

**TOWN OF ASHLAND
BOARD OF SELECTMEN MEETING
MONDAY, MAY 4, 2020 at 5:30 p.m.
ASHLAND TOWN OFFICE
20 HIGHLAND ST, ASHLAND, NH**

***Note:** Due to the Covid – 19 pandemic the Governor issued Emergency Order #12 that waived the requirement of having the Board of Selectmen physically present for a public meeting. Therefore, this meeting will occur over zoom video and phone teleconference. We encourage those who would like to participate to please call the number listed below. If issues occur during the meeting we ask that you please call 603-968-4432 or email the Town Manager at townadmin@ashland.nh.gov.*

Phone conference#: (301) 715-8592 **Meeting ID:** 83890202892 **Password:** 816066

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- a. BOS meeting(s); 4/20/2020

III. NEW BUSINESS

- a. Ashland Water & Sewer
 - i. Well #2 – remove and inspect pumping equipment
- b. Ashland Town Clerk – Tax Collector
 - i. Deputy Town Clerk appointment
 - ii. Unpaid Tax Bill Abatement
- c. Ashland Police Department – CRF expenditure
- d. Ashland Memorial Park Trustee reappointment – Stephen Jaquith
- e. Ashland 4th of July Committee

IV. OLD BUSINESS

V. SELECTBOARD ITEMS

- a. Ashland Community Garden
- b. Annual review of town investment policy; RSA 41: 9 VII

VI. ADJOURN

Posted on 5/1/2020 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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**TOWN OF ASHLAND
BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, APRIL 20, 2020
ASHLAND TOWN OFFICE
5:30 P.M.**

Note: this meeting was conducted over zoom video and tele conference, per the Governor's Emergency Order #12 (in relation to Covid -19) which waived the physical presence of board members (RSA 91-A2, III (b)).

- I. CALL TO ORDER** – Town of Ashland Chairman of the Board Eli Badger called the meeting to order at 5:30 p.m. with a roll call; Chairman Eli Badger, Vice Chairman Kathleen DeWolfe and Selectman Alan Cilley were present via zoom video with Selectman Frances Newton and Selectman Jamie Lyford attended using the teleconference.

II. APPROVAL OF MINUTES

MOTION: Selectman Newton

To approve the meeting minutes of April 6, 2020.

SECOND: Vice Chairman DeWolfe

DISCUSSION: Selectman Cilley revised the minutes to reflect his position about the vote on hazardous pay.

VOTE: 5-0

MOTION PASSED

III. NEW BUSINESS

- a. **Ashland Zoning Board of Adjustment (ZBA) appointment interview:** The Board interviewed applicant, Charlie Bozzello, for a ZBA position. Mr. Bozzello provided an application, resume, and discussed his prior experience serving on a ZBA in another town. Board appointed Mr. Bozzello as a regular member for a three-year term and after he took his oath of office.

MOTION: Vice Chairman DeWolfe

To appoint Charlie Bozzello for a three-year term as a regular member to the Ashland Zoning Board of Adjustment, effective May 1st, 2020.

SECOND: Selectman Newton

VOTE: 5 – 0

MOTION PASSED

- b. **Ashland 4th of July Committee (4JC)** – members from the Ashland 4th of July Committee were present to discuss with the Board other possible events should the 4th of July celebrations are cancelled from the Covid-19 virus. 4JC Member Kendall Hughes said the committee tried to focus on other options so the town could do something for the day. Other options mentioned, the town could have a reverse parade

1 instead of a regular parade, and/or a backyard barbeque. Pancake breakfast would not
2 happen if there was not a parade. 4JC discussed putting the celebration off a month or
3 two instead of having it in July. Fire Department needs 15-day notice before firework
4 setup, Police Department need minimum four weeks to get parade permit from the state
5 (parade route is through a state road) and six weeks to setup police details. Committee
6 members requested that before a final decision about the event was made, the board wait
7 until May 4th and hear what the Governor says about releasing the stay at home order.
8 A few board members had concerns that the event could allow for large groups
9 congregating during this pandemic, others appreciated the options presented and wanted
10 the board to make the best decision for the health and safety of the public. Further
11 discussion about the event was tabled until next board meeting on May 4th – the
12 Committee members were invited to attend.
13

- 14 c. **Ashland Water & Sewer State Revolving Fund (SRF) applications** – Town
15 Manager Smith presented the Selectmen two SRF applications for lending, with the
16 funds to be used to implement energy audit measures (\$100K) and a facility analysis
17 (\$75K), both at the wastewater treatment plant. The town submitted preapplications
18 last June in order to make the NHDES Clean Water SRF Priority List, being on the list,
19 which the town was approved in the fall, allows applicants to receive principal
20 forgiveness. The facility analysis application can receive up to 100% forgiveness and
21 the energy audit measure has 50% forgiveness plus up to 35% energy efficiency credits.
22 Loan applications needed prior town approval. Town vote in March approved the
23 applications (Warrant articles 3 and 8). Board designated Town Manager Smith to apply
24 for the SRF's – the application for the energy audit measures is due May 1st and the
25 facility analysis due by June 30th.
26

27 **MOTION:** Selectman Newton

28 *To designate Town Manager Smith as the authorized representative to apply for and*
29 *sign on behalf of the town for the SRF loan application (\$100K) that will implement*
30 *energy audit measures at the treatment plant.*

31 **SECOND:** Vice Chairman DeWolfe

32 **VOTE:** 5 – 0

33 **MOTION PASSED**
34

35 **MOTION:** Selectman Newton

36 *To designate Town Manager Smith as the authorized representative to apply for and*
37 *sign on behalf of the town for the SRF loan application (\$75K) to assess the lagoons.*

38 **SECOND:** Vice Chairman DeWolfe

39 **VOTE:** 5 – 0

40 **MOTION PASSED**
41

- 42 d. **Ashland Parks & Recreation; opening of the campground** – because of the stay at
43 home order by the Governor (coronavirus) Director Barney asked the Board for
44 direction on whether to open the campground on May 1st. Conversation among the
45 members focused on whether the decision should be tabled until after May 4th, installing
46 signage about delaying the opening, postponing the opening completely, turning on the

1 utilities before opening, and allowing new construction at the campground. Consensus
2 of the board was unless otherwise noted to not open the campground until June 1st and
3 no new construction was allowed until opening. Roll call vote (no motion was made)
4 tallied 4 – 1 (Selectman Cilley voted nay).
5

- 6 e. **Town Manager updates** – Town Manager Smith updated the board about upcoming
7 department projects in town. In particular, the new playground being installed at the
8 park, new tennis, and basketball courts, paving at the wastewater treatment plant and on
9 Thompson Street, and the new police car is ready for pickup.

10
11 **IV. SELECTBOARD ITEMS**

- 12 a. **Ashland Community Garden** – Chairman Badger asked other board members the
13 plan for the garden this year. Board to revisit the topic at their next meeting in May.
14

- 15 **V. ADJOURNED** – the Board of Selectmen adjourned their meeting at 7:13 p.m. and will
16 reconvene on Monday, May 4, 2020.
17

18 *On behalf of the Ashland Board of Selectmen Town Manager Charles Smith wrote these meeting*
19 *minutes on April 21, 2020.*

April 17, 2020

427 Main Street, Suite 400, Worcester, MA 01608
Tel: 508.762.1676

Mr. Rusty Cross
Ashland Water Department
6 Collins Street
Ashland, NH 03217

Re: 2020 Well & Pump Inspection Report

Dear Mr. Cross,

Following is the report for the maintenance & inspection service completed on the Town's wells & pumping units.

Maintenance Service

The typical maintenance service for submersible pumps includes only the measuring the resistance to ground (MegOhm test) on all motors.

Inspection Data

The pumping equipment was isolated from the system and individual flow tests conducted at each of the installations. During the testing the pumps were operated at several different flow rates to evaluate the condition of the well and/or pumping equipment. The data collected is presented below:

Well / Pump Name	Flow Rate (gpm)	Specific Capacity (gpm/ft)	Pump TDH (feet)	MegOhm Reading @ 500V	Wire to Water Efficiency	Comments
Well 1	600	215.83	305.39	42 / 35	53.58%	Well performance is down 6.45% from 2010 testing. Pump performance is 16% below design curve at 600 gpm. Motor resistance to ground numbers are lower than desired.
Well 2	302	12689	339.84	22 / 26	50.67%	Well performance is down 24% from 2011 testing. Pump performance is 6% below design curve at 302 gpm. Motor resistance to ground numbers are lower than desired.

Comments & Recommendations

Based on our observations and the results of the testing, we recommend that the District consider the following additional maintenance services:

Well 1 Remove & inspect pump for wear – Budget Cost - \$9,000.
Purchase spare 75Hp, 8" Motor – Budget Cost - \$10,250

Well 2 Remove & inspect pump; Chemically treat and redevelop well – Budget Cost - \$20,000.

We trust that you will find this report complete, however, if you have any questions or require additional information please contact me via email at hydrot@wseinc.com or phone at 978-977-0110 x5021.

We appreciated this opportunity to be of service to the Ashland Water Department.

Sincerely,

Thomas S. Hydro
General Manager

Well & Pump Inspection Data Sheet

Owner: Ashland Water Department
6 Collins Street
Ashland, NH 03217
Rusty Cross

Well / Pump: Well 1
Location: Off Cedar Lane

Date of Service: 3/23/2020

Well Information

Casing Diameter: 12"
 Total Depth: 101.8'
 Screen Diameter: 12"
 Screen Length: 20'
 Liner Screen: NO
 Slot Size: 0.085"
 Year Installed: 1996
 Last Serviced: 4/5/10
 Rated Capacity: 600

Pump Information

Serial Number: ME574151
 Type: SUB
 Make: Christensen
 Model: 8RJHC-4
 Design Point: 600 @ 363'
 Column Size: 6"
 Shaft Size: n/a
 Depth to Suction: 76.50'
 Airline: --
 Transducer: --
 Year Installed: 2010

Design Curve Data

GPM	TDH
800	280
700	325
600	363
500	400
400	415
300	430
200	440
100	450
0	475

Motor Information

Make: Franklin
 Hp: 75
 Voltage: 460
 Amperage: 107
 RPM: 3525
 Frame: 8
 Type: SUB
 MegOhms @ 500V: 42 / 35
 Year Installed: 1997
 Efficiency %: --
 Power Factor: 83.6
 Operating Hrs: --

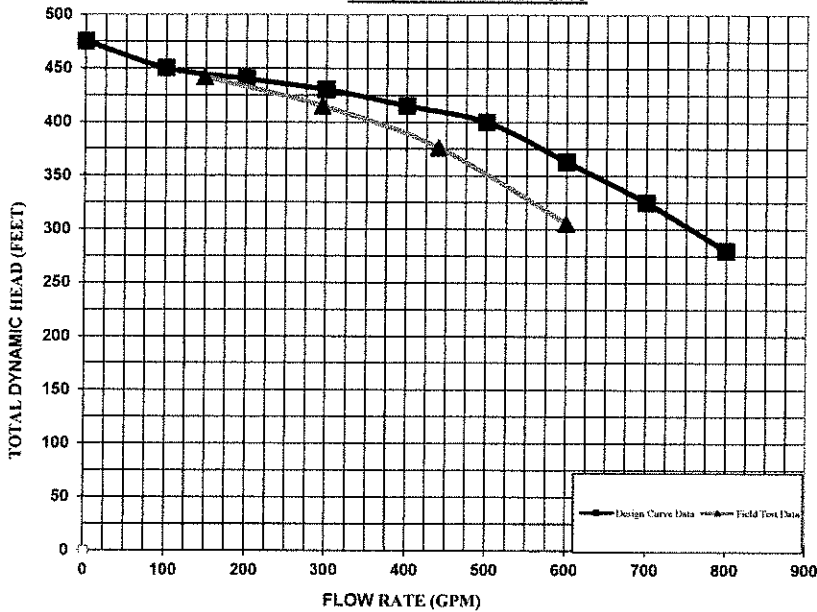
Controller Information

Make: Allen-Bradley
 Model: SMC-Flex
 Year Installed: 2014 - 15

Field Test Data

Static Water Level			Pressure Gage Ht				Amperages						Kilowatts			Horsepower		
Pumping Level	Draw Down	Flow Meter	Pitot or Orifice	Specific Capacity	Discharge Pressure	TDH	L1	L2	L3	L1-L2	L2-L3	Total	Elec.	Water	Eff.			
18.85	0.61	--	148	242.62	187.0	441.82	71.8	70.8	69.4	9.12	32.97	42.09	56.42	16.54	29.31%			
19.52	1.28	--	295	230.47	175.0	414.77	81.0	80.3	78.1	15.50	39.33	54.83	73.50	30.94	42.10%			
20.17	1.93	--	440	227.98	158.0	376.15	88.7	88.2	86.0	18.76	44.20	62.96	84.40	41.85	49.59%			
21.02	2.78	--	600	215.83	127.0	305.39	94.2	93.2	90.8	21.05	43.46	64.51	86.47	46.34	53.58%			

Pump Performance Curve



Pump Performance History

	GPM	Design	Test	% Off
Original:	600	363	--	--
Previous Test:	622	360	316.00	-12.22%
Previous Test:	603	362	312.88	-13.57%
Previous Test:	600	363	318.78	-12.18%
Previous Test:	587	369	318.33	-13.73%
Previous Test:	603	362	346.80	-4.20%
Previous Test:	593	365	329.89	-9.62%
Previous Test:	587	370	329.55	-10.93%
Current Test:	600	363	305.39	-15.87%

Well Performance History

Date	GPM	GPM/FT	% Off	
Original:	1996	700	100.00	--
Previous Test:	4/5/10	622	230.70	--
Previous Test:	3/21/13	622	234.71	1.74%
Previous Test:	5/5/14	603	221.69	-5.55%
Previous Test:	5/4/15	600	219.78	-4.73%
Previous Test:	3/21/16	587	221.51	-3.98%
Previous Test:	6/14/17	603	227.55	-1.37%
Previous Test:	4/30/18	593	237.20	2.82%
Previous Test:	4/23/19	587	234.80	1.78%
Current Test:	3/23/20	600	215.83	-6.45%

General Comments

Well performance is down 6.45% from 2010 testing.

Pump performance is 15.87% below design curve at 600 gpm.

Motor MegOhm testing showed 42 before the testing and 35 after. (similar results noted in 2019)

Thomas D. Hyder
 (for Weston & Sampson)

Well & Pump Inspection Data Sheet

Owner: Ashland Water Department
6 Collins Street
Ashland, NH 03217
Rusty Cross

Well / Pump: Well 2
Location: Off Cedar Lane

Date of Service: 3/23/2020

Well Information

Casing Diameter: 8"
 Total Depth: 100'
 Screen Diameter: 8"
 Screen Length: 20'
 Liner Screen: NO
 Slot Size: 0.095"
 Year Installed: 1996
 Last Serviced: 3/4/11
 Rated Capacity: 300

Pump Information

Serial Number: ME616038
 Type: SUB
 Make: Christensen
 Model: 7CLC-4
 Design Point: 300 @ 362'
 Column Size: 4"
 Shaft Size: n/a
 Depth to Suction: 77.5'
 Airline: --
 Transducer: 73.5'
 Year Installed: 2013 *

Design Curve Data

GPM	TDH
500	196
400	296
300	362
200	416
100	456
0	476

Motor Information

Make: Franklin
 Hp: 40
 Voltage: 460
 Amperage: 54.9
 RPM: 3450
 Frame: 6"
 Type: SUB
 MegOhms @ 500V: 22 / 26
 Year Installed: 2016
 Efficiency %: 83
 Power Factor: 82
 Operating Hrs: --

Controller Information

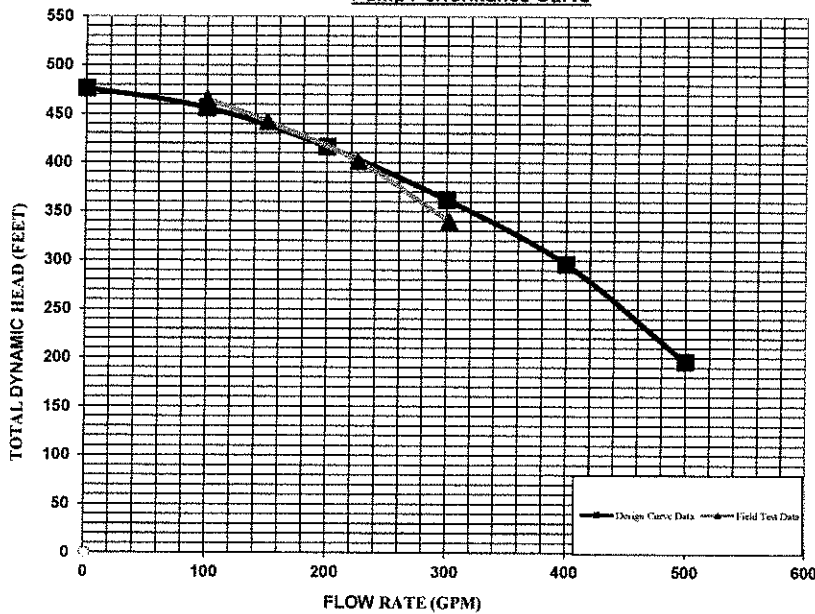
Make: WEG
 Model: Soft Start
 Year Installed: --

* Modified in 2016 - 2 trimmed & 2 full impellers

Field Test Data

Static Water Level		Pressure Gage Ht		Field Test Data															
18.44		-9.00		Pumping Level	Draw Down	Flow Meter	Pitot or Orifice	Specific Capacity	Discharge Pressure	TDH	Amperages			Kilowatts			Horsepower		
L1	L2	L3	L1-L2								L2-L3	Total	Elec.	Water	Eff.				
18.97	0.53	--	100	188.68	197.0	465.04	44.2	45.5	44.0	8.46	21.29	29.75	39.88	11.76	29.49%				
19.30	0.86	--	150	174.42	187.0	442.27	46.0	46.9	45.3	9.17	21.92	31.09	41.68	16.78	40.25%				
19.97	1.53	--	226	147.71	169.0	401.36	50.0	51.0	49.0	11.21	23.55	34.76	46.60	22.94	49.23%				
20.82	2.38	--	302	126.89	142.0	339.84	53.3	54.0	52.5	12.56	25.65	38.21	51.22	25.95	50.67%				

Pump Performance Curve



Pump Performance History

	GPM	Design	Test	% Off
Original:	300	362	--	--
Previous Test:	258	385	398.93	3.62%
Previous Test:	320	354	353.56	-0.12%
Previous Test:	302	362	364.75	0.76%
Previous Test:	295	364	364.11	0.03%
Previous Test:	300	362	361.76	-0.07%
Current Test:	302	362	339.84	-6.12%

Well Performance History

Date	GPM	GPM/FT	% Off	
Original:	1996	532	86.64	--
Previous Test:	5/28/09	395	98.75	--
Previous Test:	3/4/11	326	167.18	--
Previous Test:	4/4/13	388	172.44	3.15%
Previous Test:	5/8/15	340	168.32	0.68%
Previous Test:	3/21/16	301	170.66	2.08%
Previous Test:	3/28/16	258	177.93	6.43%
Previous Test:	5/10/16	320	165.80	-0.83%
Previous Test:	6/14/17	302	153.30	-8.30%
Previous Test:	4/30/18	295	155.26	-7.13%
Previous Test:	4/23/19	300	136.99	-18.06%
Current Test:	3/23/20	302	126.89	-24.10%

General Comments

Well performance is down 24% from 2011 testing.

Pump performance is 6% below design curve at 302 gpm.

Motor MegOhm testing showed 22 before the testing and 26 after.

Thomas J. Hyde
 (for Weston & Sampson)

April 17, 2020

Ashland Water Department
6 Collins Street
Ashland, NH 03217

Re: Proposal for Redevelopment of Well 2

Attn: Russel Cross,

Following is our quote for providing field crew services for the removal and inspection of the pumping equipment and the conventional chemical treatment and redevelopment of the Ashland Water Department's Well 2.

Scope of Services

- Assist the Town in obtaining the required NH DES Temporary Groundwater Discharge permit.
- Mobilize men & equipment to/from Ashland, NH.
- Set up equipment and conduct a minimum 1-hour pre-cleaning flow test.
- Pull, disassemble, clean and inspect existing pumping equipment.
- Upon completion of the inspection a Pump Inspection Report detailing the condition of the equipment will be prepared and submitted for review.
- No repairs will be made without prior written authorization from the Town.
- Set, maintain and later remove developing tools including triple agitator surge block and submersible can pump.
- Redevelop well for up to 27-hours by a combination of chemical treatments and mechanical surging & pumping.
- All chemical solutions will be neutralized in a temporary holding tank prior to being discharged to waste at a location designated by the permit.
- Disinfect well by the addition of a minimum 50ppm chlorine solution.
- Reassemble, install and test reconditioned pumping equipment.
- Prepare and deliver a detailed Well Cleaning Report summarizing the on-site activities, data collected and any equipment modifications.

Fee

<u>DESCRIPTION</u>	<u>ESTIMATE</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
Mobilization of Men & Equipment	1	/lump sum	\$1,310.00	\$1,310.00
Pull-Inspect-Reset-Test Pumping Equipment	1	/lump sum	\$4,355.00	\$4,355.00
Set-Maintain-Pull Developing Tools	1	/lump sum	\$1,440.00	\$1,440.00
Machine Time for Redevelopment	27	/hour	\$335.00	\$9,045.00
Redevelopment Chemicals				
Muratic Acid	110	/gallon	\$8.00	\$880.00
Sodium Hexametaphosphate	50	/pound	\$4.00	\$200.00
Calcium Hypochlorite	15	/gallon	\$6.00	\$90.00
Neutralization Chemicals	1	/lump sum	\$510.00	\$510.00
			Estimated Cost:	\$17,830.00

Optional Adder

Pre & Post-Cleaning Video Inspections	1	/well	\$500.00	<u>Yes / No</u>
---------------------------------------	---	-------	----------	-----------------

Terms

- Due to the use of heavy equipment and hazardous chemicals, the W&S field crew will consist of two (2) men for all on-site activities.
- No additional out-of-scope work will be completed without prior written approval from the Town.
- Pricing is valid for 45-days and **excludes payment of prevailing wage rates** and taxes. Payment terms are net 30-days.
- Field work will be scheduled only upon return of a signed copy of both this proposal and the attached Terms & Conditions.
- If this work is tax exempt, please provide a Tax Exempt Certificate along with the signed proposal for our records.

We trust that you will find this quote complete, however, if you have any questions or require additional information please contact Tom Hydro at 978-333-2273 or via email at hydrot@wseinc.com.

Thank you for the opportunity to provide this quotation.

Weston & Sampson CMR, Inc.

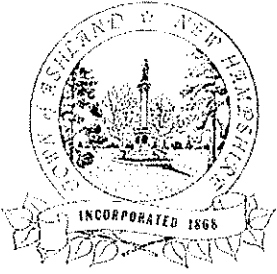
Thomas S. Hydro
Thomas S. Hydro
General Manager

Scope, Pricing and Terms & Conditions Accepted by:

(for the Ashland Water Department)

Date: _____

P.O. #: _____



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

Date: APRIL 30, 2020

To: Ashland Board of Selectmen

From: PATRICIA TUCKER, CTCTC

Subject UNPAID 2019 TAX BILL

PROPERTY LOCATED ON MAP 001-002-002-012C – IN DECEMBER THERE WAS A PAYMENT ISSUE AND A PAYMENT WAS RETURNED TO THE MORTGAGE HOLDER IN ERROR. THIS PROPERTY WAS LIENED IN ERROR BECAUSE OF THIS MISTAKE. THE BILL OF \$1881.13 HAS BEEN PAID BY THE LENDER. I AM REQUESTING THAT THE COSTS AND INTEREST BE ABATED.

Recommended motion:

MOVE TO ABATE THE SUM OF \$132.11 [AS OF 4/30/2020] WHICH REPRESENTS UNPAID INTEREST AND COSTS. MADE BY _____

SECONDED BY

<u>VOTE</u>	<u>NEWTON</u>
<u>VOTE</u>	<u>DEWOLFE</u>
<u>VOTE</u>	<u>CILLEY</u>
<u>VOTE</u>	<u>LYFORD</u>
<u>VOTE</u>	<u>BADGER</u>



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

Date: *05/04/2020*

To: *Board of Selectman*

From: *Chief Ulwick*

Subject: *Cruiser upfitting estimate*

Recommended motion: *Release of \$7,999.98 from Capital Reserve Funds for upfitting cruiser*

Background: *We have minimally upfitted this cruiser with basic legal requirements and needs and would like the Board of the release of funds to order the parts.*

Issue:

Fiscal Impact: *Funds to be released from existing funds in that police Capital Reserve Funds, no immediate tax impact.*



Ossipee Mountain Electronics, Inc.

Quote QTE012290
 Date 3/30/2020
 Page 1 of 1

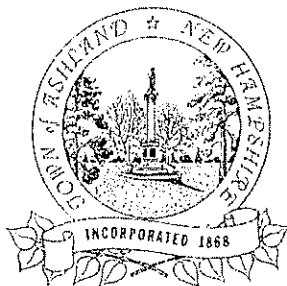
Bill To
Ashland Police Dept PO Box 885 Ashland, NH 03217

Ship To
Ashland Police Dept 20 Highland St. Ashland, NH 03217

Customer No.	Salesperson	Shipping Method	Payment Terms
ASH460	Craig Belcher	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	NX5700HBF	Mobile, P25 VHF, 110Watt, 136-174MHz, RF Deck Only	1,442.00	1,442.00
2	1.00	6AHMIG	Control Head, Handheld, NX5700H Series	950.00	950.00
3	1.00	L-5039	Option, Configure for CSA-US I.S., TK5230	52.50	52.50
4	1.00	PROGRAMMING	Radio Programming-P25 Series	100.00	100.00
5	1.00	ENFWB0066V	Lightbar, nFORCE, Interior, 3 6-LED w/TD, Charger, BLUE w/o Adaptive Cruise	520.10	520.10
6	1.00	ETSA461HPP	Siren, nERGY, Rem. Mtg. HH Ctrl Head 100W	472.50	472.50
7	2.00	ENT2B3B	Intersector, Under-Mirror LED, w/Brackets, BLUE	179.20	358.40
8	1.00	PNT1CRV03	Mount, Intersector Curved Surface Adaptor, 11+ CHARGER (12.00	12.00
9	1.00	ETFBSN-P	Flasher, Rear, 100% Solid State, 2.4 f.p.s.	53.90	53.90
10	1.00	SAK37	Bracket, Siren Speaker, 2011 Charger	41.00	41.00
11	1.00	RP-1-848	Radar, Raptor, Dual Ka Ant, Directnl	2,195.00	2,195.00
12	1.00	X210036-0002	Spotlight, Unity, 6" LED, 225KCP, Blck, CHARGER	383.99	383.99
13	1.00	194313	Window Deflector, Channel Style, 20 Charger SXT	79.50	79.50
14	1.00	253	Install Kit, Unity Spotlight, Post, LH, 2012 CHARGER	49.99	49.99
15	1.00	BB132R	Antenna, HD 132-512MHz, 1/4Wave, Black, Flex Spr	56.05	56.05
16	1.00	EM-M11001-195	Cable, NMO Mount, 17' RG195 Low Loss, No Conn (MB8X)	24.30	24.30
17	1.00	CPL259-01	Crimp On PL259 RG58 (RFU-505)75476	5.25	5.25
18	1.00	R1	Solenoid ,12V, 65 A Continuous.S.P.S.T (24059-BP)	78.50	78.50
19	1.00	MISC.	Circuit Breakers, Fuse Holders, W/P Connectors, Etc.	125.00	125.00
20	1.00	LABOR	Setup Charger with Above Equipment	1,000.00	1,000.00

Quoted By: _____	Accepted By: _____	Date: _____	Subtotal	7,999.98
QUOTE VALID FOR 30 DAYS			Additional Discount	0.00
			Freight	0.00
			Total	7,999.98



TOWN OF ASHLAND

APPOINTMENT APPLICATION

BOARDS, COMMITTEES AND COMMISSIONS

(Appointments are made as vacancies occur)

Name STEPHEN JAQUITH

Address 37 RIVERSIDE DR.

Lived in Ashland since 1974

Day Phone 968-3093

Evening Phone 968-3093

Email Steve.jaquith@hotmail.com

I am interested in volunteering for one or more of the following, in order of preference:
(1st choice, 2nd choice, etc.):

Capital Improvements Plan (CIP) Committee

Conservation Commission

Economic Development Committee

Heritage Commission

Housing Standards

Planning Board

Zoning Board of Adjustment

Other MEMORIAL PARK

Occupation CARPENTER

Employer SELF Since 2011

Do you feel there could be any conflicts of interest with your personal beliefs, occupation, or employer by being appointed to serve on what you have applied for? No Yes

Education HIGH SCHOOL

Relevant Experience CHAIRMAN-MEMORIAL PARK

Volunteer time available per week 3 DAYS

Have you been previously appointed to any Town or School District Boards, Commissions or Committees? No Yes If yes, list all MEMORIAL PARK

Are you willing to serve as an alternate member? No Yes

Are you willing to serve on a sub-committee? No Yes

I would like to change/improve the following IMPROVE ON THE OVERALL APPEARANCE OF THE PARK AND MAKE IMPROVEMENTS AS NEEDED TO OFFER THE COMMUNITY A NICE GREEN SPACE TO ENJOY.

The greatest personal attribute or qualification I can bring to this appointment is PAST EXPERIENCE WITH GARDENS + FLOWERS + LANDSCAPING

I would like to be appointed because I LIKE TO HAVE A NICE PLACE FOR COMMUNITY AND VISITORS TO COME AND ENJOY

Signature Stephen D. Jaquith Date 4-23-20

Please submit this form by mail to: Town of Ashland, P.O. Box 517 Ashland, NH 03217 or email to townadmin@ashland.nh.gov

Board of Selectmen adopted on April 30th, 2018

INVESTMENT POLICY - #37

Adopted August 20, 2007 – BOS VOTE

I. PREFACE

The investment policy establishes a framework for the safe and prudent investment of public funds.

It also provides guidance and direction for elected officials and staff in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the town treasurer of the Town of Ashland, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Agency Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by-law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

III. OBJECTIVES

The investment policy objectives are stated below:

1. To ensure the preservation of capital and the protection of investment principal;
2. To maintain sufficient liquidity to meet operating requirements;
3. To satisfy all legal requirements;
4. To attain market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.
5. Assets will only be invested in obligations of the United States Government, public deposit investment pool established pursuant to RSA 383:22, deposits in solvent banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws of the State of New Hampshire or in banks recognized by the State Treasurer.

IV. DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

1. In accordance with chapter 41:29 of the Revised Statutes Annotated (RSA), (Appendix A), of the State of New Hampshire, the responsibility for conducting investment transactions resides with the Town Treasurer, *except in the instance of capital reserve funds, when the responsibility for conducting investment transactions reside with the Trustees of the Trust Funds, in accordance with RSA 35:9, (Appendix B).*
2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

V. PRUDENCE

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Selectmen any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

VI. INTERNAL CONTROLS

The internal controls for the Town of Ashland shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by employees and officers of the Town.

1. Indemnification: In accordance with RSA 41:6 (Surety Bond Required) (Appendix C),

"Town Treasurers...Shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

- (a) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
 - (b) Fraudulent or dishonest acts committed by the covered officers."
2. A system of written internal controls, with regard to investments, shall be established and maintained by the Council, or its designee, and shall be reviewed annually by Town's independent auditors.

VII. INVESTMENT INSTRUMENTS

In accordance with RSA 41:29 (Appendix A), funds of the Town of Ashland may be invested in:

- a) United States Treasury securities maturing in less than one year; or
- b) Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
- c) Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or
- d) Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or

- e) New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- f) Short-term obligations of United States Government agencies; or
- g) Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows.

VIII. QUALIFIED INSTITUTIONS

The Town of Ashland will abide to RSA 41:29 and RSA 383:22-24 (Appendix D) as the source and foundation of its qualified institution criteria.

IX. SAFEKEEPING AND COLLATERALIZATION

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 100% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred. Safekeeping procedures shall be reviewed annually by the Town's independent auditors.

X. ACCOUNTING

All cash bank balances will be reconciled monthly by the Treasurer and reported to the Selectmen on a monthly basis. General ledger entries will be posted to the general ledger system at said time in order to accurately reflect the town's cash position.

XI. PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XII. OTHER

This policy shall be reviewed at least annually by the Selectmen, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

The Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Town Administrator.

XIII. POLICY APPROVAL/ADMENDMENTS

The Selectmen approved adoption of the Town of Ashland Investment Policy at their August 20, 2007 meeting.

Reviewed: May 7, 2012

Reviewed: July 6, 2015

Reviewed: August 1, 2016

APPENDIX A - RSA 41:29

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only upon orders of the selectmen, or, in the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission, or in the case of a heritage commission fund established pursuant to RSA 674:44-a upon the order of the heritage commission, or in the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent, or in the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission, or in the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in solvent banks in the state, except that funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits, United States government obligations, United States government agency obligations, or obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case. The amount of collected funds on deposit in any one bank shall not for more than 20 days exceed the sum of its paid-up capital and surplus.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, he shall make a report to the town, giving a particular account of all his financial transactions during the year. He shall furnish to the selectmen statements from his books, and submit his books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall, with the approval of the selectmen, invest the same in obligations of the United States government, in the public deposit investment pool established pursuant to RSA 383:22, in savings bank deposits of banks incorporated under the laws of the state of New Hampshire or in certificates of deposits and repurchase agreements of banks incorporated under the laws of the state of New Hampshire or in banks recognized by the state treasurer. At least yearly, the selectmen shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes.

V. Any person who directly or indirectly receives any such funds or moneys for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

APPENDIX B - RSA 35:9

The moneys in each such fund shall be kept in a separate account and not intermingled with other funds of said municipality. Said capital reserve fund shall be invested only in deposits in any federally or state-chartered bank or association authorized to engage in a banking business in this state, or in bonds, notes or other obligations of the United States government, or in bonds or notes of this state, in such stocks and bonds as are legal for investment by banks and associations chartered by this state to engage in a banking business, or in participation units in the public deposit investment pool established pursuant to RSA 383:22. When so invested the trustees hereinafter named shall not be liable for the loss thereof. Any interest earned or capital gains realized on the moneys so invested shall accrue to and become a part of the fund. Deposits in federally or state-chartered banks and associations shall be made in the name of the town, district or county which holds the same as a reserve, and it shall appear upon the books thereof that the same is a capital reserve fund. Any person who directly or indirectly receives any such capital reserve funds for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town, school district, village district or county depositing or investing such funds. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral. At least yearly, the governing body of the town, school district, village district, or county shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes

APPENDIX C - RSA 41:6

I. Town treasurers, trustees as provided in RSA 31:22 and 23, trustees as provided in RSA 53-B:8-a, I, library trustees including alternate library trustees, if any, town clerks, tax collectors and their deputies, and agents authorized to collect the boat fee shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

(a) The failure of the officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions; or

(b) Fraudulent or dishonest acts committed by the covered officers.

II. A blanket bond may exclude the town treasurer if a separate fidelity bond for the faithful performance of his duties is furnished by the surety writing the blanket bond.

III. Premiums shall be paid by the town.

IV. The required bonds shall provide for at least a 2-year discovery period from the date their coverage terminates.

V. The commissioner of revenue administration shall adopt rules under RSA 541-A, concerning the amount and form of the surety bonds required under this section.

APPENDIX D - RSA 383:22-24

383:22 Public Deposit Investment Pool. –

I. The commissioner shall, with the assistance of the advisory committee created under RSA 383:24, establish and operate, beginning on January 1, 1992, a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.

II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the bank commissioner and advisory committee. The commissioner and advisory committee shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted by rule under RSA 383:23.

III. The commissioner shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The commissioner shall also ensure that periodic statements of accounts and reports on holdings are provided to pool participants relative to their proportionate share of the pool.

IV. The commissioner shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected by the advisory committee.

383:23 Rulemaking. – Prior to January 1, 1992, the commissioner shall, with the approval of the advisory committee, adopt rules, pursuant to RSA 541-A, relative to:

I. Formulation of a disclosure policy and materials to be included in a prospectus and in periodic reports to participants, including:

- (a) A written statement of policy and pool objectives;
- (b) Investment objectives designed to meet the pool objectives;
- (c) A description of eligible investment instruments;
- (d) The credit standard of investment;
- (e) Allowable maturity range of investments;
- (f) The limits of portfolio concentration permitted for each type of security;
- (g) Safekeeping practices;
- (h) Definition of pool participant eligibility;
- (i) Disclosure of size of accounts, size of transactions and administrative costs; and
- (j) Instructions for establishing and utilizing accounts.

II. Investment and administrative policies, practices and restrictions, including the frequency and method used for calculating valuation, yields and earnings.

III. Requests for proposals from investment managers and criteria for reviewing such proposals.

383:24 Advisory Committee. –

I. There is established an advisory committee on the public deposit investment pool, consisting of the following members:

- (a) The state treasurer.
- (b) The commissioner of the department of revenue administration or designee.
- (c) Two members appointed by the New Hampshire Government Finance Officers Association.
- (d) Two members appointed by the New Hampshire Bankers Association.
- (e) One county finance officer appointed by the New Hampshire Association of Counties.
- (f) One city finance officer, appointed by the New Hampshire Municipal Association.
- (g) One school district finance officer, appointed by the New Hampshire School Boards

Association.

II. The advisory committee shall assist and advise the commissioner on the establishment and operation of the investment pool, including:

- (a) Formulating the disclosure policy.
- (b) Determining eligible investment vehicles.
- (c) Establishing performance standards.
- (d) Monitoring the outflow of funds from financial institutions.
- (e) Determining compliance with written investment policies.
- (f) Conducting periodic reviews of the public deposit investment pool.

