

**TOWN OF ASHLAND
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, AUGUST 5, 2019 at 6:30 p.m.
ASHLAND WATER & SEWER CONFERENCE ROOM**

- I. PLEDGE OF ALLEGIANCE**
- II. CALL TO ORDER**
- III. PUBLIC COMMENT (Agenda items only)**
- IV. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 7/22/2019
- V. NEW BUSINESS**
- VI. SELECTBOARD ITEMS**
 - a. CRF Road Improvement expenditure – NHDOT TAP Grant *(BOS vote)*
- VII. PUBLIC COMMENT (Agenda items only)**
- VIII. NON-PUBLIC SESSION**
 - a. RSA 91-A: 3, II (I)
- IX. ADJOURN**
- X. Next Board of Selectmen meeting; with Primex on Friday, August 9th at 10 a.m. in the Town Office.**

Posted on 8/2/2019 at the Town Office building and town website

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

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**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING
MONDAY, JULY 22, 2019
ASHLAND WATER & SEWER CONFERENCE ROOM
6:30 P.M.**

I. CALL TO ORDER

The Town of Ashland Chairman of the Board Fran Newton called this meeting to order at 6:42 p.m. after the Selectmen had a nonmeeting with legal counsel. Present for this meeting was Chairman Newton, Vice Chairman Kathleen DeWolfe, Selectman Eli Badger, and Selectman Leigh Sharps, Selectman Casey Barney was absent with prior notice.

II. APPROVAL OF MINUTES

MOTION: Vice Chairman DeWolfe

To approve the meeting minutes from July 8, 2019.

SECOND: Selectman Sharps

VOTE: 4-0

MOTION PASSED

III. NEW BUSINESS

- a. **Former Ashland Police Chief Tony Randall recognition** – the Board of Selectmen gave recognition to former Chief Randall by presenting him a plaque and thanking him for his service, Chief Randall had resigned in June. Selectman Sharps provided a speech acknowledging Chief Randall and his dedication to serving the Town of Ashland. Chief Randall had a few brief comments thanking the Selectmen, residents of the town and former staff.

IV. OLD BUSINESS

- a. **Town Manager updates and Board of Selectmen project list** – the Town Manager provided updates on town departments and a current status with on going projects before the board.

V. SELECTBOARD ITEMS

- a. **Primex meeting** – Vice Chairman DeWolfe requested the Board ask a representative from Primex attending a board meeting to update the Selectmen about the liability insurance coverage Primex provides. Board prefers the meeting to be during business hours. Town Manager Smith to set up the meeting.

1 b. **Road Improvement CRF expenditures** – DPW Director Moore requested two
2 capital reserve expenditures for road project.

3
4 i. **Paving of the town owned section of Highland Street**

5
6 **MOTION:** Vice Chairman DeWolfe

7 *To expend up to \$30,000 from the Road Improvement CRF for paving a*
8 *section of Highland Street.*

9 **SECOND:** Selectman Sharps

10 **DISCUSSION:** estimate for the project was \$24,460 and the requested
11 increase to \$30,000 was for the potential need to shim the road that could cost
12 more than the original estimate.

13 **VOTE:** 4-0

14 **MOTION PASSED**

15
16 ii. **Crack sealing and catch basin cleaning**

17
18 **MOTION:** Vice Chairman DeWolfe

19 *To approve HW Dow Crack Sealing and Avery's Catch Basin Cleaning*
20 *invoices in the amount of \$16,675 with expenditure to come from the HWY*
21 *Road Improvements CRF line 01-4915-30-500.*

22 **SECOND:** Selectman Sharps

23 **DISCUSSION:** annual catch basin cleaning and crack sealing of the roads.
24 Both are preventative maintenance and preservation efforts of our roads and
25 culverts.

26 **VOTE:** 4-0

27 **MOTION PASSED**

28
29 c. **NH Department of Revenue Administration PA-28 Inventory of Taxable**
30 **Property form** – annual form the town receives from DRA that if used the town
31 would send out property forms with the expectation property owners would resubmit
32 taxable property information. Town contract with assessor handles the property
33 inventory. Board voted not to use the form this year.

34
35 **MOTION:** Vice Chairman DeWolfe

36 *To not use the DRA PA-28 Inventory Form for 2020.*

37 **SECOND:** Selectman Sharps

38 **VOTE:** 4-0

39 **MOTION PASSED**

40
41 d. **Other** – Selectman Sharps thanked the 4th of July Committee members and
42 recognized those on the committee from prior years that have helped this event
43 continue.

1 **VI. NONPUBLIC SESSION**

2
3 a. **MOTION:** Selectman Sharps

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

5 **SECOND:** Selectman Badger

6 **VOTE:** 4-0

7 **MOTION PASSED**

8 **ENTERED:** 7:27 p.m.

9 **RECONVENED:** 7:38 p.m.

10 **ANNOUNCEMENT:** The Board agreed to a new contract with Superintendent
11 Rusty Cross effective August 1, 2019.

12
13 b. **MOTION:** Selectman Badger

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

15 **SECOND:** Selectman Sharps

16 **VOTE:** 4-0

17 **MOTION PASSED**

18 **ENTERED:** 7:39 p.m.

19 **RECONVENED:** 8:27 p.m.

20
21 c. **MOTION:** Selectman Badger

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

23 **SECOND:** Selectman Sharps

24 **VOTE:** 4-0

25 **MOTION PASSED**

26 **ENTERED:** 8:29 p.m.

27 **RECONVENED:** 8:42 p.m.

28
29 **VII. SIGNATURE FILE** – Selectmen signed a memo to the Trustees of the Trust Funds for a
30 CRF disbursement and a Veteran Tax Credit application.

31
32 **VIII. ADJOURNED** – Board adjourned their meeting at 8:45 p.m.

33
34 *Town Manager Charles Smith wrote these meeting minutes on July 23, 2019.*

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

Date: August 5, 2019

To: Ashland Board of Selectmen

From: Town Manager

Subject: Ashland TAP Project – CRF expenditure

Recommended motion: *To expend \$2,023 from the Road Improvement Capital Reserve Fund as reimbursement for the Ashland TAP Project – Sidewalk Improvement Project.*

Background: town sidewalk project in conjunction with New Hampshire Department of Transportation (NHDOT) and their federally funded Transportation Alternatives Program (TAP). Project to provide new sidewalk and granite curbing along Main Street (NH Rt. 3) north to Gordon Street for a total distance of approximately 3,100 feet. Scope of the work also includes new drainage, temporary easements, driveway grading, utility adjustments, crosswalks, flashing beacons, street trees, and other related project elements.

Fiscal Impact: \$2,023 from Road Improvement CRF

KV Partners LLC

Civil and Environmental Engineering

PO Box 432
New Boston, NH 03070

Bill To:

Charles Smith, MPA
Town Administrator
20 Highland Street
P.O. Box 517
Ashland, NH 03217

Invoice

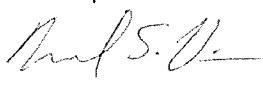
Date	Invoice #
7/9/2019	2976

Terms	Due Date
Net 30	8/8/2019

Project: Ashland TAP #41370

Professional Services	Budget	Prior Amt	Prior %	Curr %	Total %	Curr Amt
Engineering Study	24,500.00	24,500.00	100.00%	0.00%	100.00%	0.00
Preliminary Design	14,600.00	14,600.00	100.00%	0.00%	100.00%	0.00
Final Design	11,900.00	1,190.00	10.00%	85.00%	95.00%	10,115.00
Bidding Assistance	2,800.00			0.00%	0.00%	0.00

KVPartners has reviewed this invoice and hereby certifies that the invoice accurately reflects the services performed



Michael S. Vignale, P.E.
Principal Engineer

Total This Invoice: \$10,115.00

Billing Period from 4/26/2019 to 6/28/2019

KV Partners LLC

P.O. Box 432, New Boston, NH 03070

(603) 413-6650

July 23, 2019

Charles Smith, MPA
Town Administrator
Town of Ashland
20 Highland Street
P.O. Box 517
Ashland, NH 03217

Re: **Ashland TAP Project – Sidewalk Improvement Project - State Project No. 41370**
Invoice No. 2976 Cover Letter

Dear Mr. Smith:

Enclosed is Invoice 2976 in the amount of \$10,115.00 covering the period ending June 28, 2019. Following is a breakdown of the costs associated with this invoice and the project status report:

INVOICE COST BREAKDOWN (See attached Fee Summary)

Task 2 – Preliminary Design
KV Partners - \$10,043.06

Expenses

- Mileage \$71.94
- Printing and Misc. \$0.00

Total Invoice Amount \$10,115.00

PROJECT STATUS REPORT

Task Completed this period (4-28-19 to 6-28-19)

- Completion of the Final Design submission.

Task Scheduled for Completion (Future Tasks)

- PSE upon receipt of comments from NHDOT.

Immediate Action Items

- None

Status

- The Final Design Plans have been submitted and we await comments.

Project Schedule

- | | |
|------------------------------|-------------------|
| • Notice to Proceed/PS&E | August 15, 2019 |
| • PS&E Documents Submitted | September 1, 2019 |
| • Authorization to Advertise | October 2019 |
| • Open Bids | January 2020 |

Project Progress

- The Final Design Phase is 95% complete of the end of this billing period.

If you have any questions or need any additional information, please feel free to contact me at 603-413-6650 or at MVignale@KVPLLC.com.

Sincerely,

KV Partners LLC



Michael S. Vignale, P.E.
Principal Engineer

Ashland TAP Project
7/23/2019

FEE SUMMARY - Ashland (#41370)

Invoice #2976 - Period Ending 6/28/19

PROJECT PHASE	Contract Amounts	Total Billed to Date	Prevoius Invoices	Current Invoice
Engineering Study				
Direct Labor	\$7,676.00	\$8,033.80	\$8,033.80	
Overhead at 61.29%	\$4,704.62	\$4,923.92	\$4,923.92	
Profit at 100% Complete	\$1,857.09	\$1,943.66	\$1,943.66	
Total Labor Costs	\$14,237.71	\$14,901.38	\$14,901.38	\$0.00
Field Survey	\$7,450.00	\$7,450.00	\$7,450.00	
Landscape Architect	\$2,000.00	\$1,357.05	\$1,357.05	
Mileage	\$481.50	\$482.57	\$482.57	
Printing and Miscellaneous	\$331.00	\$309.00	\$309.00	
TOTAL EXPENSES	\$10,262.50	\$9,598.62	\$9,598.62	\$0.00
Preliminary Design				
Direct Labor	\$6,584.00	\$7,694.56	\$7,694.56	
Overhead at 61.29%	\$4,035.33	\$4,716.00	\$4,716.00	
Profit at 100% Complete	\$1,592.90	\$1,861.58	\$1,861.58	
Total Labor Costs	\$12,212.23	\$14,272.14	\$14,272.14	
Landscape Architect	\$1,500.00			
Mileage	\$481.50	\$93.10	\$93.10	
Printing and Miscellaneous	\$406.00	\$234.75	\$234.75	
TOTAL EXPENSES	\$2,387.50	\$327.86	\$327.85	\$0.00
Final Design				
Direct Labor	\$6,084.00	\$641.57	\$641.57	\$5,414.53
Overhead at 61.29%	\$3,728.88	\$393.22	\$393.22	\$3,318.57
Profit at 95% Complete	\$1,471.93	\$155.22	\$155.22	\$1,309.96
Total Labor Costs	\$11,284.82	\$1,190.00	\$1,190.00	\$10,043.06
Mileage	\$241.00	\$0.00		\$71.94
Printing and Miscellaneous	\$374.00	\$0.00		\$0.00
TOTAL EXPENSES	\$615.00	\$0.00		\$71.94
Bidding Assitance				
Direct Labor	\$1,168.00			
Overhead at 61.29%	\$715.87			
Profit at % Complete	\$282.58			
Total Labor Costs	\$2,166.45			
Mileage	\$240.00			
Printing and Miscellaneous	\$394.00			
TOTAL EXPENSES	\$634.00			
TOTAL	\$53,800	\$40,290	\$40,290	\$10,115