

**TOWN OF ASHLAND
BOARD OF SELECTMEN MEETING
MONDAY, JUNE 15, 2020 at 5:30 p.m.
ASHLAND TOWN OFFICE
20 HIGHLAND ST, ASHLAND, NH**

Note: This meeting will occur over zoom video/phone teleconference per the allowance under the Governor's Emergency Order #12 that waived the requirement of having a quorum of the Board physically present for a public meeting. We encourage those who would like to participate to please call the number listed below.

Phone conference#: (301) 715 8592 Meeting ID: 816 7282 2939 Password: 746711

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 6/1/2020
- III. NEW BUSINESS**
 - a. Ashland Parks & Recreation
 - i. Pickle Ball Courts
 - ii. Reopening Summer Camp & Booster Club
 - b. Ashland Electric auction equipment
 - c. Building Maintenance Capital Reserve Fund (CRF) expenditure
 - i. New heating oil tanks at Fire Department
 - d. Ashland public body appointment
 - i. Trustee of Trust Funds
 - Robert J. Letourneau
 - Dave Toth
- IV. OLD BUSINESS**
 - a. Ashland Vendor Permit
- V. SELECTBOARD ITEMS**
 - a. Selectman Lyford resignation – announcement of vacant position
 - b. Reopening public buildings
- VI. NON-PUBLIC SESSION**
- VII. ADJOURN**

Posted on 6/12/2020 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, JUNE 1, 2020
ASHLAND TOWN OFFICE
5:30 P.M.**

Note: this meeting was conducted over zoom video and teleconference, per the exception provided by the Governor's Emergency Order #12 (in relation to the Covid -19 pandemic). Emergency Order #12 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, Selectmen Frances Newton, Alan Cilley, and Jamie Lyford all signified they were present via the video and teleconference. Chairman Badger made note that the meeting was public.

II. APPROVAL OF MINUTES

MOTION: Selectman Newton

To approve the meeting minutes of May 18, 2020.

SECOND: Vice Chairman DeWolfe

DISCUSSION: Vice Chairman DeWolfe corrected page 3 lines 5 and 6; about the appointment of the vacant trustees' are applied under statute RSA 669:73.

VOTE: 5 – 0

MOTION PASSED

III. NEW BUSINESS

a. Ashland Parks & Recreation

i. Town Beach – Parks & Rec Director Barney discussed updated plans with the Board about opening the town beach during the ongoing pandemic. Plans include asking beach attendees to keep a social distance, preparing staff for interactions with attendees, installing signs about distancing and having staff monitor and clean the area. Director Barney advocated for the return of the lifeguards as a safety measure for everyone at the beach. Board members had concerns about maximum capacity of attendees, everyone keeping a social distance, the safety of staff, and opening without lifeguards. Director Barney estimated that no more than 60 people at one time could fit at the beach. Board agreed to open the beach to town residents, taxpayers, campground members, and waived the fee for 2020. Board also asked for a comprehensive plan that will help protect the public's health.

MOTION: Selectman Cilley

To have the town beach open without lifeguards.

SECOND: Vice Chairman DeWolfe

DISCUSSION: Chairman Badger preferred not to open without lifeguards in

1 this area of town, as it could turn into a “free-for-all.” Vice Chairman DeWolfe
2 was not comfortable with people visiting before 10 a.m. and being asked to
3 leave (Beach does not open until 11 a.m.). Vice Chairman DeWolfe preferred
4 the beach open, but have people manage themselves, and not have staff enforce
5 measures.

6 **VOTE:** 0 – 5

7 **MOTION FAILED**

8
9 **MOTION:** Selectman Newton

10 *To open the town beach on June 20th with lifeguards, a maximum attendance of*
11 *75 people, and to have Director Barney provide further plans.*

12 **SECOND:** Selectman Cilley

13 **VOTE:** 5 – 0

14 **MOTION PASSED**

15
16 **MOTION:** Selectman Cilley

17 *To open the town beach to Ashland residents, taxpayers, and campground*
18 *attendees only.*

19 **SECOND:** Vice Chairman DeWolfe

20 **VOTE:** 5 – 0

21 **MOTION PASSED**

22
23 **MOTION:** Selectman Lyford

24 *To waive the beach pass fee for 2020 only.*

25 **SECOND:** Vice Chairman DeWolfe

26 **VOTE:** 5 – 0

27 **MOTION PASSED**

- 28
29 ii. **Pickle Ball courts** – Selectman Lyford had received inquiries from constituents
30 about installing a pickle ball court at the tennis courts. Director Barney
31 informed the board that installing pickle ball lines would alter the tennis court
32 lines and nets. Director Barney recommended installing the pickle ball lines at
33 the ice-skating rink. The Fire Department Association previously paid to have
34 the rink installed and Public Works takes care of the maintenance. Selectman
35 Lyford agreed with the new location and Vice Chairman DeWolfe preferred
36 documentation prior to approval. Board table topic for later discussion at their
37 next meeting on June 15th.

38
39 **b. Ashland public body appointment interviews**

- 40 i. **Ashland Trustee of the Trust Funds** – the Board of Selectmen interviewed
41 three applicants, Walter Durack, Robert Letourneau, and Dave Toth, for two
42 appointments to the Trustee of the Trust Funds. On May 8th, 2020, Trustee
43 Mark Ober resigned as trustee with his remaining term to expire in March 2022,
44 and Trustee Tom Peters resigned on May 11th, 2020 with his remaining term to
45 expire in March 2021. Board of Selectmen, per RSA 669:73, can appoint for
46 the remaining terms. Before the interviews Walter Durack expressed interest in

1 the two-year term, Dave Toth in the remaining one-year term, and Robert
2 Letourneau was interested in either term. All the applicants talked about their
3 background and qualifications for appointment. Board appointed Walter
4 Durack to a two-year term and the remaining term for Tom Peter's appointment
5 was tabled after a split vote. Board asked Mr. Letourneau to provide a resume
6 and the Selectmen will revisit the appointment at their next meeting on June
7 15th. Chairman Badger read Mr. Durack his oath of office. After the
8 appointment recently elected Trustee Amanda Loud (March 2020) asked the
9 board to sign the meeting minutes (six times) confirming the appointment so
10 that Mr. Durack can have signatory duties with the financial institutions holding
11 the trust funds.

12
13 **MOTION:** Selectman Newton

14 *To appoint Walter Durack to a two-year term (remaining term of former Trustee*
15 *Tom Peters) as Trustee of the Trust Funds.*

16 **SECOND:** Vice Chairman DeWolfe

17 **VOTE:** 5 – 0

18 **MOTION PASSED**

19
20 **MOTION:** Vice Chairman DeWolfe

21 *To appoint Dave Toth to the Trustee of the Trust Funds for the remaining term*
22 *of former Trustee Mark Ober (until March 2021).*

23 **SECOND:** Chairman Badger

24 **VOTE:** 2 – 2 (Selectman Newton abstained)

25 **MOTION FAILED**

26
27 **MOTION:** Selectman Cilley

28 *To appoint Robert Letourneau to the Trustee of the Trust Funds for the*
29 *remaining term of former Trustee Mark Ober (until March 2021).*

30 **SECOND:** Selectman Lyford

31 **VOTE:** 2 – 2 (Selectman Newton abstained)

32 **MOTION FAILED**

- 33
34 ii. **Ashland Heritage Commission reappointment** – John Harville came before
35 the board for reappointment to the Ashland Heritage Commission, with no
36 objection the board reappointed Mr. Harville to a three-year term and Chairman
37 Badger provided the oath thereafter.

38
39 **MOTION:** Vice Chairman DeWolfe

40 *To nominate John Harville for a three-year term to the Ashland Heritage*
41 *Commission.*

42 **SECOND:** Selectman Newton

43 **VOTE:** 5 – 0

44 **MOTION PASSED**

1 **IV. OLD BUSINESS**

- 2 a. **Scribner Building report** – after completing an inspection of the Scribner building the
3 Building Inspector provided a copy to the board for discussion. Board members felt the
4 report was a starting point for the trustees, in regard to the needed repairs to the building.
5 Other Selectmen believed the report needed more information before releasing.
6

7 **MOTION:** Vice Chairman DeWolfe

8 *To release the Scribner Building report to the Scribner and Library Trustees.*

9 **SECOND:** Selectman Newton

10 **VOTE:** 3 – 2

11 **MOTION PASSED**

12
13 **V. SELECTBOARD ITEMS**

- 14 a. **Governors Office for Emergency Relief and Recovery (GOFERR) grant**
15 **application** – Town Manager Smith explained to the board the application was so the
16 town could receive reimbursement for unanticipated expenses caused by the current
17 Covid-19 pandemic. Total allocation of the grant, which is based off the town’s
18 population, was not to exceed \$49,501. Town does not receive full amount in advance
19 only reimbursed for expenses. Board agreed to allow the Town Manager to submit on
20 behalf of the town, authorize signing, and accept the unanticipated revenue.
21

22 **MOTION:** Selectman Newton

23 *To designate Town Manager Smith as the authorized representative to apply for and*
24 *sign on behalf of the town, the Governor’s Office for Emergency Relief and Recovery*
25 *(GOFERR) Grant Agreement.*

26 **SECOND:** Vice Chairman DeWolfe

27 **VOTE:** 5 – 0

28 **MOTION PASSED**

29
30 **MOTION:** Vice Chairman DeWolfe

31 *To accept as unanticipated revenue the total GOFERR grant allocation of \$49,501.*

32 **SECOND:** Selectman Newton

33 **VOTE:** 5 – 0

34 **MOTION PASSED**

35 **NOTE;** full amount not to be disbursed in lump sum; amounts are reimbursed and based
36 on qualified expenditures.

- 37
38 b. **Vendor permits** – Vice Chairman DeWolfe would like to the board to consider
39 reviewing and updating the towns vendor permit. As a starting point Vice Chairman
40 DeWolfe recommended the board review the recently revised 4th of July event permit
41 that was updated by town counsel. Town Manager Smith to forward the board copy of
42 the event permit and board to discuss subject at their meeting in July.
43
44 c. **Reopening town buildings** – Selectman Lyford asked the board about reopening the
45 town office? Town Manager Smith to attend NHMA/Primex workshop about

1 reopening town buildings and follow up with the board.
2

3 **VI. NONPUBLIC SESSION**
4

5 **MOTION:** Selectman Newton

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

7 **SECOND:** Chairman Badger

8 **VOTE:** 5 – 0

9 **MOTION PASSED**

10 **ENTERED AT:** 7:39 p.m.

11 **RECONVENED AT:** 7:45 p.m.

12 **ANNOUNCEMENT:** a \$1,000 stipend increase for the Welfare Director.
13

14 **MOTION:** Vice Chairman DeWolfe

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

16 **SECOND:** Selectman Newton

17 **VOTE:** 5 – 0

18 **MOTION PASSED**

19 **ENTERED AT:** 7:46 p.m.

20 **RECONVENED AT:** 8:00 p.m.

21 **ANNOUNCEMENT:** have the Town Manager post for the Building Inspector/Code
22 Enforcement Officer position, reach out to other communities about possible combine
23 service, and consider increasing the hours/days for the position.
24

25 **MOTION:** Selectman Newton

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

27 **SECOND:** Vice Chairman DeWolfe

28 **VOTE:** 5 – 0

29 **MOTION PASSED**

30 **ENTERED AT:** 8:01 p.m.

31 **RECONVENED AT:** 8:26 p.m.

32 **ANNOUNCEMENT:** make a conditional offer for accounting/finance position. Minutes
33 were sealed.
34

35 **VII. ADJOURNED** – the Board of Selectmen adjourned their meeting at 8:27 p.m. and will
36 reconvene at their next meeting on Monday, June 1, 2020.
37

38 *On behalf of the Ashland Board of Selectmen Town Manager Charles Smith wrote these meeting*
39 *minutes on June 15, 2020. As a requirement to update the signatory authority with the financial*
40 *institutions for the Ashland Trustee of the Trust Funds the Ashland Board of Selectmen have signed*
41 *these meeting minutes on the following page.*
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Town of Ashland - Board of Selectmen

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Eli Badger, Chairman of the Board

Date

Kathleen DeWolfe, Vice Chairman

Date

Frances Newton, Selectman

Date

Alan Cilley, Selectman

Date

Jamie Lyford, Selectman

Date



Town of Ashland Board of Selectmen Agenda Report

Date: June 10, 2020

To: Charlie Smith, Town Manager and Board of Selectman

From: Robert Kuell, Superintendent, Ashland Electric

Subject: Auctioning off one spare international / Altec digger line truck

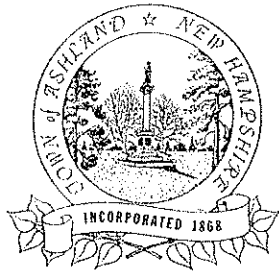
Recommended motion:

To auction off the one Spare International/Altec Digger Line Truck with Nationwide Auctioneer Group (JJ Kane)

Background: This truck was purchased for the purpose to hold poles in the event of car hit poles and as a second truck for pole replacement as needed. As records show this truck has not been utilized much or at all over the past years. It would be a financial gain to liquidate unutilized equipment that still has some marketable value for resale in the right equipment market.

Issue: Auctioning of unutilized equipment with nationwide auctioneer group (JJ Kane)

Fiscal Impact: There would be no fiscal impact to Ashland Electric



Town of Ashland Board of Selectmen Agenda Report

Date: June 11, 2020

To: Board of Selectmen

From: Town Manager Smith

Subject: Building and Grounds Maintenance and Repairs Capital Reserve Fund (CRF) expenditure

Recommended motion:

To approve an expenditure of \$3,900 from the Building and Grounds and Maintenance CRF for the purpose of replacing the two oil tanks at the Fire Department Building.

Background: N/A

Issue: Note attached memo from Fire Chief Steve Heath.

Fiscal Impact: as of 12/31/2019 the Town Building Maintenance CRF had a balance of \$53,997. An expenditure from this CRF occurred on March 2nd in the amount of \$10,056 (repairs to the Town Office building). Approval of this expenditure would bring the balance to an estimated \$40,041 (not including interest). In March, the town approved an appropriation for this CRF in the amount of \$10,000 which will be deposited by December 2020.



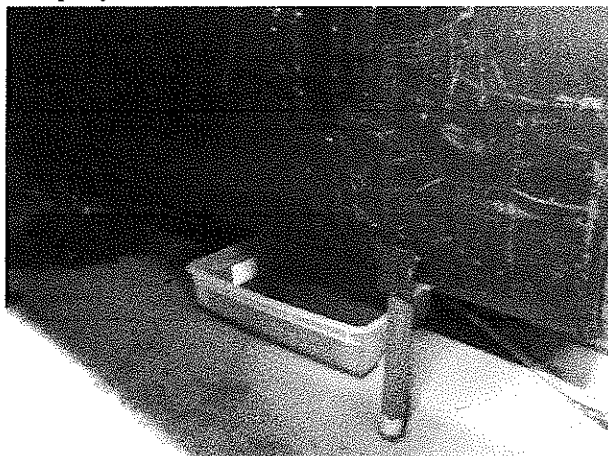
Ashland Fire Department

PO Box 856, Ashland NH 03217

(603) 968-7772

To: Charles Smith, Town Manager
From: Steve Heath, Fire Chief
Re: Leaking oil tank at Fire Station

On Monday evening, June 1st, we discovered that one of the two oil tanks at the fire station was leaking. Upon further inspection it was determined that the leak was from the bottom of the tank which was rusting out from the inside of the tank. We immediately contacted Bob Poehlman of Excel Mechanical, who came to the station and confirmed our findings. He arranged to have a new tank delivered to the station that day, and we pumped oil from the leaking tank into the new tank. We applied speedi-dry to the spill, and placed a container under the leaking tank to collect any residual oil left. The furnace was shut down, and the oil company was contacted to cancel automatic delivery until the tank situation has been corrected



We were fortunate in that none of the oil made it to the floor drains. Given the age of the tanks, 22 years, I am recommending that we replace both of them at this time. We may not be as lucky if the other tank develops a leak.

Excel Mechanical has submitted a quote for replacing both tanks, (attached). We currently have \$3,197.93 left in our building maintenance line, which is earmarked for compressor service, overhead door service, annual inspection of extinguishers and emergency lighting, annual boiler maintenance, and alarm maintenance. I am asking for your approval for using funds from the town's capital reserve fund for maintenance and repair of town buildings.

Thank you,

Stephen L. Heath
Chief
Ashland Fire Department

Excel Mechanical Services

P.O. Box 935
Center Harbor, NH 03226
Telephone 253-6939
Fax 253-6939

Ashland N.H. Fire Department
9 Main street
Ashland N.H. 03217

June 5, 2020

Chief Heath,

As per your request the following is our proposal to remove the (2) old oil tanks located in the lower area of the Fire Station and install (2) new 275 gallon tanks.

We will transfer the current (2) FULL old tanks into the (2) new 275 gallon new tanks.

We will remove the (2) old tanks and prepare them for transport to be recycled by Chief Heath and his firefighters.

We will then move the new tanks into position with new legs and flanged feet.

We will install (2) new tank firematic oil valves.

We will install (2) new Garber spin on oil filters at each tank.

We will re-pipe the current (2) existing oil tank 1 ¼ black steel pipes.

We will install (2) new tank vent and alarm/gauge fittings.

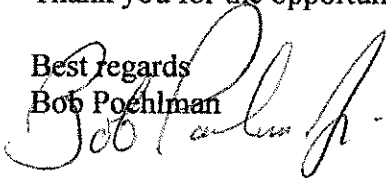
We will re-pipe where necessary the current 2 inch vent pipe.

Upon new tank installation we will vent and re-fire both hot water boilers.

Total labor and materials for this job.....\$3900.00

Thank you for the opportunity to bid this job.

Best regards
Bob Pochlman



TOWN OF ASHLAND, NEW HAMPSHIRE VENDOR PERMIT APPLICATION

This application must be submitted at least fourteen days (14) prior to the requested effective date. The licensing period expires on December 31.

Please read carefully and complete accurately the items below:

1. Name of Applicant _____
2. Name of Business _____
3. Address _____
4. Home Phone _____
5. Business Phone _____
6. Operator Information:
Sex _____ Age _____ Height _____ Weight _____
Eye Color _____ Hair Color _____
7. Social Security Number _____
8. Date of Birth _____
9. Name and Address of Employer (if applicable) _____

10. Describe Business – List of Goods to be sold _____

11. Describe unit to be used _____

12. License Number of unit (if applicable) _____
13. Hours of Operation _____
14. Date(s) of Operation _____
15. Is unit to be operated in a stationary location on private property? **Y or N**
16. **If Y**, attach authorizing letter from property owner and site plan showing location of unit on the site.
17. Stationary vendors must use one of the two designated vendor spaces (1) behind the police cruiser parking on Pleasant Street or (2) across from the Meredith Village Savings Bank in the town parking lot below the utility pole. Do you prefer the northerly spot or southerly spot - _____
18. Requested effective date _____
19. Vendor must submit and application for each unit with the following:
[] A copy of the state license issued to applicant pursuant to provisions of RSA 320:8 or a signed statement claiming exemptions there from.
[] A license fee of \$50.00 for mobile vendors and vendors on private property; \$300.00 for vendors in designated town spots as state in #17.
[] Copy of authorization as state in #16

I hereby certify under the penalties of perjury that the above statements are true and correct.

Signature _____
Print Name _____
Date _____

Vendor Permit Application **Applicant**

TOWN OFFICIAL USE ONLY

Permit Type: Mobile [] Stationary [] Private Property []

Vendor is assigned to: Northerly Spot [] Southerly Spot []

Vendor Name _____

State License Number: _____ Expiration Date _____

This permit expires on December 31, 20_____

Date Submitted: _____

Permit Fee Paid _____

Cash/Check _____

Received by _____

TOWN OFFICIALS SIGNATURES

Police Chiefs Approval _____

Date _____

Board of Selectmen Approval _____

Date _____

Comments _____

License may be revoked, after notice and hearing, for just cause, including but not limited to false statements on this application.



CITY OF LACONIA
APPLICATION FOR MOTORCYCLE WEEK VENDING LICENSE
FOOD/NON FOOD
CIRCLE ONE

PLEASE PRINT OR TYPE
ALL INFORMATION MUST BE COMPLETE FOR APPLICATION TO BE ACCEPTED

Name of Business/Organization: _____

Your Name: _____

Mailing Address: _____
(Street) (P.O. Box)
(City) (State) (Zip)

Telephone # _____ Email _____

Is your business or organization a charitable or a not for profit? Yes No Non-Profit ID #
(If yes, supply proof of your non-profit status with the State of NH)

Where do you intend to vend? _____

Additional locations you intend to vend: (Street address or location) Space Number Sq. Footage

(1) (Street address or location) Space Number Sq. Footage

(2) (Street address or location) Space Number Sq. Footage

Name of owner (s) of property on which you intend to vend: _____

Owner's address: _____
Number Street City State Zip

Do you have written permission from the owner? Yes No (Please send in property permission form if owner sent this to you.)

List all the merchandise you intend to sell or display (must be specific):

(ONLY THOSE ITEMS LISTED WILL BE PERMITTED TO BE SOLD OR DISPLAYED)

Do you intend to offer entertainment or have a loudspeaker? Yes No
(if yes, an additional entertainment or loudspeaker license is required)

- Vendor Application \$450
Food Inspection Fee \$50
Late Fee if after August 1, 2020 \$100
Non Profit Application \$100
Non Profit Late Fee if after August 1, 2020 \$25
Entertainment or Outdoor Loudspeaker License \$450
Friday Vending August 21, 2020 12pm- 11pm \$50

Total Application Fee: _____ (no personal checks after August 1, 2020)

I hereby acknowledge that I have read and understand the conditions of Chapter 195 Appendix A & B, and I understand that I am required to follow all City, State & Federal laws that apply to me with this license.

Signature _____ Date _____

(FOR CITY USE ONLY)

Received on (date): _____ By: _____
Licensing Approval on: _____ License Start: _____ License Expires: _____
Special Conditions of Approval: _____ Check here if approved per 161.20 of City Licensing Ordinance



Town of Ashland, New Hampshire

20 HIGHLAND STREET • P.O. BOX 517 • ASHLAND, NEW HAMPSHIRE 03217-0517
TOWN OFFICE (603) 968-4432 FAX (603) 968-3776

ASHLAND TOWN OFFICE PLAN TO RE-OPEN TO THE PUBLIC

We hope you and your family are well and have managed to stay healthy during the COVID-19 pandemic. The Town has developed the following “re-opening” plan, which will enable the safe re-opening of the Town Office as follows in concert with public health guidelines as of:

Monday, June 1, 2020 (STAFF ONLY)

Monday, June 15, 2020 (PUBLIC WALK-INS to the Clerk/Tax Collector’s Office.

All Other Departments BY APPOINTMENT ONLY (until further notice)

NOTE: In order to minimize foot traffic in Town Office, to maximize social distancing and to reduce the risk of exposure to both residents and employees, we strongly encourage residents to continue to make use of our online tools and “Forms and Documents” which can be accessed online at any time via our website: www.ashlandnh.org

To accommodate re-opening the building we have developed the following Standard Operating Procedures (SOPs) which will be in effect until further notice. These practices are based upon public health guidelines and are designed to keep both our employees and the public safe. Please note that certain departments may need to adapt procedures specific to their facilities and services. We will learn, adjust, and adapt as we move forward, and ask for your help and patience during this time.

PROCESS/FACILITY ADAPTATION PRIOR TO REOPENING

The following shall be in place for the re-opening of Town Office:

- Town Office has been sanitized and will continue to be thoroughly cleaned every evening.
- Hand sanitizer stations have been established throughout the building, and members of the public are asked to use such hand sanitizer prior to entering any Department.
- Plexiglass guards have been installed at all customer service counters.
- Prior to reporting back to work, employees will let supervisors know if they need a cloth mask, and cloth masks will be provided to employees that need them.
- When possible, workstations will be separated by at least six feet.
- To the extent possible, we will maintain only one public entrance to Town Office (via the back-parking lot), where masks and hand sanitizer will be available to the public.
- All visitors to Town Office must wear masks. Signage for the public entrance will be posted which includes the following information:



Town of Ashland, New Hampshire

20 HIGHLAND STREET • P.O. BOX 517 • ASHLAND, NEW HAMPSHIRE 03217-0517
TOWN OFFICE (603) 968-4432 FAX (603) 968-3776

ATTENTION ALL VISITORS:

For your health and the health of others, we require that you use **HAND SANITIZER AND WEAR A CLOTH FACE COVERING** while in the building. If you do not have a face covering, a cloth face mask will be provided to you. Visitors without face coverings will not receive service from Town employees. We want all Town employees and visitors to feel as safe as possible.

If you are not feeling well, we ask that you refrain from entering the building and instead make use of our online services which can be found at www.ashlandnh.org or call 603-968-4432 for assistance. Thank you, in advance, for your patience and cooperation.

EMPLOYEE REOPENING PROTECTIONS

I. Monitor Your Health

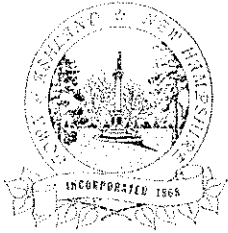
Employees must be vigilant in monitoring their health, and those who are sick or not feeling well must stay home. Possible symptoms of COVID-19 include:

- Fever
- Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
- Flu-like symptoms such as muscle aches, chills, and severe fatigue
- Changes in a person's sense of taste or smell

Prior to leaving your home each day, employees should ask themselves the following 5 questions:

1. Have I been in close contact with a confirmed case of COVID-19?
2. Do I have a fever of 100 degrees Fahrenheit (100.0° F) or above (**please take your own temperature every morning at home, and if you are unable to do so, we have touchless thermometers available at Town Office**) or have I felt feverish (chills, clammy) in the last 72 hours?
3. Am I experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Am I experiencing any new muscle aches or chills?
5. Have I experienced any new change in your sense of taste or smell?

IF the answer to any of these questions is YES, the employee should STAY HOME, and notify their supervisor and HR via phone, email, or text. HR will then assist you with getting a test, evaluating your return to work, and the application of our leave policies.



Town of Ashland, New Hampshire

20 HIGHLAND STREET • P.O. BOX 517 • ASHLAND, NEW HAMPSHIRE 03217-0517
TOWN OFFICE (603) 968-4432 FAX (603) 968-3776

II. Adherence to CDC and State of NH Public Health Guidelines

CLOTH FACE COVERINGS (hereinafter "MASK")

- An employee must don a mask any time you are unable to maintain a 6' distance between you and your co-workers and/or someone from the public.
- Care should also be taken when putting masks on and taking them off; for example, hands should be washed or disinfected prior to putting a mask on and taking one off.
- While in an office with closed doors or working alone or at distance from other staff, masks can be removed.
- Care should be taken to keep your mask clean and uncontaminated.

AVOID OR MINIMIZE FACE-TO-FACE CONTACT WHEN POSSIBLE

- Unless it is necessary for face-to-face contact when responding to an inquiry from the public, please respond via telephone or email. Please refrain from communicating with the public via text because the Town is subject to Right-to-Know requests and retrieving texts may require inspection of an employee's telephone.
- Unless it is necessary for face-to-face contact with co-workers, consider a phone call or email, even if your offices/workspaces are next to each other.
- If an in-person conversation occurs, remain at their door if applicable or maintain a 6' distance whenever possible, and if not possible, you must wear a mask (for example, if you are picking up mail or other documents in the clerks' office space, dropping off items to individual desks, etc.).
- Maximum use of electronic meetings shall continue until further notice. Employees should avoid congregating in any area of all facilities unless social distancing can be maintained.
- Staff should stagger breaks and maintain social distance (6') and when possible, breaks should be taken separately.
- Employees should continue to encourage and help the public to use on-line resources to the maximum extent, and to the extent possible, work to minimize the time spent conducting in-person transactions with the public and each other (e.g. keep non-task-related conversation to a minimum).

CONTINUE TO PRACTICE GOOD HAND HYGIENE AND OTHER CLEANING

- Continue to practice good hand hygiene, washing your hands often, especially after using shared equipment, and try to avoid touching your face, nose, or mouth.



Town of Ashland, New Hampshire

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- Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
- Although we employ a cleaning crew ~~in the evening~~, employees should conduct regular cleaning of shared surfaces and shared equipment during the day. Employees are responsible for wiping and disinfecting touch surfaces in their vehicles, equipment, and office space as well as shared equipment in common spaces, i.e. copies, printers, kitchens. When in doubt, wipe it down. Cleaning supplies will be in common areas. If you cannot find them, please ask your supervisor for assistance.

BE PREPARED AND BE FLEXIBLE

Supervisors have been instructed to plan for potential COVID cases in the event we experience higher than usual absenteeism. This may include rotating groups of employees to work from home/work on-site, so we ask for your continued flexibility regarding work arrangements.

Please keep in mind that these protocols will be in place until further notice. We thank you in advance for your cooperation – working together, we hope to have a safe and healthy re-opening to the public. Again, please note that departments may need to adapt procedures specific to their facilities and services. Do not hesitate to contact us if you have any suggestions as to how we may help to keep our employees and residents safe and well!