

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, JUNE 17, 2019 at 6:30 p.m.
ASHLAND UTILITY BUILDING**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. APPROVAL OF MINUTES**
 - a. BOS meeting(s): 5/31/2019; 6/3/2019
- IV. NEW BUSINESS**
 - a. Ashland Planning Board Chairman Mardean Badger
 - i. NH Planners Association Citizen Planner of the Year
 - b. Ashland 4th of July updates
- V. OLD BUSINESS**
 - a. Board of Selectmen project list
- VI. SELECTBOARD ITEMS**
 - a. Scribner Trustees
- VII. NON-PUBLIC SESSION**

Posted on 6/14/19 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.

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**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING MINUTES
FRIDAY, MAY 31, 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. with Vice Chairman Kathleen DeWolfe, Selectman Eli Badger, and Selectman Leigh Sharps present, Selectman Casey Barney was absent. Town Manager Charles Smith was also present.

II. NEW BUSINESS

a. Town Treasurer Linda Guyotte – Ashland Water enterprise fund

- i. Treasurer Guyotte informed the Board of Selectmen there was a cash shortage with the water enterprise fund. Currently, the water fund has \$7,500 cash on hand with \$20,000 in outstanding payments. Reason being the water rates need to be increased to cover operations. Selectmen talked about the revenue the water and sewer funds take in each month and the subsequent allocation of operational expenses. To handle the outstanding debt obligations Treasurer Guyotte recommended the Selectmen repurpose the intent of the Water Tank Capital Reserve Fund (CRF) and liquidate funds.

MOTION: Selectman Badger

To change the purpose of the Water Tank CRF to the Water Infrastructure CRF.

SECOND: Selectman DeWolfe

VOTE: 4-0

MOTION PASSED

MOTION: Selectman Badger

To release \$30,000 from the Water Infrastructure CRF.

SECOND: Selectman DeWolfe

VOTE: 4-0

MOTION PASSED

b. Town Manager and Police Chief contracts

- i. Selectmen reviewed draft contracts for the Town Manager and Police Chief positions. Board members requested the contracts be sent to legal counsel for review before official vote.

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c. Whipple House lease agreement

i. Board members reviewed the suggested changes to the Whipple House lease agreement from the Ashland Historical Society.

d. Town Manager updates

i. Town Manager Smith provided the Selectmen with updates on the operations from the utility departments and also reviewed agenda items for Monday's Board meeting.

III. Board of Selectmen adjourned their meeting at 10:40 a.m.

Town Manager Charles Smith wrote these meeting minutes on June 3, 2019.

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**ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, JUNE 3, 2019
ASHLAND ELEMENTARY SCHOOL LIBRARY
6:30 PM**

I. CALL TO ORDER

Chairman Newton called the Board of Selectmen meeting to order at 6:30 p.m. with a roll call; Vice Chairman Kathleen DeWolfe, Selectman Casey Barney, Selectman Eli Badger, and Selectman Leigh Sharps were all present. Town Manager Charles Smith was also in attendance.

II. PUBLIC COMMENT

- a. Katie Maher – made a comment about the historical importance of the Whipple House and Whitten House. Katie Maher said these assets should be appraised so the public knows their value.
- b. Susan MacLeod – commented about the use of the Whipple House and the process of disbursing town property (Whipple House).

III. APPROVAL OF MINUTES

MOTION: Vice Chairman DeWolfe

To approve the Board of Selectmen meeting minutes from May 9, 2019.

SECOND: Selectman Badger

DISCUSSION: N/A

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

MOTION PASSED

MOTION: Vice Chairman DeWolfe

To approve the Board of Selectmen meeting minutes from May 16, 2019 as written.

SECOND: Selectman Sharps

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

MOTION PASSED

MOTION: Vice Chairman DeWolfe

To approve the Board of Selectmen meeting minutes from May 20, 2019.

SECOND: Selectman Sharps

VOTE: 4-0-1 (Chairman Newton abstained – absent for meeting)

MOTION PASSED

1 **MOTION:** Vice Chairman DeWolfe

2 *To approve the Board of Selectmen meeting minutes from May 23, 2019.*

3 **SECOND:** Selectman Sharps

4 **VOTE:** 4-0-1 (Selectman Barney abstained – absent for meeting)

5 **MOTION PASSED**

6 **IV. NEW BUSINESS**

- 7 a. **Posting pursuant to 91-A;** Vice Chairman DeWolfe presented the Selectmen policy
8 about posting for public meetings. Vice Chairman DeWolfe recommended meetings
9 be posted on the town website, town office bulletin board and another public place.
10 Selectman Sharps countered the policy by conferring that policy was already written
11 through the state law. Selectman Barney clarified for others by suggesting the board
12 was adopting a procedure not policy.

13
14 **MOTION:** Vice Chairman DeWolfe

15 *To implement a procedure which public bodies in the Town of Ashland post their*
16 *meetings on the town website, town office, and various public places.*

17 **SECOND:** Selectman Sharps

18 **VOTE:** 5-0

19 **MOTION PASSED**

- 20
21 b. **Ashland Historical Society – Whipple House lease agreement**

- 22 i. Vice Chairman DeWolfe opened the conversation about the Whipple House
23 lease agreement with a historical overview on how the town acquired the
24 property and agreed to a lease. In 1970 the Town accepted the property and
25 established the Ashland Historical Commission to supervise the property. A
26 lease agreement with the Ashland Historical Society (AHS) was approved in
27 1976 and has stayed in effect since. From government structure changes in
28 2015 when the town created a Heritage Commission, the Board of Selectmen
29 started the process to amend the lease agreement, as in part the Ashland
30 Historical Commission overseer of the property no longer existed. Overall,
31 concerns of the Board have been maintenance issues with the building. Board
32 proposed a new lease at the end of 2018, which has not yet been signed by
33 AHS, as they have concerns with the restrictions around “corporate use” of the
34 expenditures from the subtenant rent. Selectmen have preferred the rental
35 income be expended on the upkeep of the building, whereas AHS claim’s their
36 corporate uses have expanded since 1976, and they should not be limited to
37 repairs and improvements. Selectmen determined the new proposed lease
38 from AHS should be sent to legal counsel for review with the expectations a
39 vote on the new lease agreement could occur at their next meeting.
40
41

- 1 c. **Ashland 4th of July updates** – with the event approaching next month Kendall
 2 Hughes updated the Selectmen on the upcoming events, activities and food vendors.
 3 Event starts on July 3rd and ends on the 4th.
 4
- 5 d. **CDBG Admin policy** – Ledgewood/Harvey Estates project
 - 6 i. **Financial Management Plan**; the Selectmen adopted policy for the CDBG
 7 grant for rehabilitating the Harvey Heights Apartments. Policy illustrates how
 8 the town shall administer the incoming funds.
 9 **MOTION:** Vice Chairman DeWolfe
 10 *To adopt the Ashland Financial Management Plan for the CDBG project.*
 11 **SECOND:** Selectman Sharps
 12 **VOTE:** 5-0
 13 **MOTION PASSED**
 14
 - 15 ii. **Ashland 504 Self-Evaluation Plan for Handicap Accessibility** – adoption of
 16 the policy is to comply with Section 504 of the Rehabilitation Act of 1973 and
 17 the Americans with Disability Act. Both are requirements for the CDBG
 18 program grant.
 19
 20 **MOTION:** Selectman Sharps
 21 *To adopt the Town of Ashland 504 Self-Evaluation Plan for Handicap*
 22 *Accessibility.*
 23 **SECOND:** Selectman Barney
 24 **VOTE:** 5-0
 25 **MOTION PASSED**
 26
- 27 e. **Ashland Water and Sewer**
 - 28 i. **Septage Receiving Project** – the original NHDES State Revolving Fund loan
 29 agreement for \$1.5M was not enough to cover the construction of the septage
 30 receiving station at \$1.9M. In anticipation of the cost overage the Water and
 31 Sewer Commissioners submitted a warrant article for an additional \$500,000
 32 that was approved by the town in 2019. Selectmen agreed to request for this
 33 additional funding with SRF.
 34
 35 **MOTION:** Vice Chairman DeWolfe
 36 *To request that the SRF loan for the Water and Sewer headworks/septage*
 37 *receiving station be amended to \$2,000,000.*
 38 **SECOND:** Selectman Badger
 39 **VOTE:** 5-0
 40 **MOTION PASSED**
 41
 - 42 ii. **Septage Receiving Project extension** – completion of the project needs to be
 43 extended from the original completion date of June 2nd to November 2019.
 44 Town to ask NHDES for approval to extend the date.
 45
 46 **MOTION:** Vice Chairman DeWolfe

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

3 **SECOND:** Selectman Barney

4 **VOTE:** 5-0

5 **MOTION PASSED**

- 6
7 iii. **Update designation authority for Clean Water State Revolving Fund**
8 **asset management plan** – request updates the signee with NHDES/CWSRF
9 on the plan, as prior signee was the Water and Sewer Commissioners.

10
11 **MOTION:** Selectman Sharps

12 *To designate the Town Manager as the signee for the SRF Asset Management*
13 *Plan.*

14 **SECOND:** Vice Chairman DeWolfe

15 **VOTE:** 5-0

16 **MOTION PASSED**

- 17
18 iv. **Clean Water State Revolving Fund pre applications** – Selectmen were
19 presented with two CWSRF applications for lending towards completing a
20 facility analysis and energy audit on the facility.

- 21 1. **Facility analysis** – this application was previously submitted by the
22 Commissioners but was removed from the town warrant. Application
23 is for \$75K, no taxation involved, and has 100% principal forgiveness
24 up to the \$75K. Purpose of the loan will be to analyze the town
25 lagoons.

26
27 **MOTION:** Selectman Sharps

28 *To submit a pre-application to NHDES/CWSRF for a facility analysis*
29 *of the town lagoons.*

30 **SECOND:** Badger

31 **VOTE:** 5-0

32 **MOTION PASSED**

- 33
34 2. **Energy Audit Measure Implementation** – in 2016 the town had a
35 preliminary energy evaluation report on the lagoon facilities
36 completed. Application for funds will help implement the
37 recommendations from the report by Process Energy Services.
38 Request with CWSRF is for \$105K, has 50% principal forgiveness,
39 and no taxation.

1 **MOTION:** Selectman Sharps
2 *To submit a pre-application to NHDES/CWSRF for a \$105,000 loan*
3 *that will measure energy efficiency at the wastewater treatment*
4 *facility.*
5 **SECOND:** Badger
6 **VOTE:** 5-0
7 **MOTION PASSED**

8 **V. SELECTBOARD ITEMS**

- 9 a. **Ashland Heritage Commission appointment** – Susan and John Harville were
10 appointed.

11
12 **MOTION:** Vice Chairman DeWolfe
13 *To appoint Susan Harville to the Ashland Heritage Commission for a two-year term.*
14 **SECOND:** Selectman Sharps
15 **VOTE:** 5-0
16 **MOTION PASSED**

17
18 **MOTION:** Vice Chairman DeWolfe
19 *To appoint John Harville to the Ashland Heritage Commission for a one-year term.*
20 **SECOND:** Selectman Sharps
21 **VOTE:** 5-0
22 **MOTION PASSED**

- 23
24 b. **Memorial Park Trustee** – Mark Liebert was reappointed as a Memorial Park
25 Trustee.

26 **MOTION:** Vice Chairman DeWolfe
27 *To appoint Mark Liebert as a Memorial Park Trustee for a three-year term.*
28 **SECOND:** Selectman Sharps
29 **VOTE:** 5-0
30 **MOTION PASSED**

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32 c. **Squam Lake Watershed** – Selectman Sharps gave an update about the Squam River
33 Watershed.

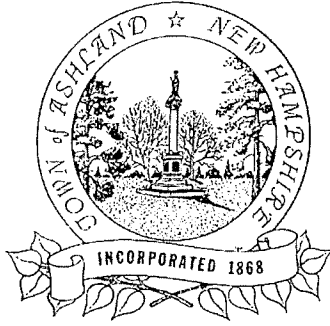
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35 **VI. NONPUBLIC SESSIONS**

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37 a. Pursuant to RSA 91-A; 3 II (a) the Board of Selectmen entered nonpublic session at
38 7:57 p.m. and reconvened at 8:06 p.m. then announced that Lt. Ulwick and the Board
39 agreed to a contract for the Police Chief position effective June 23rd.
40
41 b. Pursuant to RSA 91-A; 3, II (a) the Board reentered nonpublic session at 8:09 p.m.
42 then reconvened at 8:16 p.m. Board announced Charles Smith has been appointed to
43 the Town Manager position, removing the interim status, and agreed to a three-year
44 contract.

1 VII. After the nonpublic session Chairman Newton read the following statement: “After the March
2 election, the board appointed Charlie Smith as our interim Town Manager. Since that time,
3 we have worked diligently with Charlie during the transition, including meeting every week in
4 extra work sessions. He has worked with all the utility departments reviewing and analyzing
5 financials, management, contracts, personnel and usage rates. At the same time, the board
6 developed a new job description and are in the process of developing detailed evaluation
7 criteria. Given all the work that Charlie has put into and being very satisfied with what he
8 has accomplished to date, we feel very confident that he will be able to successfully fulfill the
9 role of Town Manager for the Town of Ashland. We have reviewed and approved his contract
10 and are happy to announce that we have appointed him as Town Manager and are prepared
11 to sign a three-year contract tonight. Please join us in officially welcoming Charlie to this
12 new role.
13

14 VIII. Board of Selectmen adjourned their meeting at 8:18 p.m.

15
16 Town Manager Charles Smith wrote these meeting minutes on June 4, 2019.



Project List – June 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: 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.

Current: Assessing working with NHDOT on the easements to finalize by the end of the month. Final design has been submitted to NHDOT.

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

Description: Replace water and sewer lines and road reconstruction

Updates:

Previous: Board agreed to resubmit preapplication.

Current: Submitted the preapplication for CWSRF funding to NHDES.

ASHLAND PROPERTIES/LW PACKARD MILL SITE

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

Updates:

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

Current: No updates.

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: Reviewed draft plans with architect.

TOWN PARCEL AUDIT - GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING

Description: Installation of a web-based GIS system for parcel mapping and utility infrastructure

Updates:

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

Current: CAI technology has completed the preliminary phase of the project (preliminary, inventory/index and plan scanning, record research) and will start the parcel compilation phase of the project.

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

Current: Lease agreement submitted to legal counsel for review.

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

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
