane bioreactor system, sequencing batch reactors, or the construction of a conventional activated sludge treatment plant. The scope of work will follow the template for Basis of Design Reports outlined in Env-Wq 707.

**Please check only one project category:**

- Wastewater
- Stormwater/Nonpoint Source
- Wastewater with Stormwater/Nonpoint Source component(s)

**ESTIMATED TIMELINE AND COST INFORMATION**

	Start Date	Completion Date	Cost
1. Authority to Borrow Funds		March 2020	
2. Design Engineering*	June 2020	December 2020	\$75,000
3. Construction			\$0
4. 5% Construction Contingency			\$0
5. Construction Engineering*			\$0
6. Other Costs (Please Specify):			\$0
<b>Total Estimated Costs</b>			<b>\$75,000</b>

Notes: \* CWSRF funding for engineering services requires the use of the Qualifications Based Selection process described in Env-Wq 509.

**RATIONALE FOR COST ESTIMATES**

Are the cost estimates for the project supported by a document (e.g., facility plan, preliminary design report, etc.) that is signed by an engineer? If **yes**, please reference the document and identify the engineer: No

If **no**, describe the rationale for the cost estimates (attach additional information if necessary):  
Costs are at the planning level.

**TYPE OF PROJECT**

**Asset Management**

Check here if the project includes asset management for wastewater assets

Check here if the project includes asset management for stormwater assets

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to asset management: \_\_\_\_\_

**Planning Evaluations**

X Check here if the project includes a planning evaluation or evaluations

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to planning evaluation(s): 100%

**Septage Receiving Facilities**

Check here if the project includes construction of a new or upgraded septage receiving facility

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the septage receiving facility: \_\_\_\_\_

**Brown Grease Receiving Facilities**

Check here if the project includes construction of a new or upgraded brown grease receiving facility

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the brown grease receiving facility: \_\_\_\_\_

**Comprehensive Energy Audit Measure Implementation:**

Check here if the project includes the implementation of comprehensive energy audit measure(s)

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the implementation of comprehensive energy audit measures: \_\_\_\_\_

Has a comprehensive energy audit been conducted at the facility? Yes \_\_\_ No \_\_\_ Planned \_\_\_;

If "Yes" or "Planned", when? \_\_\_\_\_.

Please indicate specific measure(s) to be implemented from the energy audit report:

\_\_\_\_\_  
\_\_\_\_\_

**Sewer Extensions**

Check here if the project includes the extension of sewers to provide service to areas without existing sewers.

Describe the goal of the project and characterize the anticipated wastewater sources in the proposed collection area, and quantify the contributions from existing and future sources. For existing sources, describe and quantify any septic system failures or issues.

\_\_\_\_\_  
\_\_\_\_\_





\*The portion of the population that does not live within the service area, but utilizes the system infrastructure. Non-resident population includes transient, seasonal, and commuter workers and tourists.

**Green Project Reserve:**

Percentage or dollar value of the **Total Estimated Costs** (page 1) allocated to the following and the relevant section number(s) from 2012 CWSRF Green Project Reserve guidance:

<http://des.nh.gov/organization/divisions/water/wweb/documents/gpr-guidance.pdf>

Section Number(s) \_\_\_\_\_  
Water Efficiency \_\_\_\_\_ Energy Efficiency \_\_\_\_\_  
Green Infrastructure \_\_\_\_\_ Environmentally Innovative \_\_\_\_\_

**Sustainability - Check all that project would address:**

a.  Project will address a pollutant or flow loading that exceeds 80% design capacity.

List the pollutant(s) and loading(s), as percentage of design capacity, that exceed, on an average monthly basis, 80% design loading capacity: \_\_\_\_\_

b.  Project will address aging infrastructure

c.  Project will implement climate change adaptation or mitigation measure(s)

Climate change adaptation or mitigation strategy outlined by USEPA's *Adaptive Response Framework for Drinking Water and Wastewater Utilities* at

<http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817f12009.pdf>.

For a list of adaptation measures, see page 17 of USEPA's *Adaptation Strategies Guide for Water Utilities* at

<http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817k13001.pdf>.

Mitigation measures will be related to energy efficiency improvements as approved by NHDES.

Yes \_\_\_ No \_\_\_

How will the project implement climate change adaptation or mitigation measure(s)?: \_\_\_\_\_

\_\_\_\_\_

d.  Project will address excessive infiltration and inflow.

e.  Project will provide for reuse or recycling of:

stormwater \_\_\_\_\_,

wastewater \_\_\_\_\_, or

treatment products \_\_\_\_\_.

---

***3. Stormwater and Nonpoint Source Projects:***

**Water Quality & Public Health - Check all that project would address:**

a.  NPDES MS4 Compliance Issue(s)

Describe how the project will address the permit requirement(s):

\_\_\_\_\_

b.  Chronic flooding

Describe the water quality problem caused by flooding and how the project will address it:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Green Project Reserve, Green Infrastructure - Check all that project would address:**

a.  Disconnection of impervious cover from a stormwater drainage system

Estimate # of square feet of impervious cover disconnected: \_\_\_\_\_

b.  Protection or restoration of natural hydrology, floodplains, and wetlands

Describe how the project will protect or restore natural hydrology, floodplains, and wetlands:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c.  Improved stream connectivity with respect to aquatic life

Describe how project will improve stream connectivity with respect to aquatic life:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d.  Smart Growth as defined in RSA 9-B:3

Describe how the project will address water quality goals through Smart Growth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**APPLICANT INFORMATION**

Name: Charles Smith

Signature\*: \_\_\_\_\_

Title: Town Manager, Interim

Date: \_\_\_\_\_

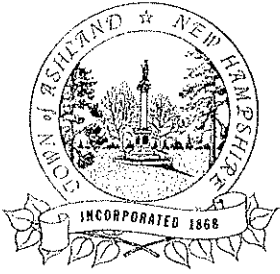
Email: townadmin@ashland.nh.gov

Phone No.: 603-968-4432

\*Must be signed by applicant to be included as a demonstrated need in Clean Watershed Needs Survey <https://www.epa.gov/cwns>.

**Return by June 14, 2019 to:**

Kathleen.Bourret@des.nh.gov  
NH Department of Environmental Services  
29 Hazen Drive  
PO Box 95  
Concord, NH 03302-0095



## Town of Ashland Board of Selectmen Agenda Report

---

**Date:** May 31, 2019

**To:** Board of Selectmen

**From:** Town Manager

**Subject:** Pre-Application for Energy Audit Measures at the Wastewater Treatment Facility

**Recommended motion:** *To submit a pre-application to NHDES CWSRF for a \$105,000 loan that will measure energy efficiency at the wastewater treatment facility.*

**Background:** in 2016 the town was selected by NHDES for a preliminary energy evaluation report for our lagoon facilities. Process Energy Services was selected to submit the report, our request for submitting the preapplication to NHDES will help fund the recommendations from Process Energy Services that will in part:

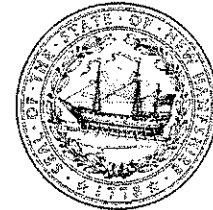
1. Give us better energy management practices that can reduce our facility energy and cost.
2. Improve our operational measures (low cost improvements that can be made without substantial capital investment).
3. Energy conservation measures.

**Fiscal Impact:**

NHDES is offering 50% principal forgiveness.



**PRE-APPLICATION FOR THE  
CLEAN WATER STATE REVOLVING FUND  
FFY 2019 LOANS  
Water Division  
Wastewater Engineering Bureau**



**RSA/Rule:** RSA 486:14

Applicant: Town of Ashland

Project Name: Energy Audit Measure Implementation

Location: 137 Collins Street, Ashland, NH

Proposed Project Description and Need: (use additional pages as necessary) To implement measure(s) recommended in the January 2018 Energy Evaluation, Town of Ashland Wastewater Treatment Facility prepared by Process Energy Services, LLC.

**Please check only one project category:**

- Wastewater
- Stormwater/Nonpoint Source
- Wastewater with Stormwater/Nonpoint Source component(s)

**ESTIMATED TIMELINE AND COST INFORMATION**

	Start Date	Completion Date	Cost
1. Authority to Borrow Funds		March 2020	
2. Design Engineering*			\$0
3. Construction	June 2020	December 2020	\$100,000
4. 5% Construction Contingency			\$5,000
5. Construction Engineering*			\$0
6. Other Costs (Please Specify):			\$0
<b>Total Estimated Costs</b>			<b>\$105,000</b>

Notes: \* CWSRF funding for engineering services requires the use of the Qualifications Based Selection process described in Env-Wq 509.

**RATIONALE FOR COST ESTIMATES**

Are the cost estimates for the project supported by a document (e.g., facility plan, preliminary design report, etc.) that is signed by an engineer? If **yes**, please reference the document and identify the engineer: No

If **no**, describe the rationale for the cost estimates (attach additional information if necessary): Costs are based on those presented in the January 2018 Energy Evaluation, Town of Ashland Wastewater Treatment Facility prepared by Process Energy Services, LLC. No incentives from utilities have been considered at this time.

**TYPE OF PROJECT**

**Asset Management**

Check here if the project includes asset management for wastewater assets

Check here if the project includes asset management for stormwater assets

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to asset management: \_\_\_\_\_

**Planning Evaluations**

Check here if the project includes a planning evaluation or evaluations

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to planning evaluation(s): \_\_\_\_\_

**Septage Receiving Facilities**

Check here if the project includes construction of a new or upgraded septage receiving facility

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the septage receiving facility: \_\_\_\_\_

**Brown Grease Receiving Facilities**

Check here if the project includes construction of a new or upgraded brown grease receiving facility

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the brown grease receiving facility: \_\_\_\_\_

**Comprehensive Energy Audit Measure Implementation:**

X Check here if the project includes the implementation of comprehensive energy audit measure(s)

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the implementation of comprehensive energy audit measures: 100%

Has a comprehensive energy audit been conducted at the facility? Yes X No \_\_\_\_\_ Planned \_\_\_\_\_;

If "Yes" or "Planned", when? January 2018.

Please indicate specific measure(s) to be implemented from the energy audit report:

EMP #1, EMP #2, OM #1, OM #2, ECM #1, ECM #2, and ECM #3

**Sewer Extensions**

Check here if the project includes the extension of sewers to provide service to areas without existing sewers.

Describe the goal of the project and characterize the anticipated wastewater sources in the proposed collection area, and quantify the contributions from existing and future sources. For existing sources, describe and quantify any septic system failures or issues.

**PROJECT RANKING DATA**

**1. All Projects:**

**Water Quality & Public Health - Check all that project would address:**

- a.  Federal/State administrative order/consent decree
- b.  Surface water quality impairment

If impaired indicate the following:

Waterbody affected \_\_\_\_\_  
 Assessment Unit ID: NH \_\_\_\_\_  
  |  |  
  letters  numbers

(use the map tool [NHDES Surface Water Quality Assessment Viewer](#) to determine Assessment Unit ID and a water quality report card to determine impairment status).

Which water quality parameters are impaired? \_\_\_\_\_

How will the project address the impairment? \_\_\_\_\_  
 \_\_\_\_\_

- c.  Chronic NPDES compliance issue(s)

Indicate water quality parameters that are in non-compliance \_\_\_\_\_

- d.  Surface water quality in unimpaired waters

Describe how water quality will be improved: \_\_\_\_\_  
 \_\_\_\_\_

- e.  NPDES MS4 Compliance Issue(s)

Describe MS4 compliance issues and how they will be addressed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If the project implements a plan recommendation in the [2014 New Hampshire Nonpoint Source Management Program Plan](#), [a watershed-based plan](#), or the [2010 Piscataqua Region Comprehensive Conservation and Management Plan](#), cite the specific plan recommendation being implemented, including the page number and document referenced: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Traditional Wastewater Projects: (Stormwater/Nonpoint Source go to Section 3)**

**Population Served by Wastewater Treatment Facility**

Population Receiving Collection:	Resident Population			Non-Resident Population*		
	Present	Projected	Projected Year	Present	Projected	Projected Year
At this facility	2,100			2,100		
From system that discharges to this facility (if any)	Additional population from Septage Receiving Facility.			Additional population from Septage Receiving Facility.		

\*The portion of the population that does not live within the service area, but utilizes the system infrastructure. Non-resident population includes transient, seasonal, and commuter workers and tourists.

**Green Project Reserve:**

Percentage or dollar value of the **Total Estimated Costs** (page 1) allocated to the following and the relevant section number(s) from 2012 CWSRF Green Project Reserve guidance:

<http://des.nh.gov/organization/divisions/water/wweb/documents/gpr-guidance.pdf>

Section Number(s) \_\_\_\_\_

Water Efficiency \_\_\_\_\_ Energy Efficiency est. 95% (EMCs #1, #2, #3; Section 3.2-2)

Green Infrastructure \_\_\_\_\_ Environmentally Innovative \_\_\_\_\_

**Sustainability - Check all that project would address:**

a.  Project will address a pollutant or flow loading that exceeds 80% design capacity.

List the pollutant(s) and loading(s), as percentage of design capacity, that exceed, on an average monthly basis, 80% design loading capacity: \_\_\_\_\_

b.  Project will address aging infrastructure

c.  Project will implement climate change adaptation or mitigation measure(s)

Climate change adaptation or mitigation strategy outlined by USEPA's *Adaptive Response Framework for Drinking Water and Wastewater Utilities* at

<http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817f12009.pdf>.

For a list of adaptation measures, see page 17 of USEPA's *Adaptation Strategies Guide for Water Utilities* at

<http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817k13001.pdf>.

Mitigation measures will be related to energy efficiency improvements as approved by NHDES.

Yes \_\_\_ No \_\_\_

How will the project implement climate change adaptation or mitigation measure(s)?: \_\_\_\_\_

\_\_\_\_\_

d.  Project will address excessive infiltration and inflow.

e.  Project will provide for reuse or recycling of:

stormwater \_\_\_\_\_,

wastewater \_\_\_\_\_, or

treatment products \_\_\_\_\_.

---

***3. Stormwater and Nonpoint Source Projects:***

**Water Quality & Public Health - Check all that project would address:**

a.  NPDES MS4 Compliance Issue(s)

Describe how the project will address the permit requirement(s):

\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b.  Chronic flooding

Describe the water quality problem caused by flooding and how the project will address it:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Green Project Reserve, Green Infrastructure - Check all that project would address:**

a.  Disconnection of impervious cover from a stormwater drainage system

Estimate # of square feet of impervious cover disconnected: \_\_\_\_\_

b.  Protection or restoration of natural hydrology, floodplains, and wetlands

Describe how the project will protect or restore natural hydrology, floodplains, and wetlands:

\_\_\_\_\_  
\_\_\_\_\_

c.  Improved stream connectivity with respect to aquatic life

Describe how project will improve stream connectivity with respect to aquatic life:

\_\_\_\_\_  
\_\_\_\_\_

d.  Smart Growth as defined in RSA 9-B:3

Describe how the project will address water quality goals through Smart Growth:

\_\_\_\_\_  
\_\_\_\_\_

---

---

**APPLICANT INFORMATION**

Name: Charles Smith

Signature\*: \_\_\_\_\_

Title: Town Manager, Interim

Date: \_\_\_\_\_

Email: townadmin@ashland.nh.gov

Phone No.: 603-968-4432

\*Must be signed by applicant to be included as a demonstrated need in Clean Watershed Needs Survey <https://www.epa.gov/cwns>.

**Return by June 14, 2019 to:**

Kathleen.Bourret@des.nh.gov  
NH Department of Environmental Services  
29 Hazen Drive  
PO Box 95  
Concord, NH 03302-0095



**TOWN OF ASHLAND**  
**APPOINTMENT APPLICATION**  
**BOARDS, COMMITTEES AND COMMISSIONS**  
(Appointments are made as vacancies occur)

Name Susan Hanville  
Address 60 Highland St. Lived in Ashland since 2002  
Day Phone 603 937 4448 Evening Phone Same  
Email suehanville@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 \_\_\_\_\_

4/30/21

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 college - not graduated

Relevant Experience 25+ years Federal Service

Volunteer time available per week 10

Have you been previously appointed to any Town or School District Boards, Commissions or Committees?  No  Yes If yes, list all 4th of July, Budget, Historical Society

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 that I can listen to both sides of a debate and vote without prejudice

I would like to be appointed because I feel that I can be a positive influence

\_\_\_\_\_

Signature Susan R. Flanille Date 29 May 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](mailto:townadmin@ashland.nh.gov)

Board of Selectmen adopted on April 30<sup>th</sup>, 2018



**TOWN OF ASHLAND**  
**APPOINTMENT APPLICATION**  
**BOARDS, COMMITTEES AND COMMISSIONS**  
(Appointments are made as vacancies occur)

Name John Harville  
Address 60 Highland St Lived in Ashland since 2002  
Day Phone 603 937 4448 Evening Phone \_\_\_\_\_  
Email johnharville@yahoo.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 \_\_\_\_\_

4/20/20

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 College

Relevant Experience 40 years of Federal Service

Volunteer time available per week \_\_\_\_\_

Have you been previously appointed to any Town or School District Boards, Commissions or Committees?  No  Yes If yes, list all 4th of July Committee

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 community spirit.

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

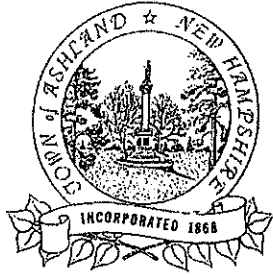
able to see both sides of a situation

I would like to be appointed because community service

Signature  Date 5/29/2019

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**TOWN OF ASHLAND**  
**APPOINTMENT APPLICATION**  
**BOARDS, COMMITTEES AND COMMISSIONS**  
(Appointments are made as vacancies occur)

Name Mark Liebert

Address \_\_\_\_\_

Lived in Ashland since \_\_\_\_\_

Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Email mark.liebert@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 Memorial Park

Occupation \_\_\_\_\_

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 \_\_\_\_\_

Relevant Experience \_\_\_\_\_

Volunteer time available per week \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would like to be appointed because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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