

**ASHLAND BOARD OF SELECTMEN
WORK SESSION
MONDAY, JULY 22, 2019 at 6:30 p.m.
ASHLAND WATER & SEWER CONFERENCE ROOM**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. APPROVAL OF MINUTES**
 - a. BOS meeting(s): 7/8/19
- IV. NEW BUSINESS**
 - a. Former Police Chief Tony Randall recognition
- V. OLD BUSINESS**
 - a. Town Manager updates
 - b. Board of Selectmen project list
- VI. SELECTBOARD ITEMS**
 - a. Primex meeting
 - b. Road Improvement CRF expenditures (*BOS vote*)
 - c. NH Department of Revenue Administration; PA-28 Inventory of Taxable Property Form (*BOS vote*)
- VII. NON-PUBLIC SESSION**
 - a. RSA 91 – A: 3, II (c)
 - b. RSA 91 – A: 3, II (b)
 - c. RSA 91 – A: 3, II (c) – tax deed properties

Posted on 7/19/19 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.

**ASHLAND BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, JULY 8, 2019
ASHLAND FIRE STATION
6:30 P.M.**

I. CALL TO ORDER

The Town of Ashland Chairman of the Board Fran Newton called this meeting to order at 6:30 p.m. with Vice Chairman of the Board Kathleen DeWolfe, Selectman Eli Badger, and Selectman Leigh Sharps were present, Selectman Casey Barney was absent with prior notice. Town Manager Charles Smith was also present for the meeting.

II. PUBLIC COMMENT – Selectman Sharps opened the meeting by reading a prepared statement thanking all of the 4th of July Committee members and volunteers of the recent event. (Statement attached to meeting minutes).

III. APPROVAL OF MINUTES

MOTION: Vice Chairman DeWolfe
To approve the meeting minutes from June 17, 2019.

SECOND: Selectman Badger

VOTE: 4-0

MOTION PASSED

MOTION: Selectman Badger
To approve the meeting minutes from June 28, 2019.

SECOND: Vice Chairman DeWolfe

VOTE: 3-0-1 (Chairman Newton abstained – absent for meeting)

MOTION PASSED

IV. NEW BUSINESS

- a. **New Ashland Police Chief and Lieutenant appointments** – Chairman Newton read the following prepared statement appointing the town’s new Police Chief William Ulwick. *“Tonight, on behalf of the Board of Selectmen and our Town Manager Charlie Smith we take great pleasure and pride in presenting our new Police Chief William “Will” Ulwick, as our new Chief replacing retiring Chief Tony Randall. Our new Chief comes to us after nine years spent as a Detective in Lincoln, N.H. Prior to that he graduated from the Police Standards and Training Academy in Concord in 2007 and shortly after began his career in Lincoln. He came to Ashland as a Lt. in the spring of 2015 and quickly became an outstanding and popular officer. Chief Ulwick took over officially as Chief on June 22nd and this evening we are pleased to formally introduce to our citizens our new Chief, William “Will” Ulwick. We welcome you, Chief, and we all look forward to you having a very long and illustrious career as our Chief of Ashland!*

- 1 i. After the appointment Chief Ulwick informed the Board of Selectmen that
2 Sergeant Derek Gray has been promoted to the Lieutenant position.
3

4 **V. SELECTBOARD ITEMS**
5

- 6 a. **Deputy Health Officer appointment** – the Selectmen appointed Land Use/Admin
7 Assistant Kaitlyn Morse to Deputy Health Officer.
8

9 **MOTION:** Vice Chairman DeWolfe

10 *To appoint Kaitlyn Morse as the town's Deputy Health Officer.*

11 **SECOND:** Selectman Badger

12 **VOTE:** 4-0

13 **MOTION PASSED**
14

- 15 b. **CRF Property Tax Map expenditure** – Board voted to release CRF funds for the
16 GIS (Tax Map) project.
17

18 **MOTION:** Vice Chairman DeWolfe

19 *To expend \$2,870 from the Property Tax Map Capital Reserve Fund for payment*
20 *towards the town parcel mapping project.*

21 **SECOND:** Selectman Badger

22 **VOTE:** 4-0

23 **MOTION PASSED**
24

- 25 c. **Other** – Selectman Sharps thanked the company that released fireworks over Squam
26 Lake. Selectman Sharps also recognized the Police Department for a recent drug
27 arrest in town.
28

29 **VI. NONPUBLIC SESSION**
30

- 31 a. **MOTION:** Vice Chairman DeWolfe

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

33 **SECOND:** Selectman Badger

34 **VOTE:** 4-0

35 **MOTION PASSED**

36 **ENTERED:** 6:43 p.m.

37 **RECONVENED:** 7:09 p.m.
38

- 39 b. **MOTION:** Selectman Sharps

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

41 **SECOND:** Vice Chairman DeWolfe

42 **VOTE:** 4-0

43 **MOTION PASSED**

44 **ENTERED:** 7:10 p.m.

45 **RECONVENED:** 7:33 p.m.
46

1 **VII. OTHER BUSINESS – Utility Departments**
2

3 a. **Ashland Water and Sewer Superintendent job description** – Board reviewed the
4 job description for this position and made changes to the qualifications (from Grade 3
5 to Grade 2).
6

7 b. **Ashland Electric consultant contract** – Town Manager Smith discussed provisions
8 of the suggested contract for consultant work with Ashland Electric. Board received
9 advisement about the limited liability risks within the contract. Consensus of the
10 Board felt comfortable moving forward with the contract, as expectations are the
11 consultant shall not make decisions without prior approval from the Board or Town
12 Manager.
13

14 **VIII. SIGNATURE FILE** – Selectmen signed the abatements.
15

16 **IX. ADJOURNED** – Board adjourned their meeting at 7:51 p.m.
17

18 **X. NEXT MEETING** – Monday, July 22nd at 6:30 p.m. in the Ashland Water & Sewer
19 Conference Room.
20

21 *Town Manager Charles Smith wrote these meeting minutes on July 9, 2019.*



Town Manager Updates – July 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.

LIBRARY – Director Weinberg



*Ashland Town
Library*

Patron Visits: 553 people visited the library in June.

Materials Added: Last month the library added 28 books for adults, 23 books for children, 12 audio books and 10 DVDs

News/Events: Book Discussion Group meets at 7:00 pm on the last Monday of every month. This month the group is reading *Breakfast with Buddha*, copies are available at the library. Stone Painting for Children and Families will be held on Thursday, August 8th from 3:30 – 5 pm.

Cookbook Club will meet on Thursday, August 15th at 6:30 pm. Pick up a copy of the cookbook and select a recipe to share with the group. Sensory Playtime for children is held every Friday from 10am-2pm.

“Once you learn to read you will be forever free” - Frederick Douglass

PARKS & RECREATION – Director Barney

- The After-School Program finished the year with 48 kids enrolled throughout the year. We average 21 kids per day.
- The sites at the campground are filled. The campground, beach and parking lot all look amazing! Thank you to Craig and DPW for all their hard work to get the trees and stumps cleared out for opening day.
- Summer Camp started on June 24th and we have 32 kids signed up for the summer. There are still a few more spaces available.
- The beach opened on June 24th. We have three returning and one new lifeguard. The beach and snack shack will be opened daily from 11 a.m. to 4 p.m. weather permitting. Beach passes are available at the beach or town office.

- Swimming lessons started on July 9th.
- Elaine Hughes Realty very graciously donated our camp shirts for the third year in a row.

POLICE DEPARTMENT – Chief Ulwick



Dispatched Service Calls	320
Incidents	102
Arrests	9
Warrants	1
Accidents	6
Citation/Warnings	59
Parking Tickets	4

- June saw some significant changes with the police department. Tony Randall resigned his position effective June 22, 2019 and former Lieutenant William Ulwick took the reigns as the Chief of Police effective June 23, 2019. The police department wishes Tony the best as he returns to his first love, surveying. I would personally like to give a big Thank You to Tony for all that he has done for me in my time here at the police department and I hope to serve the town well in the coming years.
- Our new full-time Police Officer, John Moretto is doing very well in the academy and is about halfway through, finishing up his firearms and driver training in the recent weeks. We can't get him back to the PD fast enough.
- As school ended, Lt Ulwick finished up with a very shortened version of the D.A.R.E. program with 7th grade students and hopes to be able to continue with the program next year.
- As we transition from winter to summer (spring seemed to not want to visit this year) we ask citizens to be mindful of how noise travels with everyone's windows open and be respectful of your noise levels.
- The Ashland PD's Sgt Gray and Officer Scrafford assisted with a joint training with the Ashland Fire Department regarding the use of the Taser.

FIRE DEPARTMENT – Chief Heath



Total Calls	30
Medical Emergencies	17
Fire/Rescue Calls	7
Motor Vehicle Accidents	5
Service Calls	1

- Regular department training during June involved pump operations and hose deployment.
- Monthly truck checks were completed, and EMS training involved a presentation on taser removal given by Sergeant Gray and Officer Scrafford of the Ashland Police Department. EMS personnel also reviewed NH EMS Protocols for helmet removal, and the care and treatment of burn injuries.

- We are continuing the process of installing back up cameras on Engine 1, Ladder 1, Ambulance 1, Forestry 1, and Utility 1.
- We have completed the training for EMS Operations at Active Shooter Incidents and will be closing out the grant. The town has already received reimbursement for the Homeland Security Grant.
- 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 June 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.
- Preparations for the initiation of the per diem program and Fourth of July activities have been completed.

WATER AND SEWER DEPARTMENT – Superintendent Cross

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

MAINTENANCE:

- Assist with sewer back up at Buskey's
- Repair hydrant on Highland Street
- Mowing at Wastewater Plant, Water Plant, Water Tower, Sewer Pump Stations
- Meter repairs
- Flush West side sewer mains
- Repair hydrant on Cottage Street
- Two water service turn-ons

PLANT ACTIVITIES:

- Complete all permit required lab tests
- Discharge Effluent during the week of June 10th
- Monthly Bacteria, pH and Alkalinity tests for Water System

ELECTRIC DEPARTMENT

- Responded to five power outages in May and June
- Repaired 11 house services
- Connected two new house services
- Installed a temp service
- Street-light repairs
- Primary pole replaced at the corner of Winona & Sanborn Rd.
- Meter reading and disconnects/postings
- Work order prep for Riverbend Condos to replace meter pack
- Removed three poles at West St and transferred equipment to new poles

- Repaired pole at River St. (more work to be done)
- Small bucket truck was repaired (limp mode)
- Cleaned out sections of old coal shed and scrapped metals
- Gathered pole data on Circuit 3 (pole age, size, date, equipment that is attached to pole, sound tested poles for integrity) (Circuits 1, 2, and 5 are done)
- New Hampton Village Precinct
 - Street Light repairs
 - Removed two poles
 - Repaired primary wire at two locations
 - Ground cutting near open wire on Shingle Camp Hill Rd.
 - Preparation and primary work for new service at the fish hatchery
 - Responded to two power outages in May and June

TOWN CLERK TAX COLLECTOR – PAT TUCKER

June Activity

Tax Collection	\$2,341,869.06
Town Clerk Collection	\$ 44,100.72
	(\$12,433.90) paid to MV

- First issue 2019 bills were due July 1.
- To date 88% collected – a reminder to the property owners was sent last week.
- WE need to remember that the collection of property taxes is what runs the town and the schools.
- Civil forfeitures for unlicensed dogs [\$25 plus registration fees] will be executed to those on the warrant who have not paid.
- The Town Clerk/Tax Collector office hours on Fridays for the June, July and August months will be 7:30 – 11 AM. All other hours are the same subject to change if necessary.

PUBLIC WORKS – DPW DIRECTOR CRAIG MOORE

- We started June with the painting the crosswalks and parking lines in town.
- We moved to capping and grading the dirt roads which has been completed.
- The beach project was finished with the addition of a split rail fence and seeding the lawn.
- In early June we started the project at the Fire Station parking lots and Firehouse Lane. This project took us two weeks and saved the town upwards of \$10,000 as we completed all the sitework.
- We completed repair of the monument drain area where the whole side of concrete catch basin was rotted. We initially thought this would be just a repair to the top grate but ended up the whole structure needed to be repaired and some areas rebuilt.
- Late June we had several heavy rainstorms which washed out ditches and roadsides in town. It took us a week to finish repairing all the areas. We had another heavy rainstorm and some of the areas had to be repaired again.

- We assisted with preparation of the 4th of July celebration placing signage out, placing cones and garbage cans around the area.
- The roads have been cracked sealed and the catch basin cleaning has been completed.
- We moved on to the repair of Carr Ave. The road in this area failed over the winter causing a big area where the pavement was broken out. This was due to a driveway blocking the drainage of the roadside. Due to the landscape around this area it was very difficult to grade the area appropriately to get the water to run. We had to re-ditch the entire area and build a culvert headwall that was non-existent. The area was repaved with 9 tons of pavement and water is running off the road.
- We have moved on to the projects at the transfer station. We are currently working on the site work for the new storage building from there I expect to start work on the scale area. Both projects require extensive site work. The storage area building construction is scheduled for August 1st and should be completed by August 7th. The Scales are projected to be started installed in September.
- We continue minor repairs to our roads as needed however you may see potholes not repaired. Because of all the flooding around the area there is currently no cold patch pavement repair product in the state. The supplier will not have mix made until September as they are busy making regular asphalt.



Project List – July 2019

ASHLAND PROPERTIES/LW PACKARD MILL SITE

Description: Brownfields study of property at former mill site in town – Ashland Properties/LW Packard Mill Site. Feasibility grant with CDFA to study the intend use of the building.

Project Start Date: February 2016

Updates:

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

Current: Contract/proposal from Warren Street Architects sent to legal counsel for review (6/19). Suggested revisions sent to Warren Street Architects. (7/16).

THOMPSON STREET/HIGH STREET/SMITH HILL ROAD RECONSTRUCTION; WATER & SEWER REPLACEMENT

Description: Replace water and sewer lines and road reconstruction

Project Start Date: June 2016

Updates:

Previous: Submitted the preapplication for CWSRF funding to NHDES.

Current: Priority list for funding recipients to be released the first week of August (6/18).

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.

Project Start Date: September 2016

Updates:

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

Current: KV Partners to meet with NHDOT Traffic Control Committee (TCC) for reviewing project and the purpose of improving pedestrian access on Main Street and Gordon Street. (7/18)

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.”

Project Start Date: June 2016

Updates:

Previous: Reviewed draft plans with architect.

Current: Draft from Williams Architects to be ready in September for LCHIP review and input before finalizing. (7/15)

TOWN PARCEL AUDIT - GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING

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

Project Start Date: March 2015

Updates:

Previous: 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.

Current: No updates.

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.

Project Start Date: December 2016

Updates:

Previous: Lease agreement submitted to legal counsel for review.

Current: Board to have nonmeeting with legal counsel (6/19).

TOWN PERSONNEL POLICY

Description: Review and update of the town personnel policy

Project Start Date: May 2018

Updates:

Previous: tabled until 2019; to coincide with negotiations of new CBA

Current: No updates

SOLAR ENERGY

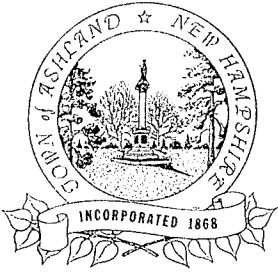
Description: Project to bring solar energy to the Town

Project Start Date: March 2018

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 of Ashland
Board of Selectmen
Agenda Report
July 19, 2019**

To: Board of Selectmen

From: Craig Moore

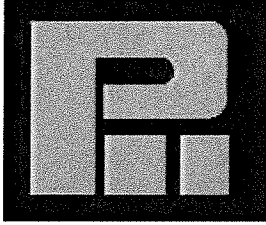
Subject: Paving of the Town owned section of Highland St,

Background: This Spring the State notified the town that they would be paving Highland St. but would not be paving the section owned by the town from Summer St the top of the high near Lyford's.

Issue: State will not pave Town owned section of Highland St.

Recommended Motion: Motion to approve up to \$30,000 to pave our section of Highland St. we have increased the amount from \$24,460 to no more than \$30,000 as we will also need to Shim the road and that could cost more than the original estimate. To be charged to CRF 01-4915-30-500 HWY Road Improvements.

Fiscal Impact: \$24,466 but not more than \$30,000



PIKE INDUSTRIES, INC.

3 Eastgate Park Road, Belmont, NH 03220
Phone: 603/527-5100 FAX: 603/527-5101

AN EQUAL OPPORTUNITY EMPLOYER
ESTABLISHED 1872

To: Town Of Ashland	Contact:
Address: 20 Highland Street Ashland, NH 03217	Phone: (603) 968-3166 Fax: (603) 968-3776
Project Name: Town Of Ashland - Highland Street	Bid Number: 16163H
Project Location:	Bid Date: 7/10/2019

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	PMST - DRAG SHIM & PAVER SHIM	260.00	TON	\$80.00	\$20,800.00
2	PAVED SWALE	305.00	LF	\$12.00	\$3,660.00

Total Bid Price: \$24,460.00

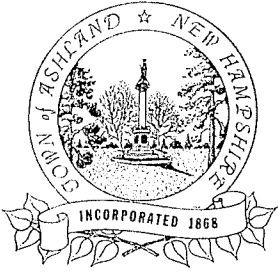
Notes:

- Price reflects being able to pave during our same mobilization as the NHDOT District 3 work on this section. If an additional mob shall be required for machine paving, Pike will charge \$3,500/each.
- Paving item thickness reflects the same application that we are doing for the District 3 work: 411.51 Drag Shim & 411.3 Paver Shim. Roughly 1.25" total.
- Swale paving reflects a separate mob to come back this fall or as soon as we can squeeze it in. Price based on paving a max of 4' wide swale. If additional width should apply, additional rates will as well.
- Fine Grading, Sawcutting, Structure Adjustments, Shoulder Gravel, Removal of Existing Curb, Sub Base Preparation and Fillets to be done by others
- Pike Industries, Inc. reserves the right to adjust unit prices based on total revenues awarded.

Payment Terms:

Net 30 Days

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Pike Industries, Inc. NH</p> <p>Authorized Signature: _____</p> <p>Estimator: Bethany Huckins bhuckins@pikeindustries.com</p>
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**Town of Ashland
Board of Selectmen
Agenda Report
July 19, 2019**

To: Board of Selectmen

From: Craig Moore

Subject: Crack Sealing and Catch Basin Cleaning

Background: Annual Catch Basin Cleaning and Crack Sealing of Roads. These 2 items are our annual preventative maintenance and preservation efforts of our roads and culverts.

Issue: Crack Sealing HW Dow Crack Sealing and Avery's Catch Basin Cleaning Approval

Recommended motion: Motion to approve HW Dow Crack Sealing and Avery's Catch Basin Cleaning invoices to come from CRF 01-4915-30-500 HWY Road Improvements.

Fiscal Impact: \$5,425 for Avery's Catch Basin Cleaning

\$11,250 for HW Dow Crack sealing

\$16,675 Total

**Town of Ashland
Board of Selectmen
Agenda Report**

Date: Monday August 5th, 2019

To: Board of Selectman

From: Town Office

Subject: PA-28 Inventory of Taxable Property From for 2020

Recommended motion: To not use the DRA PA-28 Inventory Form for 2020

Background: We have continually reported that we will not use the inventory of taxable property.

74:4 Taxpayer Inventory Blank. –

I. The taxpayer inventory blank shall be designed to obtain the necessary information in a manner which is convenient for the person completing it. The printing on it shall be at least 10 point type.

II. The blank shall require the person or corporation to be taxed to provide the required information under penalty of perjury. The blank shall require the taxpayer to sign in one place for all information submitted, including any application for eligibility for exemptions.

III. The blank shall require the following information:

(a) A description of all real estate taxable to the person or corporation;

(b) Other information needed by the assessing officials to assess all the taxable property of the person or corporation at its true value;

(c) A census of all persons occupying the premises as of April 1, by name and age.

IV. The blank shall include the following statement:

"You may be entitled to the following tax relief: Elderly or Disabled Tax Lien, or an Abatement. For additional information, contact your selectmen or assessor."

V. The blank shall require owners of land classified as open space to indicate whether any changes in the use of the land have been made.

VI. The blank shall require owners of land classified as land under qualifying farm structures under RSA 79-F to indicate whether any changes in use of the land have been made.

VII. The blank shall require owners of a qualifying historic building under RSA 79-G to indicate whether any changes in use of the qualifying historic building have been made.

VIII. The blank shall require owners of property rented or leased to a qualifying chartered public school facility under RSA 79-H to indicate whether any changes in use of the qualifying chartered public school facility have been made.

74:4-a Choice to Eliminate Inventory Blanks. –

I. Any municipality, by vote of its board of selectmen, city council or board of aldermen may elect not to utilize the inventory form or procedure. Such a vote shall automatically exempt all property owners and others within that municipality from all requirements and provisions of law relating to the inventory form.

II. Every municipality so electing shall notify the department of revenue administration in writing, no later than October 1 each year of its decision affecting the following prescribed filing period.

Fiscal Impact: \$0