

**TOWN OF ASHLAND
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, NOVEMBER 4TH, at 6:30 p.m.
ASHLAND WATER & SEWER CONFERENCE ROOM**

- I. PLEDGE OF ALLEGIANCE**
- II. PUBLIC HEARING**
 - a. Acceptance of unanticipated funds;
 - i. NH Municipal Aid (House Bill 4) Town of Ashland received \$36,862.24.
- III. CALL TO ORDER**
- IV. PUBLIC COMMENT (Agenda items only)**
- V. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 10/21/2019; 10/24/2019; 10/29/2019
- VI. NEW BUSINESS**
 - a. Warrenstreet Architects – L.W. Packard Mill Building Assessment Report
 - b. Christopher Williams Architects – Ashland Town Hall Planning Study (LCHIP)
- VII. OLD BUSINESS**
- VIII. SELECTBOARD ITEMS**
- IX. PUBLIC COMMENT (Agenda items only)**
- X. NON-PUBLIC SESSION (If needed)**
- XI. ADJOURN**

Posted on 11/1/2019 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.

**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING
MONDAY, OCTOBER 21, 2019
ASHLAND WATER & SEWER CONFERENCE ROOM – 6 COLLINS ST.
6:30 P.M.**

- I. CALL TO ORDER** – the Town of Ashland Chairman of the Board Frances Newton called this meeting to order at 6:30 p.m. Vice Chairman of the Board Kathleen DeWolfe and Selectman Eli Badger were present, with the remaining Selectmen Leigh Sharps and Casey Barney were absent for the meeting. Town Manager Charles Smith was also present. *Note; engineer consultant Woodard & Curran was scheduled to present the Ashland Water & Sewer Asset Management Plan but had to cancel prior to the meeting and will reschedule for a later board meeting.*

II. APPROVAL OF MINUTES

MOTION: Vice Chairman DeWolfe

To approve the meeting minutes from October 7, 2019.

SECOND: Selectman Badger

VOTE: 2-0-1 (Chairman Newton abstained; absent for meeting)

MOTION PASSED

MOTION: Vice Chairman DeWolfe

To approve the meeting minutes from October 9, 2019.

SECOND: Selectman Badger

VOTE: 2-0-1 (Chairman Newton abstained; absent for meeting)

MOTION PASSED

MOTION: Vice Chairman DeWolfe

To approve the meeting minutes from October 15, 2019.

SECOND: Selectman Badger

DISCUSSION: Vice Chairman DeWolfe changed her vote on page 2 line 35 to “Nay.”

VOTE: 3-0

MOTION PASSED

III. NEW BUSINESS

- a. **Ashland Hazard Mitigation Plan update 2019** – the Board of Selectmen adopted the Ashland Hazard Mitigation Plan. Prior to the Board approval the plan was approved by FEMA.

MOTION: Selectman Badger

To adopt the Town of Ashland Hazard Mitigation Plan update 2019.

SECOND: Vice Chairman DeWolfe

VOTE: 3-0

MOTION PASSED

1 **IV. OLD BUSINESS**

- 2 a. **Town Manager updates and the Board of Selectmen project list** – the Town
3 Manager provided the Board an update from the Department Heads about activity
4 within each department. Town Manager also provided a status update for ongoing
5 projects before the board.
6

7 **V. SELECTBOARD ITEMS**

- 8 a. **CRF Road Improvement Expenditure; Leavitt Hill Road** – DPW Director Moore
9 requested the Board expend from the town Road Improvement CRF for paving
10 completed on Leavitt Hill Road. Paving was completed from about the stop sign at
11 the beach to the first fire hydrant on Leavitt Hill Road.
12

13 **MOTION:** Selectman Badger

14 *To approve the expenditure of \$10,895.74 from the Road Improvement Capital*
15 *Reserve Fund.*

16 **SECOND:** Vice Chairman DeWolfe

17 **VOTE:** 3-0

18 **MOTION PASSED**
19

- 20 b. **Finalize the 2019 Tax Rate** – Town Manager Smith informed the Board that the
21 Department of Revenue Administration was prepared to finalize the town tax rate for
22 2019. Final approval was dependent upon whether the board wanted to use
23 unassigned fund balance to lower the rate. Board voted not to use fund balance to
24 lower the rate as the amount used need to be made up the following year and make for
25 a volatile tax rate.
26

27 **MOTION:** Vice Chairman DeWolfe

28 *To not use unassigned fund balance to lower the town tax rate in 2019.*

29 **SECOND:** Selectman Badger

30 **VOTE:** 3-0

31 **MOTION PASSED**
32

- 33 c. **Next Board of Selectmen meeting** – the Board scheduled a meeting for Tuesday,
34 October 29th at 3 p.m. in the Ashland Water & Sewer Conference Room to finalize the
35 2020 proposed budget.
36

37 **VI. ADJOURNED** – Board adjourned their meeting at 6:48 p.m.

38
39 *Town Manager Charles Smith wrote these meeting minutes on October 22, 2019.*

**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING
THURSDAY, OCTOBER 24, 2019
ASHLAND WATER & SEWER CONFERENCE ROOM
3:00 P.M.**

- I. CALL TO ORDER** – the Chairman of the Ashland Board of Selectmen Frances Newton called this meeting to order at 3 p.m. with Vice Chairman Kathleen DeWolfe, Selectman Leigh Sharps and Selectman Eli Badger all present – Selectman Casey Barney was absent with prior notice. Town Manager Charles Smith was also present.
- II. ASHLAND 2019 TAX WARRANT** – Ashland Tax Collector, Patricia Tucker, presented the town's second billing tax warrant, which was signed by the Board. The warrant authorizes the Tax Collector to send out bills. Total amount to be collected is \$3,289,606 (amount includes collectables for school, county and state). Payments are due by December 3rd, 2019.
- III. ASHLAND 2020 BUDGET PREPARATION** – the Board reviewed and voted upon the following 2020 department proposed and default budgets; General Government, Public Safety, Highway and Streets, Sanitation, Health, Welfare, and Debt Service.
- IV. GENERAL GOVERNMENT BUDGET**
- a. **Executive Budget** – from reallocating department responsibilities the Executive budget had a decrease from prior years. In 2019, the department transitioned the finance/human resource duties from the admin assistant position to the finance officer position.
- MOTION:** Vice Chairman DeWolfe
To recommend the Executive budget at \$144,505.
- SECOND:** Selectman Badger
- VOTE:** 4-0
- MOTION PASSED**
- MOTION:** Vice Chairman DeWolfe
To recommend the Executive default budget at \$142,104.
- SECOND:** Selectman Badger
- VOTE:** 4-0
- MOTION PASSED**
- b. **Election & Registration** – Town Clerk Patricia Tucker presented the Election & Registration budget. Election has an increase next year because of the four elections next year. The town does in part receive a reimbursement from the schools for their election.
- MOTION:** Selectman Badger
To recommend the Election & Registration budget of \$46,961.
- SECOND:** Vice Chairman DeWolfe
- DISCUSSION:** The Board reduced the requested Town Clerk salary line item to a fixed amount (\$19,000) but increased the longevity line \$500 from the 2019 vote.

VOTE: 4-0
MOTION PASSED

MOTION: Selectman Badger
To recommend the Election & Registration default budget of \$46,312.

SECOND: Vice Chairman DeWolfe

VOTE: 4-0

MOTION PASSED

- c. **Financial** – this section of the budget has an increase from prior year, but only from the reallocation of duties from the Executive department and the appropriation transfer. Overall, there is not a requested increase from prior year. As with the Election & Registration salary and longevity line items for the Town Clerk position, the board had the same decision for the Tax Collector salary and longevity line items.

MOTION: Selectman Badger
To recommend the Finance budget of \$125,348.

SECOND: Vice Chairman DeWolfe

VOTE: 4-0

MOTION PASSED

MOTION: Selectman Badger
To recommend the Finance default budget of \$125,029.

SECOND: Vice Chairman DeWolfe

VOTE: 4-0

MOTION PASSED

- d. **Property Taxation** – this section of the budget had an increase of \$20,000 for the start of the town's revaluation, a state requirement. Town's revaluation is a four-year process and starts in 2020.

MOTION: Selectman Badger
To recommend the Property Taxation budget of \$42,610.

SECOND: Vice Chairman DeWolfe

VOTE: 4-0

MOTION PASSED

MOTION: Selectman Badger
To recommend the Property Taxation default budget of \$42,610.

SECOND: Vice Chairman DeWolfe

VOTE: 4-0

MOTION PASSED

- e. **Legal**

MOTION: Selectman Badger
To recommend the Legal budget of \$20,000.

SECOND: Vice Chairman DeWolfe

VOTE: 4-0

1 **MOTION PASSED**

2
3 **MOTION:** Selectman Badger
4 *To recommend the Legal default budget of \$20,000.*
5 **SECOND:** Vice Chairman DeWolfe
6 **VOTE:** 4-0

7 **MOTION PASSED**

- 8
9 f. **Personnel Administration** – this section of the budget has a \$10,717 increase from prior
10 year. Increase was due in part from the required budgeting for employee medical
11 insurance. The increase was offset by the decrease in the retirement expense, as NHRS
12 group rates were reduced 1.21% (total from Group I & II).

13 **MOTION:** Selectman Badger
14 *To recommend the Personnel Administration budget of \$462,459.*
15 **SECOND:** Vice Chairman DeWolfe
16 **VOTE:** 4-0

17 **MOTION PASSED**

18
19 **MOTION:** Selectman Badger
20 *To recommend the Personnel Administration default budget of \$462,459.*
21 **SECOND:** Vice Chairman DeWolfe
22 **VOTE:** 4-0

23 **MOTION PASSED**

- 24
25 g. **Land Use Boards** – the land use boards (Planning and Zoning) reduced their budget
26 \$1,210 from prior year.

27
28 **MOTION:** Selectman Badger
29 *To recommend the Land Use Boards budget of \$11,975.*
30 **SECOND:** Vice Chairman DeWolfe
31 **VOTE:** 4-0

32 **MOTION PASSED**

33
34 **MOTION:** Selectman Badger
35 *To recommend the Land Use Boards default budget of \$11,975.*
36 **SECOND:** Vice Chairman DeWolfe
37 **VOTE:** 4-0

38 **MOTION PASSED**

- 39
40 h. **General Government Buildings** – requested increase in this section of the budget was
41 \$700. Increase was for the water and sewer line items being under funded in prior years.

42
43 **MOTION:** Selectman Badger
44 *To recommend the General Government Buildings budget of \$38,752.*
45 **SECOND:** Vice Chairman DeWolfe
46 **VOTE:** 4-0

47 **MOTION PASSED**

48
49 **MOTION:** Selectman Badger

1 *To recommend the General Government Buildings default budget of \$38,052.*

2 **SECOND:** Vice Chairman DeWolfe

3 **VOTE:** 4-0

4 **MOTION PASSED**

5
6 i. **Cemetery**

7
8 **MOTION:** Selectman Badger

9 *To recommend the Cemetery budget of \$50.*

10 **SECOND:** Vice Chairman DeWolfe

11 **VOTE:** 4-0

12 **MOTION PASSED**

13
14 **MOTION:** Selectman Badger

15 *To recommend the Cemetery default budget of \$50.*

16 **SECOND:** Vice Chairman DeWolfe

17 **VOTE:** 4-0

18 **MOTION PASSED**

- 19
20 j. **Insurance** – this section of the budget is for insurance relating to property and auto
21 liability, workers compensation, unemployment, and insurance contingency. Insurance
22 rates are to be set after the budget vote but for budgeting purposes the broker caps the rates
23 at 7% for property/auto liability and 8% for workers comp.

24
25 **MOTION:** Selectman Badger

26 *To recommend the Insurance budget of \$87,680.*

27 **SECOND:** Vice Chairman DeWolfe

28 **VOTE:** 4-0

29 **MOTION PASSED**

30
31 **MOTION:** Selectman Badger

32 *To recommend the Insurance default budget of \$87,680.*

33 **SECOND:** Vice Chairman DeWolfe

34 **VOTE:** 4-0

35 **MOTION PASSED**

- 36
37 k. **Economic Development Committee** – board so moved this section of the budget; line
38 items are placeholders for potential future expenses.

39
40 **MOTION:** Selectman Badger

41 *To recommend the Economic Development Committee budget of \$4.*

42 **SECOND:** Vice Chairman DeWolfe

43 **VOTE:** 4-0

44 **MOTION PASSED**

45
46 **MOTION:** Selectman Badger

47 *To recommend the Economic Development Committee default budget of \$4.*

48 **SECOND:** Vice Chairman DeWolfe

49 **VOTE:** 4-0

1 **MOTION PASSED**

2
3 **V. PUBLIC SAFETY**

- 4
5 a. **Building Inspector** – no requested changes for 2020.

6
7 **MOTION:** Selectman Badger

8 *To recommend the Building Inspector budget of \$22,531.*

9 **SECOND:** Vice Chairman DeWolfe

10 **VOTE:** 4-0

11 **MOTION PASSED**

12
13 **MOTION:** Selectman Badger

14 *To recommend the Building Inspector default budget of \$22,531.*

15 **SECOND:** Vice Chairman DeWolfe

16 **VOTE:** 4-0

17 **MOTION PASSED**

18
19 **VI. HIGHWAY & STREETS**

- 20
21 a. **Public Works** – a salary line increase of \$3,000 for the Director position was requested,
22 also an increase in the departments overtime line as this line was underfunded in 2019.

23
24 **MOTION:** Selectman Badger

25 *To recommend the Public Works budget of \$213,037.*

26 **SECOND:** Vice Chairman DeWolfe

27 **VOTE:** 4-0

28 **MOTION PASSED**

29
30 **MOTION:** Selectman Badger

31 *To recommend the Public Works default budget of \$208,193.*

32 **SECOND:** Vice Chairman DeWolfe

33 **VOTE:** 4-0

34 **MOTION PASSED**

- 35
36 b. **Town Mechanic** – DPW Director Moore requested the mechanic line for uniforms be
37 increased \$700. No other requested changes to this section of the budget.

38
39 **MOTION:** Selectman Badger

40 *To recommend the Town Mechanic budget of \$62,418.*

41 **SECOND:** Vice Chairman DeWolfe

42 **VOTE:** 4-0

43 **MOTION PASSED**

44
45 **MOTION:** Selectman Badger

46 *To recommend the Town Mechanic default budget of \$61,718.*

47 **SECOND:** Vice Chairman DeWolfe

48 **VOTE:** 4-0

1 **MOTION PASSED**
2

- 3 c. **Street Lighting** – no changes.
4

5 **MOTION:** Selectman Badger
6 *To recommend the Street Lighting budget of \$42,000.*
7 **SECOND:** Vice Chairman DeWolfe
8 **VOTE:** 4-0
9 **MOTION PASSED**

10
11 **MOTION:** Selectman Badger
12 *To recommend the Street Lighting default budget of \$42,000.*
13 **SECOND:** Vice Chairman DeWolfe
14 **VOTE:** 4-0
15 **MOTION PASSED**

16
17 **VII. SANITATION**
18

- 19 a. **Transfer/Recycling Facility** – DPW Director Moore requested an increase in the electric
20 line, general maintenance, solid waste dues, and hauling line. Overall requested increase
21 from prior year \$3,478.
22

23 **MOTION:** Selectman Badger
24 *To recommend the Transfer/Recycling Facility budget of \$147,863.*
25 **SECOND:** Vice Chairman DeWolfe
26 **VOTE:** 4-0
27 **MOTION PASSED**

28
29 **MOTION:** Selectman Badger
30 *To recommend the Transfer/Recycling Facility default budget of \$144,385.*
31 **SECOND:** Vice Chairman DeWolfe
32 **VOTE:** 4-0
33 **MOTION PASSED**

34
35 **VIII. HEALTH** – budgets for the Health Officer and Animal Control had no requested changes.
36

- 37 a. **Health Officer**
38

39 **MOTION:** Selectman Badger
40 *To recommend the Health Officer budget of \$2,354.*
41 **SECOND:** Vice Chairman DeWolfe
42 **VOTE:** 4-0
43 **MOTION PASSED**

44
45 **MOTION:** Selectman Badger
46 *To recommend the Health Officer default budget of \$2,354.*
47 **SECOND:** Vice Chairman DeWolfe
48 **VOTE:** 4-0

1 **MOTION PASSED**

2
3 b. **Animal Control**

4
5 **MOTION:** Selectman Badger
6 *To recommend the Animal Control budget of \$1,200.*
7 **SECOND:** Vice Chairman DeWolfe
8 **VOTE:** 4-0
9 **MOTION PASSED**

10
11 **MOTION:** Selectman Badger
12 *To recommend the Animal Control default budget of \$1,200.*
13 **SECOND:** Vice Chairman DeWolfe
14 **VOTE:** 4-0
15 **MOTION PASSED**

16
17 **IX. WELFARE** – no requested changes for 2020.

18
19 a. **General Assistance**

20
21 **MOTION:** Selectman Badger
22 *To recommend the General Assistance budget of \$26,710.*
23 **SECOND:** Vice Chairman DeWolfe
24 **VOTE:** 4-0
25 **MOTION PASSED**
26
27 **MOTION:** Selectman Badger
28 *To recommend the General Assistance default budget of \$26,710.*
29 **SECOND:** Vice Chairman DeWolfe
30 **VOTE:** 4-0
31 **MOTION PASSED**

32
33 **X. DEBT SERVICE** – no changes in the principal debt service but interest has decrease due to the
34 town paying the principal down.

35
36 a. **Debt Service Principal**

37
38 **MOTION:** Selectman Badger
39 *To recommend the Debt Service principal budget of \$129,331.*
40 **SECOND:** Vice Chairman DeWolfe
41 **VOTE:** 4-0
42 **MOTION PASSED**

43
44 b. **Debt Service Interest**

45
46 **MOTION:** Selectman Badger
47 *To recommend the Debt Service interest budget of \$50,380.*
48 **SECOND:** Vice Chairman DeWolfe
49 **VOTE:** 4-0

1 **MOTION PASSED**
2

- 3 c. **Tax Anticipation Note** – vote of \$1 as a placeholder.
4

5 **MOTION:** Selectman Badger

6 *To recommend the Tax Anticipation Note budget of \$1.*

7 **SECOND:** Vice Chairman DeWolfe

8 **VOTE:** 4-0

9 **MOTION PASSED**
10

11 **MOTION:** Selectman Badger

12 *To recommend the Tax Anticipation Note default budget of \$1.*

13 **SECOND:** Vice Chairman DeWolfe

14 **VOTE:** 4-0

15 **MOTION PASSED**
16

- 17 **XI. Service Employees International Union (SEIU) Local 1984** – the Board reviewed a memo they
18 received from the SEIU that claimed the Boards recent budget item decision to eliminate a position
19 was instead a dismissal. The union has filed a grievance which the Board disagrees with the
20 unions position. Board asked staff to respond to the memo.
21

- 22 **XII. NEXT MEETING** – the Board will meet for a budget work session and other items before the
23 Board on Tuesday, October 29 at 3 p.m.in the Ashland Water & Sewer Conference Room.
24

25 *Town Manager Smith wrote these minutes on October 26, 2019.*

**ASHLAND BOARD OF SELECTMEN
WORK SESSION MEETING
TUESDAY, OCTOBER 29, 2019
ASHLAND WATER & SEWER CONFERENCE ROOM
3:00 P.M.**

I. CALL TO ORDER – the Chairman of the Ashland Board of Selectmen Frances Newton called this meeting to order at 3 p.m. with all the Selectmen present – Vice Chairman DeWolfe, Selectman Badger, Selectman Sharps, and Selectman Barney. Town Manager Smith was also present.

II. ASHLAND 2020 BUDGET PREPARATION – the Board continued their review of the proposed 2020 budget and voted upon the following sections; Culture and Recreation (Patriotic Purposes), Conservation and Development, Public Safety (Police Department, Police Detail, Fire Department, and Emergency Management).

III. CULTURE AND RECREATION

a. **Patriotic Purposes** – the Board reduced the Heritage Commission line item to \$1.

MOTION: Vice Chairman DeWolfe
To recommend the Patriotic Purposes budget at \$10,690.

SECOND: Selectman Badger

VOTE: 5-0

MOTION PASSED

MOTION: Vice Chairman DeWolfe
To recommend the Patriotic Purposes default budget at \$10,690.

SECOND: Selectman Badger

VOTE: 5-0

MOTION PASSED

IV. CONSERVATION COMMISSION – the Board agreed to reduce the Conservation Commission line to \$1.

MOTION: Vice Chairman DeWolfe
To recommend the Conservation Commission budget at \$1.

SECOND: Selectman Badger

VOTE: 5-0

MOTION PASSED

MOTION: Vice Chairman DeWolfe
To recommend the Conservation Commission default budget at \$1.

SECOND: Selectman Badger

VOTE: 5-0

MOTION PASSED

1 **V. PUBLIC SAFETY.**

- 2
- 3 a. **Ashland Police Department** – in 2019 the union salary line item was under budgeted for
- 4 2020. Police Chief Ulwick requested increasing the salary line \$10,623. Chief Ulwick
- 5 also increased the uniform line for the new officers. Total increase from 2019 vote is
- 6 \$21,592. Police detail work had no requested changes. Detail expenditures are offset by
- 7 the revenue received for the outside work.

8

9 **MOTION:** Selectman Badger

10 *To recommend the Police Department budget of \$493,630.*

11 **SECOND:** Vice Chairman DeWolfe

12 **VOTE:** 5-0

13 **MOTION PASSED**

14

15 **MOTION:** Selectman Badger

16 *To recommend the Police Department default budget of \$474,798.*

17 **SECOND:** Vice Chairman DeWolfe

18 **VOTE:** 5-0

19 **MOTION PASSED**

- 20
- 21 b. **Ashland Police Department Detail Work**

22

23 **MOTION:** Selectman Badger

24 *To recommend the Police Department detail work budget of \$3,230.*

25 **SECOND:** Vice Chairman DeWolfe

26 **VOTE:** 5-0

27 **MOTION PASSED**

28

29 **MOTION:** Selectman Badger

30 *To recommend the Police Department detail work default budget of \$3,230.*

31 **SECOND:** Vice Chairman DeWolfe

32 **VOTE:** 5-0

33 **MOTION PASSED**

- 34
- 35 c. **Ashland Fire Department budgets** – Chief Heath presented his 2020 budget with a
- 36 request to increase funding to the salary line which would allow for the per diem program
- 37 be funded for all of 2020. In 2019, a warrant article was passed for implementing the
- 38 program, but the article only funded the program for six months. Chief Heath expressed
- 39 to the Board the program has been a success. Board increased the Fire Department water
- 40 line \$60 because of the new water rate increases taking affect in November. Overall, the
- 41 Fire Department requested increase from prior year was \$25,986. Ambulance contract
- 42 line increased but is contractual with the Town of Plymouth - \$858 increase. Emergency
- 43 Management section of the budget was decreased to \$3,000 a reduction of \$700 from prior
- 44 year. Increase last year was to match the Hazard Mitigation grant.

45

46 **MOTION:** Chairman Newton

47 *To recommend the Ambulance Contract budget of \$51,282.*

48 **SECOND:** Vice Chairman DeWolfe

49 **VOTE:** 5-0

1 **MOTION PASSED**

2
3 **MOTION:** Chairman Newton

4 *To recommend the Ambulance Contract default budget of \$51,282.*

5 **SECOND:** Vice Chairman DeWolfe

6 **VOTE:** 5-0

7 **MOTION PASSED**

8
9 d. **Ashland Fire Department**

10
11 **MOTION:** Chairman Newton

12 *To recommend the Fire Department budget of \$329,565.*

13 **SECOND:** Selectman Badger

14 **VOTE:** 5-0

15 **MOTION PASSED**

16
17 **MOTION:** Chairman Newton

18 *To recommend the Fire Department default budget of \$307,535.*

19 **SECOND:** Selectman Badger

20 **VOTE:** 5-0

21 **MOTION PASSED**

22
23 e. **Emergency Management**

24
25 **MOTION:** Selectman Badger

26 *To recommend the Emergency Management budget of \$3,000.*

27 **SECOND:** Vice Chairman DeWolfe

28 **VOTE:** 5-0

29 **MOTION PASSED**

30
31 **MOTION:** Selectman Badger

32 *To recommend the Emergency Management default budget of \$3,000.*

33 **SECOND:** Vice Chairman DeWolfe

34 **VOTE:** 5-0

35 **MOTION PASSED**

36
37 **VI. NEXT MEETING** – the Board will meet for their regular meeting on Monday, November 4th,
38 2019 at 6:30 p.m. in the Ashland Water & Sewer Conference Room.

39
40 *Town Manager Smith wrote these minutes on October 31, 2019.*

L.W. PACKARD MILL BUILDING ASSESSMENT REPORT

The following report has been prepared by Warrenstreet Architects with the purpose of providing an assessment of the “Main Building” of the L.W. Packard Mill in Ashland, NH. Warrenstreet Architects was retained by the Town of Ashland, New Hampshire to provide a feasibility study for the adaptive reuse of this portion of the L.W. Packard Mill. On September 10th, 2019, Zachary Brock, AIA of Warrenstreet Architects, in conjunction with J. Chris Nadeau, P.E. of Nobis Group, and Paul E. Sbacchi, P.E. of TFMoran, Inc., performed a visual assessment of the building and grounds to review the architectural, civil engineering, and structural engineering



Figure 1 - L.W. Packard Mill “Main Building” Front Tower and Entrance

aspects for redevelopment of the property. The following report is based on the observations made during this walkthrough. The observations were limited solely to visual investigations and did not involve invasive operations or third-party testing. Some of the information in this report includes conclusions from the “L.W. Packard Mill Phase II ESA” report prepared by Nobis Engineering in January 2018, which involved more intensive environmental testing. Further analysis beyond this report may require invasive testing and/or selective demolition to better uncover building conditions. The conclusion of this report includes basic summaries of a few redevelopment scenarios. The summaries are a broad overview of what would be required to redevelop the property, but are not comprehensive or final analyses of the required scope of work for redevelopment.

Building History

A brief history of the L.W. Packard Mill is provided in the “L.W. Packard Mill Phase II ESA” Report. In summary, the L.W. Packard Mill site was originally developed in the 1840’s with multiple subsequent building additions and modifications taking place to the original structure until the mill’s closure in 2002. Documentation indicates that the basement of the mill had been used as the mill’s dye house and waste water treatment facility since at least 1892. After the closure, the mill complex was subdivided and sold to different entities. Portions of the building complex attached to the “Main Building” continue to be used for manufacturing to the present day by companies such as Elpakco Electronics. However, the portion of the complex included in this study has been vacant for nearly 17 years since the mill’s closure.



Figure 2 - L.W. Packard Mill, Brick Portion Spans the Squam River

General Observations & Building Area

The original form of the Main Building is evident from Hill Street, with a distinctive stair and freight elevator tower centered on the gable end face of the Main Building. Multiple additions have been added to the Main Building on the southeast, southwest, and northwest sides. A two-story addition on the southeast of the Main Building extends fully over the Squam River. Previous surveys by Nobis Engineering have indicated that the building contains a total of 46,029 square feet. However, based on Warrenstreet's approximations, we believe the building contains floor areas closer to those indicated in Figure 3, for an approximated total floor area of 73,980 square feet. These floor areas are only approximations based on observations made during the walk through and measurements taken from the site plan and aerial photographs. Actual floor areas will need to be confirmed with more extensive measurements.

Existing Site Conditions

The property faces Mill Street and is located on a 1.057-acre lot. The lot is situated between the Squam River and a wooded ridge to the northwest. Between the ridge and the building is an access road that connects Hill Street to Winter Street along the northern perimeter of the building complex. There is no parking available within the 1.057 acre lot. Access to the site from the closest public way, Mill Street, requires the use of adjacent lots and traversing of an existing private bridge. The property is served by utility connections including electricity, and municipal water and sewer, however the sewer connection appears to be combined with the adjacent Elpakco property. No known easements exist for site access or utility access.

More extensive descriptions of the existing site conditions are available in the memorandum from the Nobis Group, dated September 27, 2019 attached to this report.

ATTIC
7,800 SQ FT

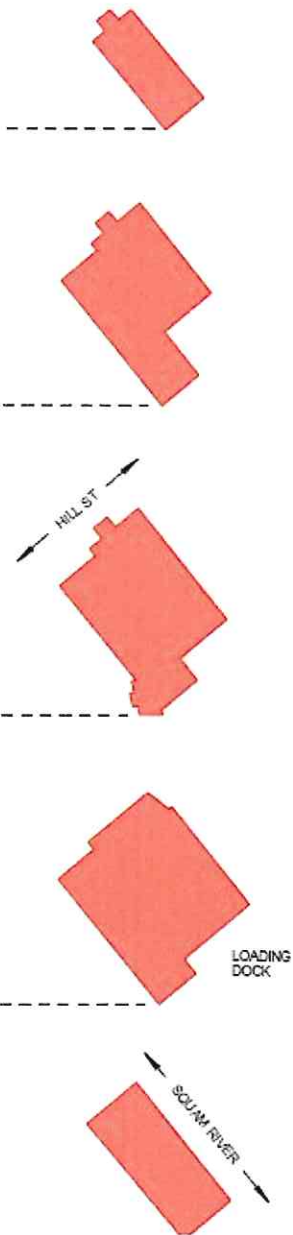
THIRD FLOOR
16,000 SQ FT

SECOND FLOOR
18,300 SQ FT

FIRST FLOOR
21,800 SQ FT

BASEMENT
10,080 SQ FT

Figure 3 – Approximate Floor Areas



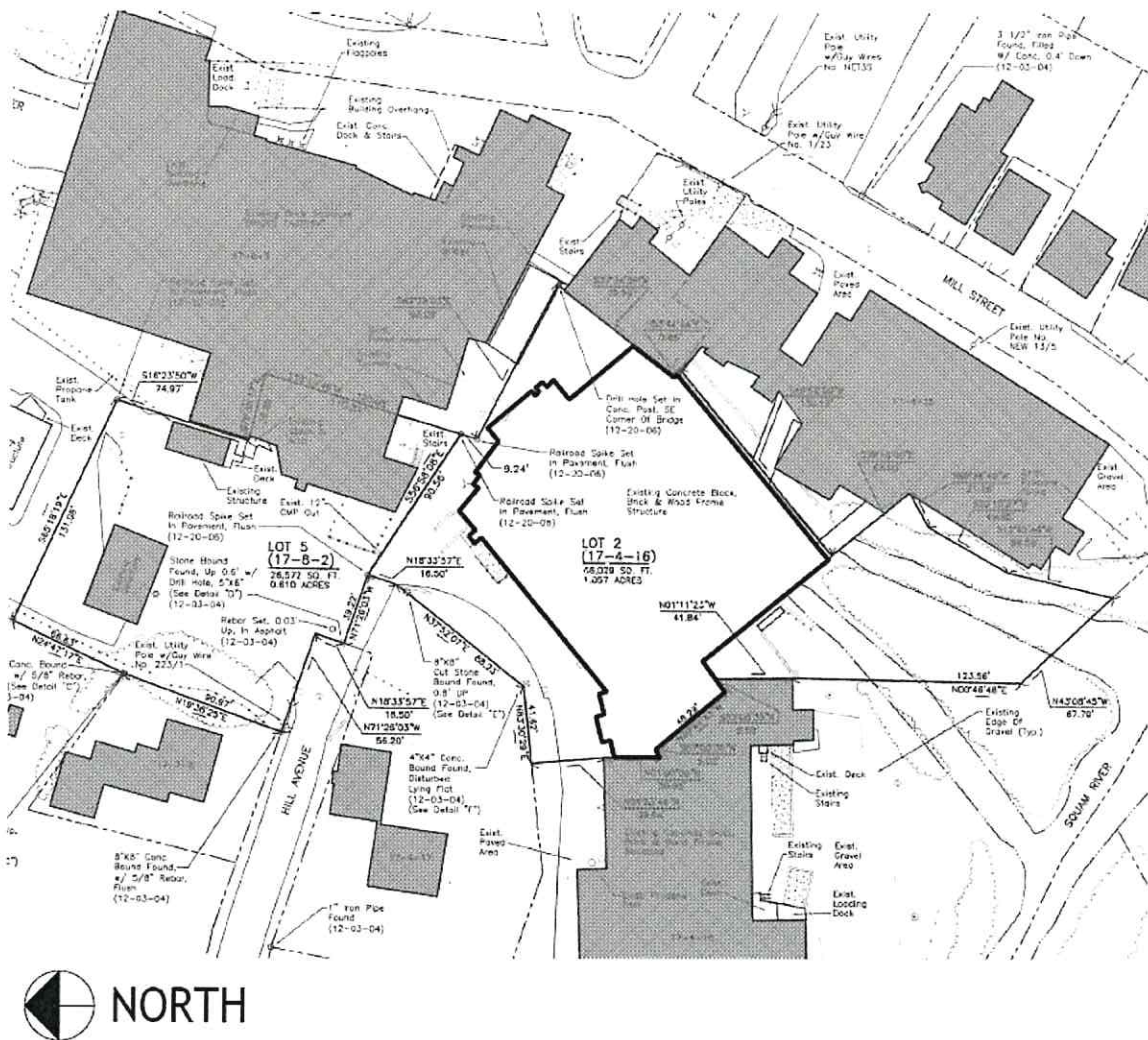


Figure 3 – Site plan indicating the “Main Building” in bold outline, adjacent buildings in gray fill

Existing Structure

The building’s structure is a combination of timber, steel, reinforced concrete and unreinforced load bearing masonry. In several areas of the building, the structural systems are in varying states of deterioration. Most notably, areas of the foundation, basement, and first floor have rusted steel structure and spalled reinforced concrete to the extent that portions would require replacement or reinforcement. Above the first floor, the structure is primarily timber frame, in fair condition.

More extensive descriptions of the existing structural conditions are available in the memorandum from the T.F. Moran, dated September 27, 2019 attached to this report.



Figure 4 – Area of Water Damage, Second Floor

Building Envelope

The building is clad primarily with painted cement asbestos siding with areas of painted sheet metal panel siding. The exterior walls are assumed to be wood stud, and assumed to be insulated with fiberglass batts, though no cavity insulation was exposed to view during the walkthrough. The roof surface is a combination of asphalt shingles and a number of different types of low-slope membrane roofs, portions which are black EPDM membrane and other areas which are white TPO or PVC membrane. The only area where roof insulation is visible is the attic, which has kraft-faced fiberglass batts. Existing windows are single glazed steel or wood sash, with a majority of the glazing broken. Doors are a combination of painted metal and painted wood.

Portions of the basement floor, which appears to only be a few feet above the Squam River are concrete slab on grade with portions that are open to rock or earth below. This area shows significant evidence of elevated moisture levels. The northwest side of the first floor also is constructed as a slab on grade, but there is less evidence of moisture.



Figure 5 – Timber Attic Trusses



Figure 6 – Exterior Cement Asbestos Siding

Hazardous Materials

Observations and data collected by Nobis Engineering, Inc for the L.W. Packard Mill Phase II ESA resulted in the finding of soils contaminated with arsenic and ground water contaminated with perfluorooctanic acid (PFOA). The Phase II ESA recommended that additional investigation of soils and testing of groundwater be conducted. Additionally, the ESA report recommended contaminated soils be excavated and disposed of at an appropriate facility, alternatively, the soils could be managed in place, but use restrictions would be placed on the property.

In addition, asbestos containing materials, lead based paint and PCB's were found within the building. Depending on the type of reuse, different levels of remediation would be required to address these conditions.

Life Safety & Building Code

Historic buildings often were constructed prior to the adoption of building codes, and building code standards have evolved over time to a more stringent standard. As such, redevelopment of historic structures often pose unique challenges. The state of New Hampshire has adopted the International Existing Building Code (2015 edition) to regulate the redevelopment of existing buildings. This code requires different levels of compliance depending on the amount of work taking place and whether a change of occupancy is occurring. The IEBC references the International Building Code (IBC), and can require redeveloped existing buildings to comply with the portions of the IBC requirements for new buildings. In addition to the IEBC and IBC, any redevelopment would be required to meet additional codes and standards including, but not limited to: International Energy Conservation Code (IECC), NFPA 101 Life Safety Code, the Americans with Disabilities Act, and other codes as required by the NH State Building Code.

To analyze options for redevelopment, the building code classifications of the existing occupancy and construction type are required. The previous use of the building as a textile factory is classified by the International Building Code (IBC) as a moderate-hazard factory, industrial group F-1 occupancy. Due to the mixture of construction types and the presence of unprotected wood construction, the building's construction type would be recognized as type 5B (wood frame construction).

Challenges to Redevelopment

The requirements for redevelopment are dependent on the proposed future use of the building. To assess the potential challenges the redevelopment, included below are broad outlines of some potential scenarios, listing the minimum work required by building code:

Requirements for all Proposed Occupancies

- *Access to Site & Utility Connections*
 - The most feasible access to the site traverses an existing private bridge. A structural analysis should be performed to determine suitability for pedestrian and vehicle travel.
 - An easement/right-of-way to the property should be pursued to secure utility access and access to the site from a public way.
 - Analyze existing utility connections for function and code compliance.
- *Parking*
 - Parking is not available on site. A portion of the building may be required to be demolished to provide parking. In addition, additional property may need to be acquired to secure enough parking for the proposed use.
- *Handicap Accessibility*
 - Due to the lack of on site parking, there is currently no handicap access to the building. Accessible parking with an accessible route to an accessible building entrance may be required.

- *Environmental Remediation*

- Hazardous materials exist on site and further testing is required to determine the extent of remediation work required. The extent of remediation may vary according to the type of redevelopment and is yet to be determined.

Reuse as F-1, Moderate-Hazard Factory

- Reuse of the building with the same occupancy as the previous use would be classified as a Level 3 Alteration by IEBC, requiring at least the following work:
 - Provide new means of egress from the building which could include new fire rated stairs, ramps, or corridors.
 - Enclose existing shafts and vertical openings with fire rated enclosures.
 - Provide automatic sprinkler system for the entire building and a supervised fire alarm system
 - Provide accessibility from the accessible building entrance to an area containing a “primary function”. The cost of providing access to and throughout the building is not required to exceed 20% of the cost of the project. However, this would still likely require the addition of a passenger elevator.
 - Due to the extensive work that would be required to reinforce or reconstruct portions of the foundation and first floor, the work area would likely trigger area thresholds requiring the entire building to meet current seismic, and lateral load requirements. This will likely require extensive structural work throughout the building.
 - Portions of the building envelope that are not altered during the course of renovations would not be required to be brought up to current requirements of the IECC. However, it is likely that a majority of the exterior walls would require work to comply with structural code. This would require those walls to be brought to current energy code. In addition, remediation of the asbestos based shingles would likely be required at walls requiring modification.

Redevelopment Requiring a Change of Occupancy to R-2, Residential Apartments

- In addition to the requirements listed above for reuse as an F-1 occupancy, the following would be required:
 - Change of use to an R-2 occupancy changes the building to a more hazardous occupancy, requiring compliance with Chapter 5 of the IBC, which requires:
 - Building limited to 21,000 square foot building area, per floor.
 - Building limited to three stories. IBC does not recognize the basement as a story, however, the attic would required to be maintained as a true attic, excluding storage or other uses.

- In order to comply with the building area limitations, portions of the Main Building connected to the adjacent complex would be required to be demolished or would be required to be separated by a fire barrier.

Redevelopment Requiring a Change of Occupancy to S-2 Low-Hazard Storage, or F-2 Low-Hazard Factory

- No requirements beyond those noted for Re-use as an F-1 occupancy

As noted in the introductory paragraph, these summaries are only a broad overview of the requirements and are not comprehensive. Further analysis would be required to determine the full scope of work if a redevelopment scheme is pursued. In addition, implications of the building's location in a flood zone has not been included in this report.

Summary and Conclusion

The intent of this report is to provide an assessment of the existing conditions of the site and facilities of the "Main Building" portion of the L.W. Packard Mill, and to provide a broad overview of the scope of work required to redevelop the site. In summary, the L.W. Packard Mill is in poor condition. In all redevelopment scenarios, extensive modifications to nearly all parts of the building and site would be required, to the extent that very little historic fabric of the existing building would remain in an unmodified state. In addition, because of the extent of structural work required in the basement and first floor, the building code would require the entire building structure to be engineered and modified to meet current seismic and lateral structural code requirements. Beyond the work that would be required by code as indicated in this report, new mechanical, plumbing, and electrical systems, windows, doors, and roofs and exterior and interior finishes would be required. It is unlikely that any renovation scenario would be more cost effective than a complete demolition and construction of a new building.

This report is focused solely on the L.W. Packard Mill "Main Building" site and building. However, successful redevelopment of the L.W. Packard building complex should include not only this site and building, but the neighboring sites and the L.W. Packard building complex as a whole. For some redevelopment uses such as conversion to a residential use, assessment of less quantifiable qualities, such as site amenity and quality of life are critical to consider. This requires a look at the big picture and consideration of the whole site. Like many redeveloped New England mill complexes, the L.W. Packard mill complex could offer a unique and desirable development in the future.

We thank you being selected to be part of this building assessment and look forward to assisting with the next steps.

Attached following this Report:

- Nobis Group, September 27, 2019 Memorandum, "Lot 17-4-16 L.W. Packard Mill – Property Condition Assessment"
- TF Moran Inc, September 27, 2019, "Visual Structural Assessment, L.W. Packard Mill"

End Report



MEMORANDUM

To: Warrenstreet Architects

From: Nobis Group

Subject: Lot 17-4-16 L.W. Packard Mill - Property Condition Assessment

Date: September 27, 2019

PROPERTY CONDITION ASSESSMENT

On September 10, 2019, Nobis Group performed a visual assessment of the L.W. Packard Mill property, approximately 1.06 acres in size and catalogued locally as Tax Map 17 Lot 4-16, at 1 Hill Avenue in Ashland, NH.

The assessment conducted by Nobis was limited to visually inspecting the condition of surficial site features. The inspection included, but was not limited to, pavement, curb, driveways, parking spaces, sidewalks, site access, building access, utilities, and landscaping. Detailed below are the findings of the assessment.

Executive Summary

In general, there is limited property area beyond the building, however, what was observed was overgrown with vegetation and in poor condition. Any areas of existing bituminous asphalt pavement, curbing, and walkways/sidewalks were all deteriorated to a point of failure. The condition of any landscaping also appeared to be in poor condition and overgrown.

Building access and accessibility was not in conformance with current American with Disabilities Act (ADA) design standards. There is generally no parking associated with the building and therefore no accessible spaces. All entrances into the building were via stairways, and therefore not compliant.

The existence of the utilities servicing the building/campus were observed including municipal water and sewer, electrical power, and a open drainage system. The condition of the services



cannot be noted from visual inspection however the structures appeared to be in poor condition (manhole covers, hydrants, valve boxes, meters, etc.).

Pavement/Driveway/Sidewalk Observations

There is no parking associated with the building. The site is comprised of the following:

A paved driveway on the northwest side of the building, apparently used as a fire lane around the building. The driveway is excessively steep and the pavement is in deteriorated condition, beyond reasonable repair. Because of the excessive steepness, none of this area could be used for parking. Access to this driveway is through adjacent properties and does not have direct access to any public way.

The area to the northeast of the building is comprised of the main building entrance via “Hill Street” and the Squam River. The main entrance is only accessible through adjacent property and does not have direct access to any public way. The entrance is not accessible, and pavement/hardscape is in deteriorated condition. Although the bridge over the Squam River is not on the subject property, since crossing the bridge will be required to access the main entrance, a structural evaluation of the bridge should be performed to determine whether it is in suitable condition for vehicular and pedestrian traffic.

The area to the southeast of the building is comprised of a gravel access driveway, secondary access to the building and the Squam River. The secondary entrance is only accessible through adjacent property and does not have direct access to any public way. The entrance is not accessible, and pavement/hardscape does not exist.

Existing Utility Overview

Upon inspection of the subject property and a discussion with local officials from the Fire Department and Public Works, the building is serviced by municipal water from the north side of the building. Municipal sewer is likely combined with other adjacent properties and exits the adjacent building to the west. Electricity enters the building from the west. Storm drainage from the property is all directed via surface flow toward the Squam River. Since the site does not have direct access to any public ways, all utility connections will require an easement/right of way from adjacent properties.



Environmental Condition Summary

Nobis previously prepared a Hazardous Building Materials Investigation/Report and a Phase 2 Environmental Site Assessment for the property for others under a separate contract. Following is brief a summary of those reports:

Soil Contamination

Arsenic was detected in one soil sample collected beneath the mill structure at a concentration exceeding the NHDES Soil Remediation Standard. Based on the presence of rotted timber and odor of creosote, this is likely the result of urban fill material/impacts from the buried wood. No other soil exceedances were reported.

Groundwater Contamination

The compound perfluorooctanoic acid (PFOA) was detected in one groundwater sample location (NB-5) at a concentration exceeding the Ambient Groundwater Quality Standard. No other groundwater exceedances were reported.

Hazardous Building Materials

The building materials identified as asbestos containing materials (ACM) during Nobis' asbestos inspection included window glazing on windows installed in both the Main Mill and the Boiler Building, floor tile and mastic, exterior siding shingles on the Main Mill, roofing on the Boiler Building, and gray felt matting in the Boiler Building.

Components with lead based paint (LBP) in the building include brick walls, structural steel and concrete, window frames and trim, door and trim, lally columns, and stair railings.

Of the five PCB samples analyzed, two of the bulk materials had a detection of greater than 1 parts per million (ppm), but less than 10 ppm, within the range of concentrations allowed for High Occupancy Use with Encapsulation and Deed Recordation.



We trust this property condition assessment meets the scope of work. Please contact me with any questions or comments at (603) 224-4182.

Sincerely,
NOBIS GROUP

J. Chris Nadeau, P.E.
Senior Project Manager



Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

Mr. Zachary Brock
Warrenstreet Architects, Inc.
27 Warren Street
Concord, NH 03301-4049

September 27, 2019

**Re: Visual Structural Assessment
L.W. Packard Mill
Ashland, NH
TFM Project #: 95958.00**

Dear Mr. Brock:

On September 10, 2019, TFMoran, Inc. (TFM) visited the above referenced facility to review and observe the existing structural condition of the building. The purpose of the review is to assist the Town of Ashland, NH with evaluation of the existing building for potential re-use as a multi-family residential building or some other unknown use.

The existing building is part of a larger complex that dates to the mid-1800's and is a three-story structure, with a total size of approximately 73,980sf. It is currently unoccupied.

STRUCTURAL OBSERVATIONS

The existing building was used as a textile manufacturing facility for the L.W. Packard Company. The structure was originally a timber frame building supported on interior timber and steel columns and exterior wall multi-wythe brick walls. The building has been subjected to many revisions and additions over the years and now has a mix of steel and concrete framing with the original timber frame.

The building is constructed adjacent and over the Squam River. At some point the basement was converted to a wastewater treatment facility to treat the dyes used in coloring the wools. As part of the conversion the entire first floor framing was replaced with structural steel and concrete beams and columns. The floor is partially concrete deck on corrugated metal deck and partially cast-in-place concrete slab. The framing and slab are primarily cast-in-place concrete at the front of the building with steel beams and metal deck at the rear. The floor of the basement has concrete trenches and tanks used for the wastewater treatment process. The structure in the basement and first floor is in very poor condition from exposure to moisture from the water treatment and the adjacent river. There is major rusting and delaminating of steel members. There are entire sections of floor that have been removed or collapsed. The concrete structure is in better condition but also has areas of spall and damage. Most, if not all, of the first-floor structure will need to be replaced or heavily reinforced if the building were to be redeveloped. Major foundation upgrades would also be required.

A one-story addition was built over the river, adjacent to the main building, and the first-floor framing is visible from the basement of the main building. Steel beams span over the river and support, what appears to be a concrete slab on metal deck. The structure is rusted but does not appear to be failing.

The second and third floor are in fair condition but there are areas where leaks have caused damage to the framing varying from wavy floors to collapsed section of flooring. It should be assumed that portions of the floor deck, columns and framing will need to be reinforced and/or replaced.

The roof area, although technically not occupied, appears to have been used for storage and miscellaneous uses. The roof framing consists of large timber trusses at regular intervals with a mid-height purlin and rafters. The bottom chord forms the attic floor supported by steel rod hangers and timber diagonal webs. The gable ends are framed with wood studs and in-filled with bricks, most likely for fire protection. In general, the roof framing is fair shape, no major structural damage was observed. There were damaged and 'soft' areas in the attic floor.

There does not appear to be any modern lateral systems in the building. Most likely the lateral restraint is provided by the unreinforced brick walls.

STRUCTURAL RECOMMENDATIONS

Redevelopment of the building to a residential use would not trigger up-grades to current code requirements since they are in the same occupancy category. However, major structural upgrades would be required to the basement area, floor framing and interior/exterior walls. Based on our preliminary review of the structure it appears that the required modifications would trigger the area thresholds (30%) for full code upgrades. If triggered, then new lateral systems would be required. The existing floors were used for manufacturing use so, most likely, they have a live load capacity in the range of 100 psf to 150 psf which would be adequate for residential use. Again, further review would be required to confirm the actual capacity. Roof snow load capacities, in these types of building, tend to be lower than current requirements. So, if found deficient, the roof framing would need to be reinforced.

Please feel free to contact us with any questions or concerns you may have regarding this letter.

Sincerely,
TFMoran, Inc.



Paul E. Sbacchi, PE
Chief Structural Engineer/Principal

Limitations

Observations are limited to conditions visible at the time of the visit. This evaluation does not include comprehensive calculations of the structural elements.