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**TOWN OF ASHLAND
BOARD OF SELECTMEN
MEETING MINUTES
MONDAY, SEPTEMBER 14, 2020
ASHLAND TOWN OFFICE
5:30 P.M.**

I. CALL TO ORDER – Town of Ashland Chairman of the Board Eli Badger called the meeting to order at 5:30 p.m. and requested a roll call of the Selectmen; Vice Chairman Kathleen DeWolfe, Selectman Frances Newton, Selectman Alan Cilley and Chairman Eli Badger all acknowledged they were present via the video conference. Chairman Badger notified attendees that the meeting was occurring over video and teleconference, a provision authorized by the Governor’s Emergency Order #12 that waived the physical presence of board members during the Covid-19 pandemic.

II. PUBLIC STATEMENT

- a. **State Primary** – Vice Chairman DeWolfe made a public statement prior to the start of the meeting thanking all the voters for their participation in the state primary. Vice Chairman DeWolfe and other members of the board appreciated the cooperation and courtesy showed by voters.

III. APPROVAL OF MINUTES

MOTION: Selectman Newton

To approve the meeting minutes of August 17, 2020 as amended.

SECOND: Vice Chairman DeWolfe

DISCUSSION: Vice Chairman DeWolfe recommended a few grammatical changes.

VOTE: 4 – 0

MOTION PASSED

IV. NEW BUSINESS

a. **Ashland Parks & Recreation**

- i. **Use of park during after school program:** Ashland Parks & Recreation Director Barney had received complaints that college students from Plymouth State University, who were supposed to be quarantining out of concerns with Covid-19, were using the park. For the safety of the after-school program participants, Director Barney made a blanket decision to close the park during the after-school program. As a temporary precaution measure Director Barney asked for the boards’ support to make the park off limits during the hours of 2:30 pm to 5:30 p.m. (hours of the program) with an exception to be made for sanctioned events. Board supported this request.

- 1 b. **George Sansoucy, P.E., LLC** – town received an agreement from engineer and
2 appraiser George Sansoucy to conduct an evaluation on the utility properties in town.
3 Previously this work was done by the Department of Revenue Administration (DRA),
4 State House Bill 700 now requires the work be done by towns. Commerford, Nieder,
5 Perkins (CNP) has a contract with the town to do general assessment, but the company
6 does not assess utilities. The utility assessment is separate from residential and
7 commercial assessment. After the total value of the utilities are calculated it is submitted
8 to DRA with their MS 1 form, which is used to calculate property tax rates. Town asked
9 for an extension in completing the form until October 15th. Board agreed to move
10 forward with Sansoucy agreement and have Town Manager sign on behalf of the town.
11

12 **MOTION:** Selectman Newton

13 *To enter into an agreement with George E. Sansoucy, P.E., LLC for the purposes of a*
14 *reevaluation of all the taxable utility property in the Town of Ashland. Further, to have*
15 *the Town Manager sign the agreement on behalf of the town.*

16 **SECOND:** Vice Chairman DeWolfe

17 **VOTE:** 4 – 0

18 **MOTION PASSED**
19

- 20 c. **CARES Act Election Funding and other COVID 19 related grants** – the town
21 received a grant to help with the expenses for processing absentee ballots during this
22 year’s election cycle. Total amount of the grant was \$5,446.02 and was an 80/20 split
23 – federal reimbursement of \$4,538.45 and town match of \$907.67. Board accepted the
24 unanticipated revenue and agreed to apply for other COVID related grants in the future.
25

26 **MOTION:** Vice Chairman DeWolfe

27 *To accept unanticipated revenue and authorize the Finance Director and Town*
28 *Manager to apply for the CARES Act Election funding in the total amount of \$5,446.02*
29 *with a maximum federal reimbursement of \$4,538.45 and a local match of \$907.67 as*
30 *well as any additional grant opportunities which may become available in the future in*
31 *response to the COVID – 19 pandemic.*

32 **SECOND:** Selectman Newton

33 **VOTE:** 4 – 0

34 **MOTION PASSED**
35

- 36 d. **New Hampshire Preservation Alliance** – requested to hold a small gathering at Squam
37 Bridge to honor Arnold Graton. Earlier in the year the Alliance honored Arnold with a
38 preservation achievement award for his ‘outstanding leadership and contributions to the
39 NH preservation movement.’ Because of the pandemic the Alliance was not able to
40 have a gathering. Holding the event outside makes for a safer gathering. NH
41 Preservation Alliance asked to hold the gathering on Thursday, September 25th, 2020
42 from 5 p.m. to 6:30 p.m. with a rain date of October 1st from 4 p.m. to 5:30 p.m.
43 Consensus of the Board was to allow the event to take place, with input from the Police
44 Chief and DPW Director.
45
46

1 **V. OLD BUSINESS**

- 2 a. **Opening the Town Office building** – Vice Chairman DeWolfe and others had received
3 multiple complaints from constituents about the Town Office front door being closed
4 during regular hours of operations. Ashland public buildings had been by appointment
5 only and closed for implementation of public health safety measures. Board voted to
6 open the building under COVID precautions.

7
8 **MOTION:** Vice Chairman DeWolfe

9 *Effective Wednesday, September 16, 2020 the Town Office will be open for business*
10 *with COVID precautions in place.*

11 **SECOND:** Selectman Newton

12 **VOTE:** 4 – 0

13 **MOTION PASSED**

- 14
15 b. **Town Manager updates** - The Town Manager provided the board with an update on a
16 few ongoing projects.

17 i. **TAP Grant:** As such, the “TAP Grant” reconstruction of the sidewalk along
18 Main Street, recently had a pre-bid conference. Sealed bids are to be opened at
19 the Town Office on September 24th.

20 ii. **Underwood Engineers:** was selected to complete the Ashland Water & Sewer
21 Facility Analysis and Energy Audit Implementation measures for NHDES;
22 funding for the project is through the State Revolving Fund (SRF). Contract
23 with Underwood was approved by NHDES, deadline date to complete the
24 project is April 2021.

25
26 **VI. SELECTBOARD ITEMS**

- 27 a. **Vacant Selectman position** – the board voted on applicants, Bob Letourneau, and
28 Andrew Fitch, for appointment to the vacant Selectman position. Terms of the
29 appointment are temporary until the March 2021 election, at which the position
30 becomes open for election to fill out the remaining term of the previously resigned
31 Selectman. Board appointed Andrew Fitch to the position. Afterwards the Board
32 thanked both applicants for applying and for their help at the recent state primary.

33
34 **MOTION:** Chairman Badger

35 *To appoint Bob Letourneau to the vacant Selectman position.*

36 **SECOND:** Selectman Cilley

37 **VOTE:** 1 – 3

38 **MOTION FAILED**

39
40 **MOTION:** Chairman Badger

41 *To appoint Andrew Fitch to the vacant Selectman position.*

42 **SECOND:** Selectman Newton

43 **VOTE:** 3 – 0 – 1

44 **MOTION PASSED**

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- b. **Town of Ashland policies:**
 - i. **Town employee COVID travel and quarantine policy** – Town Manager Smith forwarded policy to the Board of Selectmen policy for town employees if they elect to travel outside of New England during the pandemic. Policy asks that if an employee elects to travel outside upon their return they are to quarantine for two weeks or provide a negative COVID test. This policy to be reviewed when NH DHHS publishes a revised COVID related travel guidance or by December 31st, 2020.
 - ii. **Town Personnel Policy** – the Board will reconsider once the document is finalized, no grammatical errors et cetera.
 - iii. **Fireworks and Firearms Ordinances** – postponed until later date. Board prefers to write a new firearms ordinance and separate the two that are currently combined.
 - iv. **Transfer Station Ordinance** – the Board asked staff to help with a new ordinance to clarify questions around transfer station billing.

VII. ADJOURNED – the Board of Selectmen adjourned their meeting at 7:15 p.m. and will reconvene at their next meeting on Monday, September 21, 2020.