

**TOWN OF ASHLAND  
BOARD OF SELECTMEN MEETING  
MONDAY, SEPTEMBER 21, 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#:** 1 929 205 6099 **Meeting ID:** 832 6037 9093 **Password:** 329896*

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
  - a. BOS meeting(s); 9/14/2020
- III. NEW BUSINESS**
  - a. Parks & Recreation – use of the ball field
  - b. Ashland Police Chief
    - i. COVID quarantine
    - ii. Halloween – Trick or Treat
  - c. Joint Meeting Trustees of the Trust Fund
- IV. OLD BUSINESS**
- V. SELECTBOARD ITEMS**
- VI. NON-PUBLIC SESSION (If needed)**
- VII. ADJOURN**

**Posted on 9/18/2020 at the Town Office building and town website**

*Any person with a disabling condition who would like 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.*

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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, instead were using the park. For the safety of kid’s health, 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 15<sup>th</sup>. 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 Gratton. 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 25<sup>th</sup>, 2020  
42 from 5 p.m. to 6:30 p.m. with a rain date of October 1<sup>st</sup> from 4 p.m. to 5:30 p.m.  
43 Consensus of the Board was to allow the event to take place.  
44  
45

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 24<sup>th</sup>.

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**  
45  
46

1                   **b. Town of Ashland policies:**

2                   i. **Town employee COVID travel and quarantine policy** – Town Manager  
3                   Smith forwarded policy to the Board of Selectmen policy for town employees  
4                   if they elect to travel outside of New England during the pandemic. Policy asks  
5                   that if an employee elects to travel outside upon their return they are to  
6                   quarantine for two weeks or provide a negative COVID test. This policy to be  
7                   reviewed when NH DHHS publishes a revised COVID related travel guidance  
8                   or by December 31<sup>st</sup>, 2020.

9                   ii. **Town Personnel Policy** – the Board will reconsider once the document is  
10                  finalized, no grammatical errors et cetera.

11                  iii. **Fireworks and Firearms Ordinances** – postponed until later date. Board  
12                  prefers to write a new firearms ordinance and separate the two that are currently  
13                  combined.

14                  iv. **Transfer Station Ordinance** – the Board asked staff to help with a new  
15                  ordinance to clarify questions around transfer station billing.

16  
17 **VII. ADJOURNED** – the Board of Selectmen adjourned their meeting at 7:15 p.m. and will  
18 reconvene at their next meeting on Monday, September 21, 2020.

## Gifts

### 1. Purpose

- Recommend criteria for accepting and administering gifts to the town
- Establish clear lines of communication between the Board of Selectmen and the Trustees
- Increase transparency in the management of public funds
- Create a system of checks and balances

### 2. Background

- Trusts
  - Scholarships
  - Cemetery plot maintenance
  - Library building maintenance
  - Library books
  - Memorial Park Maintenance
- Problems
  - Ineffective management of trust funds
  - Withdrawals that exceeded income and/or depleted the principal
  - Distribution did not satisfy original purpose of the trust
  - Trust funds not used for many years
  - \*\*\* unclear history of gifts and their use/ what happened to them\*\*\*

### 3. The Trustees have taken the following actions to correct some of these problems:

- Revised the Investment policy to include types of investments, recommended percentages of investments in different types of funds, practices and criteria for monitoring investments, and criteria for maintaining principal.
- Researched trusts to determine the original purpose and historical usage
- Developed a plan for reinvestment of funds to meet investment goals, balance investments according to the revised investment policy, and lower fees
- Limit use of funds to maintain principal

### 3. Recommendations

- Ensure the purpose or intent of a gift is clearly stated
- Evaluate the short-term and long term impacts of a gift on tax payers and town departments
- Develop an investment strategy for the gift
- Manage and monitor funds according to the investment policy and the specific investment strategy for the gift
- Keep adequate digital records including a complete history of investments and withdrawals
- Dissolve trusts that no longer serve their original purpose
- Combine small trusts to increase investment potential
- Increase and/or create trusts for important public purposes (scholarships, library, parks, historical buildings)
- Provide quarterly reports on invested funds to the Town Manager for review