

**TOWN OF ASHLAND  
BOARD OF SELECTMEN MEETING  
MONDAY, NOVEMBER 9, 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: 860 1100 4463 Password: 972086**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
  - a. BOS meeting(s); 10/19; 10/22; 10/26
- III. NEW BUSINESS**
  - a. CRF expenditure from Property Tax Map (\$4,500)
  - b. CRF expenditure from Building Maintenance Repairs (\$7,265)
  - c. Vote: 2021 Utility Default Budgets
    - i. Water: \$224,971
    - ii. Sewer: \$430,728
    - iii. Electric: \$3,058,970
- IV. OLD BUSINESS**
  - a. Ashland Electric update
- V. SELECTBOARD ITEMS**
  - a. Discussion on changing time and day of BOS work session meetings
- VI. NON-PUBLIC SESSION (If needed)**
- VII. ADJOURN**

**Posted on 11/6/2020 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.*

**TOWN OF ASHLAND  
BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, OCTOBER 19, 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, Selectman Andy Fitch and Chairman Eli Badger all acknowledged they were present via the video conference. Chairman Badger read a preamble that notified attendees this 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. APPROVAL OF MINUTES**

**MOTION:** Selectman Newton

*To approve the meeting minutes of September 18, 2020 as amended.*

**SECOND:** Selectman Fitch

**VOTE:** 5 – 0

**MOTION PASSED**

**MOTION:** Vice Chairman DeWolfe

*To approve the meeting minutes of September 21, 2020 as amended.*

**SECOND:** Selectman Newton

**VOTE:** 5 – 0

**MOTION PASSED**

**MOTION:** Selectman Newton

*To approve the meeting minutes of September 24, 2020 as amended.*

**SECOND:** Vice Chairman DeWolfe

**VOTE:** 5 – 0

**MOTION PASSED**

**MOTION:** Vice Chairman DeWolfe

*To approve the meeting minutes of October 1, 2020 as amended.*

**SECOND:** Selectman Fitch

**VOTE:** 5 – 0

**MOTION PASSED**

**MOTION:** Vice Chairman DeWolfe

*To approve the meeting minutes of October 5, 2020 as amended.*

**SECOND:** Selectman Newton

**VOTE:** 5 – 0

1 **MOTION PASSED**

2  
3 **MOTION:** Vice Chairman DeWolfe

4 *To approve the meeting minutes of October 8, 2020 as amended.*

5 **SECOND:** Selectman Fitch

6 **VOTE:** 5 – 0

7 **MOTION PASSED**

8  
9 **III. NEW BUSINESS**

- 10 a. **Ashland Public Works proposal to pave around Highway Garage** – this item was  
11 tabled from the last Selectmen meeting, to give the Selectmen, the opportunity to have  
12 an onsite visit of the proposed project. On separate occasions Department of Public  
13 Works (DPW) Director Moore conducted site walks with Selectmen. Town Manager  
14 Smith also had a civil engineer provide an opinion about paving this roadway and  
15 controlling the water runoff. Engineer confirmed DPW's plan on paving should help  
16 with the water runoff. Director Moore also had a second walkthrough with a contractor  
17 in which the proposal was updated for 'berms' further mitigating the water runoff.  
18 Director Moore asked that the proposal \$45,950 have 5% be added to the Selectmen  
19 vote, to handle any additional charges. Majority of the board agreed with the proposal.

20  
21 **MOTION:** Selectman Newton

22 *Motion to move forward with the Pike proposal in the amount of \$48,247 for the*  
23 *purpose of paving the roadway around the highway garage. Said amount to be*  
24 *expended from the Road Improvement Capital Reserve Fund.*

25 **SECOND:** Vice Chairman DeWolfe

26 **DISCUSSION:** proposed amount is \$45,950 but the vote has a 5% contingency built  
27 in for unanticipated expenses.

28 **VOTE:** 4 – 1

29 **MOTION PASSED**

30  
31 **Ashland Trustees joint meeting with Board of Selectmen** – town Trustees (Scribner,  
32 Library, and Trust Fund) were present for a joint meeting with Board to discuss  
33 dissolving the Scribner Trust. Trustee of the Trust Fund member Amanda Loud and  
34 Library Trustee Alice Staples both read prepared statements (note attachment)  
35 advocating that the Scribner Trust is no longer solvent, funds should be liquidated and  
36 turned over to the Library Trustees, with the responsibility of maintaining the Scribner  
37 Building be at the bequest of the Library Trustees. Trustees requested that the  
38 Selectmen initiate this dissolution with town counsel and probate court. Board agreed  
39 to initiate conversation with legal about dissolving the trust.

40  
41 **MOTION:** Selectman Newton

42 *Motion to send the Trustees request on dissolving the Scribner Trust to town counsel.*

43 **SECOND:** Vice Chairman DeWolfe

44 **VOTE:** 4 – 1

45 **MOTION PASSED**

1 **IV. SELECTBOARD ITEMS**

- 2 a. **Reconsideration of the playground closure** – after receiving numerous complaints  
3 from constituents, Vice Chairman DeWolfe asked that the Selectmen reconsider their  
4 prior decision of closing the park during the hours of the After-School program  
5 (Monday – Friday, 2:30 p.m. to 5:30 p.m.). Director Barney recommend the closure  
6 exempt Ashland residents. Vice Chairman DeWolfe asked that the time be split. Board  
7 decided to open the playground with the basketball court remaining closed for the  
8 program hours.

9  
10 **MOTION:** Selectman Newton

11 *Motion to reopen the playground for Ashland residents and that attendees follow Covid*  
12 *guidelines.*

13 **SECOND:** Vice Chairman DeWolfe

14 **VOTE:** 3 – 2

15 **MOTION PASSED**  
16

- 17 b. **Squam River Covered Bridge** – contractor Arnold Graton construction requested the  
18 bridge be closed on October 22<sup>nd</sup> to repair a few planks. Board agreed to the request.  
19 Further discussion amongst members about maintaining the bridge pursued. Prior  
20 repairs to the bridge had remaining funds from donations, instead of returning the funds  
21 to donors, the historical society went to probate court to ask that the funds be used for  
22 future repairs. Board asked that those funds help with the plank replacements, estimate  
23 for repairs are \$1,000. Board also discussed writing a warrant article to establish a  
24 Capital Reserve Fund that would help pay for future repairs as the funds from the  
25 donations are below \$5,000.

- 26  
27 c. **Finance Assistant position** – the board was presented with a new job description for a  
28 Finance Assistant position. Description follows the towns Finance Officer position, but  
29 differs in the position will help with utilities (Water, Sewer, and Electric). Board agreed  
30 to the job description and to move forward with hiring.

- 31  
32 d. **Live Public Meetings** – at the bequest of the Budget Committee, Chairman Badger,  
33 followed up with members of the board about having their public meetings live.  
34 Members of the board did not vote on moving their meetings to a live setting. Selectmen  
35 felt participants can still use the ‘zoom’ conference function to attend, which is a public  
36 health safety measure, after Covid cases are now back on the rise. It is within the Board  
37 of Selectmen purview to have remote meetings while Emergency Order #12 remains in  
38 effect.  
39  
40

41 **V. ADJOURNED** – the Board of Selectmen adjourned their meeting at 6:26 p.m.

## Proposal to Dissolve the Scribner Board of Trustees and the Scribner Trust

The Scribner Board of Trustees has determined the Scribner Trust is no longer solvent and will not be able to support the Scribner Building. Over the years, the use of the Scribner Building has become dedicated to the Ashland Town Library. The NH Superior Court decision of 1970, which stated the library met the definition of a community center, was reaffirmed in 1998 by the Charitable Trust Unit. After consulting the Ashland Library Board of Trustees and the Attorney General's Office, the Scribner Trustees believe it is in the best interest of the Town of Ashland to dissolve the Scribner Board and the Trust. We now petition the Board of Selectmen to ask the Town's legal counsel to begin this process in probate court.

It is the desire of the Scribner Board of Trustees to turn the management of the building and grounds of the library over to the Ashland Town Library Board of Trustees. We also ask any funds remaining in the Scribner Trust be turned over to the Ashland Town Library Board of Trustees, whether this be a cash outlay or the management of any remaining trust funds.

Signed, The Scribner Board of Trustees  
October 19, 2020

The Ashland Town Library Trustees are in agreement that the Scribner Trustees board be dissolved, and responsibility of the property and building be turned over to the Ashland Town Library Trustees. We hope that the building and property can be retained for library use and be altered as needed to benefit the library and the town.

We feel that the trust fund should stay in existence, no matter how much is left in it, as it is a memorial fund which honors a past citizen. We do understand that the amount in the trust fund will have to be clarified in some manner. We would assume that the Town Trustees will continue to manage the investment of the funds, as they do with all town trust funds, but the Library Trustees will make decisions on how the funds will be spent to support the building and grounds. The Library Trustees would prefer that funds not be turned over as a cash outlay, but rather be allowed to grow for future use.

Even though the building and grounds are owned by the town, the Library Trustees would ask for participation in decisions about the future of the building and property.

Signed, the Ashland Town Library Trustees  
October 19, 2020

Scribner Trustee Meeting Minutes  
Thursday, September 17, 2020  
5:30 PM

Present: Amanda Loud, Walter Durack, Lisa Rollins, absent: David Toth  
Alice Staples and Sara Weinberg

Due to COVID-19 restrictions this meeting was held via Zoom video/tele conference.

The minutes of the August 10, 2020 were accepted and approved.

The current state of the Scribner Funds held in Vanguard is \$96, 775.24. The checking account balance is \$5,463.88. A \$12,600 Wells Fargo bond was liquidated to pay for the upcoming roof replacement and other recent expenses.

The final sprinkler head will be installed on September 24<sup>th</sup>. Fire Chief Heath will be contacted to inspect the Scribner Room for occupancy once all installations are complete. After the inspection, the door at the top of the stairs will be removed.

It was noted there were a couple of screws or nails from the sprinkler system installation sticking out of the wall. It was also reported there is air in the water pipes to the bathroom sink causing much splashing. Both of these items are easy fixes and will be remedied within a few days.

The lawn was mowed by the DPW in August.

The DPW has replaced the filler tube on the buried oil tank.

Scribner Trustee Meeting Minutes  
Thursday, September 17, 2020  
5:30 PM

The Supra Safe is still awaiting installation.

Amanda Loud made a motion to purchase a Service Plan for \$199 through Pemi River Fuels. The Service Plan includes a furnace cleaning and a 20% discount on parts and labor. Lisa Rollins seconded the motion. All were in favor.

Lisa Rollins and Sara Weinberg will adjust the programmable thermostat in accordance to the hours and days the building is occupied.

The draft proposal to dissolve the Scribner Board of Trustees and the Scribner Trust Fund was presented. The draft proposal will go to the Library Trustees for their approval. The Scribner Trustees will need to have the proposal back from the Library Trustees by Monday, October 5, 2020. Amanda Loud made a motion to have the proposal ready to present to the Board of Selectmen for their October meeting. Walter Durack seconded. All were in favor.

The next regular monthly meeting will be held on:

Monday, October 12, 2020  
5:30 PM  
Via Zoom

Meeting adjourned 6:18 PM

Respectfully submitted,  
Lisa D. Rollins  
Secretary, Scribner Trustee

**Ashland Town Library  
Minutes of Library Trustees Meeting  
November 5, 2020**

**Trustees Present:** Alice Staples, David Ruell, Mardean Badger  
**Others Present:** Sara Weinberg, Library Director

The meeting was called to order at 6:00 PM via a Zoom virtual meeting.

**APPROVAL OF MINUTES**

- A motion was made (Ruell) and seconded (Staples) to approve the minutes of October 19 and October 28, 2020. The motion was approved unanimously by a roll call vote, 3-0.

**NEW BUSINESS**

**Dissolution of Scribner Trust**

- At the October 19 meeting of the Board of Selectmen, the Scribner Trustees and the Library Trustees each presented their respective statements calling for the dissolution of the Scribner Trustees and the Scribner Trust. The BOS approved forwarding the request to the town counsel. [Reference BOS Minutes, October 19, 2020]
- The statement presented by the Library Trustees to the BOS was as follows:

*"The Ashland Town Library Trustees are in agreement that the Scribner Trustees board be dissolved, and responsibility of the property and building be turned over to the Ashland Town Library Trustees. We hope that the building and property can be retained for library use and be altered as needed to benefit the library and the town.*

*We feel that the trust fund should stay in existence, no matter how much is left in it, as it is a memorial fund which honors a past citizen. We do understand that the amount in the trust fund will have to be clarified in some manner. We would assume that the Town Trustees will continue to manage the investment of the funds, as they do with all town trust funds, but the Library Trustees will make decisions on how the funds will be spent to support the building and grounds. The Library Trustees would prefer that funds not be turned over as a cash outlay, but rather be allowed to grow for future use.*

*Even though the building and grounds are owned by the town, the Library Trustees would ask for participation in decisions about the future of the building and property."*
- The statement presented by the Library Trustees had been previously approved by the Trustees. At tonight's meeting, we **re-confirmed our support of our statement calling for the dissolution of the Scribner Trustees and Trust, via a motion (Staples) and a second (Ruell), which was passed unanimously via a roll call vote, 3-0.**



### **Payment of Bills**

- We discussed the recent bills submitted to the Town Manager by the Scribner Trustees. The bills were \$32.11 payable to Pemi River Fuels and \$44.28 payable to Consolidated Communications (monthly fire alarm dedicated phone line). The Town Manager indicated that the Finance Officer would pay the bills out of the Library's General Expenses line. However, because the Library Trustees are legally responsible for the Library budget accounts, we will ask that the bills be forwarded to the Library Trustees and inform the Town Office (and the Scribner Trustees) that we will pay the bills out of our own checking account.
- **A motion was made (Ruell) and seconded (Badger) to pay the fuel and fire alarm bills until the issue of responsibility for paying the bills is straightened out. The motion was approved unanimously by roll call vote, 3-0.**
- It was stated that there needs to be direct communication between the Scribner Trustees and Library Trustees regarding responsibility for payment of bills. Alice will let the Scribner Trustees know that we would like to attend their next meeting to discuss payment of bills.

### **DIRECTOR'S REPORT**

- Sara noted that the re-surfacing of the children's room flat roof was postponed. No other information was available.
- Tuesday, November 3, was our first day of offering appointments for patrons to come into the library. Two people came by appointment and there were several other calls inquiring about the new procedures.

The meeting was adjourned at 6:32 PM.

*Minutes submitted by Mardean Badger*

**TOWN OF ASHLAND  
BOARD OF SELECTMEN  
MEETING MINUTES  
THURSDAY, OCTOBER 22, 2020  
ASHLAND TOWN OFFICE  
4:00 P.M.**

- I. **CALL TO ORDER** – Town of Ashland Chairman of the Board Eli Badger called the meeting to order at 4:00 p.m. and requested a roll call of the Selectmen; Vice Chairman Kathleen DeWolfe, Selectman Frances Newton, Selectman Alan Cilley, Selectman Andy Fitch 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. **2021 DEPARTMENT BUDGET EXPENDITURE REQUEST – BOS VOTES**

a. **Executive Budget**

**MOTION:** Selectman Newton

*To approve the recommended 2021 Executive budget at \$138,864.*

**SECOND:** Selectman Fitch

**VOTE:** 5 – 0

**MOTION PASSED**

b. **Election and Registration Budget**

**MOTION:** Selectman Newton

*To approve the recommended 2021 Election and Registration budget at \$40,889.*

**SECOND:** Selectman Cilley

**VOTE:** 5 – 0

**MOTION PASSED**

c. **Financial Administration**

**MOTION:** Selectman Newton

*To approve the recommended 2021 Financial Administration budget at \$124,121.*

**SECOND:** Selectman Fitch

**VOTE:** 5 – 0

**MOTION PASSED**

d. **Property Tax**

**MOTION:** Vice Chairman DeWolfe

*To approve the recommended 2021 Property Tax budget at \$37,001.*

**SECOND:** Selectman Cilley

**VOTE:** 5 – 0

**MOTION PASSED**

1           **e. Legal**

2           **MOTION:** Selectman Newton

3           *To approve the recommended 2021 Legal budget at \$20,000.*

4           **SECOND:** Selectman Cilley

5           **DISCUSSION:** if needed, line to also be used for Land Use legal. Proposal of  
6           contingency fund warrant article could also be used for unanticipated legal expenses.

7           **VOTE:** 5 – 0

8           **MOTION PASSED**

9  
10          **f. Personnel Administration**

11          **MOTION:** Selectman Newton

12          *To approve the recommended 2021 Personnel Administration budget at \$499,570.*

13          **SECOND:** Selectman Cilley

14          **VOTE:** 5 – 0

15          **MOTION PASSED**

16  
17          **g. Land Use**

18          **MOTION:** Selectman Newton

19          *To approve the recommended 2021 Land Use budget at \$7,417.*

20          **SECOND:** Selectman Fitch

21          **VOTE:** 5 – 0

22          **MOTION PASSED**

23  
24          **h. Government Buildings**

25          **MOTION:** Selectman Newton

26          *To approve the recommended 2021 General Government Buildings budget at \$35,076.*

27          **SECOND:** Selectman Fitch

28          **DISCUSSION:** department building maintenance lines are to be consolidated under  
29          this budget section. Capital Reserve Fund for expenditure overages.

30          **VOTE:** 5 – 0

31          **MOTION PASSED**

32  
33          **i. Cemetery**

34          **MOTION:** Vice Chairman DeWolfe

35          *To approve the recommended 2021 Cemetery budget at \$50.*

36          **SECOND:** Selectman Newton

37          **VOTE:** 5 – 0

38          **MOTION PASSED**

39  
40          **j. Economic Development**

41          **MOTION:** Vice Chairman DeWolfe

42          *To not recommend a 2021 Economic Development budget.*

43          **SECOND:** Selectman Newton

44          **DISCUSSION:** committee has not been active for a period, therefore the board decided  
45          not to recommend an appropriation.

46          **VOTE:** 5 – 0

1                   **MOTION PASSED**  
2

3           **k. Police Department**

4           **MOTION:** Vice Chairman DeWolfe

5           *To approve the recommended 2021 Police Department budget at \$468,526.*

6           **SECOND:** Selectman Fitch

7           **VOTE:** 5 – 0

8           **MOTION PASSED**  
9

10          **l. Police Department – Detail**

11          **MOTION:** Selectman Newton

12          *To approve the recommended 2021 Police Department Detail budget at \$1.*

13          **SECOND:** Selectman Fitch

14          **DISCUSSION:** budget reduced to a \$1 placeholder. Town sends invoice to recipients  
15          requesting detail.

16          **VOTE:** 5 – 0

17          **MOTION PASSED**  
18

19          **m. Ambulance**

20          **MOTION:** Selectman Newton

21          *To approve the recommended 2021 Ambulance budget at \$52,308.*

22          **SECOND:** Selectman Fitch

23          **VOTE:** 5 – 0

24          **MOTION PASSED**  
25

- 26          **n. Fire Department** – board discussed the salary line brake down between per diem, Fire  
27          Chief, Deputy Chief and on-call salaries. Selectman Cilley proposed a \$1/HR increase  
28          to the per diem rates. Board asked for further clarification about the department budget  
29          before voting.  
30

31          **o. Building Inspector**

32          **MOTION:** Selectman Newton

33          *To approve the recommended 2021 Building Inspector budget at \$18,802.*

34          **SECOND:** Vice Chairman DeWolfe

35          **VOTE:** 5 – 0

36          **MOTION PASSED**  
37

38          **p. Emergency Management**

39          **MOTION:** Vice Chairman DeWolfe

40          *To approve the recommended 2021 Emergency Management budget at \$1,000.*

41          **SECOND:** Selectman Fitch

42          **VOTE:** 5 – 0

43          **MOTION PASSED**  
44

45          **q. Public Works**

46          **MOTION:** Selectman Newton

1           *To approve the recommended 2021 Public Works budget at \$226,099.*

2           **SECOND:** Selectman Fitch

3           **VOTE:** 5 – 0

4           **MOTION PASSED**

5  
6           **r. Highway and Streets**

7           **MOTION:** Selectman Newton

8           *To approve the recommended 2021 Highway and Streets budget at \$216,293.*

9           **SECOND:** Vice Chairman DeWolfe

10          **VOTE:** 5 – 0

11          **MOTION PASSED**

12  
13          **s. Mechanic**

14          **MOTION:** Selectman Newton

15          *To approve the recommended 2021 Mechanic budget at \$65,229.*

16          **SECOND:** Vice Chairman DeWolfe

17          **VOTE:** 5 – 0

18          **MOTION PASSED**

19  
20          **t. Street Lighting**

21          **MOTION:** Selectman Newton

22          *To approve the recommended 2021 Street Lighting budget at \$42,000.*

23          **SECOND:** Vice Chairman DeWolfe

24          **VOTE:** 5 – 0

25          **MOTION PASSED**

26  
27          **u. Health Officer**

28          **MOTION:** Vice Chairman DeWolfe

29          *To approve the recommended 2021 Health Officer budget at \$2,354.*

30          **SECOND:** Selectman Newton

31          **VOTE:** 5 – 0

32          **MOTION PASSED**

33  
34          **v. Animal Control**

35          **MOTION:** Selectman Newton

36          *To approve the recommended 2021 Animal Control budget at \$1,200.*

37          **SECOND:** Selectman Fitch

38          **VOTE:** 5 – 0

39          **MOTION PASSED**

40  
41          **w. General Assistance**

42          **MOTION:** Selectman Newton

43          *To approve the recommended 2021 General Assistance budget at \$12,567.*

44          **SECOND:** Selectman Fitch

45          **VOTE:** 5 – 0

**MOTION PASSED**

**III. Meeting adjourned at 6:01 p.m.**

**IV. Next meeting** – the Board scheduled, Monday, October 26, at 3 p.m. to continue finalizing the proposed 2021 expenditure budget.

DRAFT

**TOWN OF ASHLAND  
BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, OCTOBER 26, 2020  
ASHLAND TOWN OFFICE  
3:00 P.M.**

- I. CALL TO ORDER** – Town of Ashland Chairman of the Board Eli Badger called the meeting to order at 3:00 p.m. and requested a roll call of the Selectmen; Vice Chairman Kathleen DeWolfe, Selectman Frances Newton, Selectman Alan Cilley, Selectman Andy Fitch and Chairman Eli Badger all acknowledged they were present via the video conference. Chairman Badger read a preamble notifying the public 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. 2021 DEPARTMENT BUDGET EXPENDITURE REQUEST – BOS VOTES**

- a. Fire Department** – Chief Health presented a firefighter per diem salary analysis that compared the Town of Ashland per diem to neighboring communities. Ashland's pay scale has not been updated since 2009. Other communities have flat rates and pay based on level of certification. Shifts also differ, as others have 10 to 24-hour shifts. Ashland per diem are 9 hours (8-5pm), department does not have coverage between 5-9pm (Plymouth supports) EMS on-call hours are 9pm – 5am and no coverage thereafter until 8 a.m. Coverage can fluctuate based on day of the week, as the hours can shift an hour. Board agreed to increasing the department salary line to \$193,028. Board to explore a pay scale in the future.

**MOTION:** Vice Chairman DeWolfe

*To accept the town manager proposed fire department salary line at \$193,028.*

**SECOND:** Selectman Newton

**VOTE:** 4 – 1

**MOTION PASSED**

**MOTION:** Selectman Newton

*To approve the recommended 2021 Fire Department budget at \$311,258.*

**SECOND:** Vice Chairman DeWolfe

**VOTE:** 4 – 1

**MOTION PASSED**

**b. Transfer Station**

**MOTION:** Vice Chairman DeWolfe

*To approve the recommended 2021 Transfer Station budget at \$150,455.*

**SECOND:** Selectman Fitch

**VOTE:** 5 – 0

**MOTION PASSED**

1           **c. Parks and Recreation**

2           **MOTION:** Selectman Newton

3           *To approve the recommended 2021 Parks and Recreation budget at \$47,011.*

4           **SECOND:** Vice Chairman DeWolfe

5           **VOTE:** 5 – 0

6           **MOTION PASSED**

7  
8           **d. Parks and Recreation – Campground**

9           **MOTION:** Vice Chairman DeWolfe

10           *To approve the recommended 2021 Parks and Recreation - Campground budget at*  
11           *\$6,280.*

12           **SECOND:** Selectman Fitch

13           **VOTE:** 5 – 0

14           **MOTION PASSED**

15  
16           **e. Parks and Recreation – Summer Program**

17           **MOTION:** Selectman Newton

18           *To approve the recommended 2021 Parks and Recreation – Summer Program budget*  
19           *at \$52,514.*

20           **SECOND:** Vice Chairman DeWolfe

21           **VOTE:** 5 – 0

22           **MOTION PASSED**

23  
24           **f. Parks and Recreation – After School Program**

25           **MOTION:** Vice Chairman DeWolfe

26           *To approve the recommended 2021 Parks and Recreation – After School Program*  
27           *budget at \$20,235.*

28           **SECOND:** Selectman Fitch

29           **VOTE:** 5 – 0

30           **MOTION PASSED**

31  
32           **g. Parks and Recreation – Community**

33           **MOTION:** Vice Chairman DeWolfe

34           *To approve the recommended 2021 Parks and Recreation – Community budget at \$661.*

35           **SECOND:** Selectman Fitch

36           **VOTE:** 5 – 0

37           **MOTION PASSED**

38  
39           **h. Parks and Recreation – Total Budget**

40           **MOTION:** Selectman Newton

41           *To approve the recommended 2021 Parks and Recreation – total budget at \$126,701.*

42           **SECOND:** Selectman Fitch

43           **VOTE:** 5 – 0

44           **MOTION PASSED**



1           **i. Library**

2           **MOTION:** Selectman Newton

3           *To approve the recommended 2021 Library budget at \$77,468.*

4           **SECOND:** Selectman Fitch

5           **VOTE:** 4 – 0 – 1 (Chairman Badger abstained)

6           **MOTION PASSED**

7  
8           **j. Patriotic Purposes**

9           **MOTION:** Vice Chairman DeWolfe

10           *To approve the recommended 2021 Patriotic Purposes budget at \$5.*

11           **SECOND:** Selectman Newton

12           **DISCUSSION:** line items in this budget have \$1 placeholders

13           **VOTE:** 5 – 0

14           **MOTION PASSED**

15  
16           **k. Conservation Commission**

17           **MOTION:** Selectman Newton

18           *To approve the recommended 2021 Conservation Commission budget at \$1*  
19           *(placeholder).*

20           **SECOND:** Vice Chairman DeWolfe

21           **VOTE:** 5 – 0

22           **MOTION PASSED**

23  
24           **l. Debt Service**

25           **MOTION:** Vice Chairman DeWolfe

26           *To approve the recommended 2021 Debt Service – Principal at \$131,331.*

27           **SECOND:** Selectman Newton

28           **VOTE:** 5 – 0

29           **MOTION PASSED**

30  
31           **MOTION:** Vice Chairman DeWolfe

32           *To approve the recommended 2021 Debt Service – Interest at \$45,214.*

33           **SECOND:** Selectman Newton

34           **VOTE:** 5 – 0

35           **MOTION PASSED**

36  
37           **MOTION:** Vice Chairman DeWolfe

38           *To approve the recommended 2021 Debt Service – TAN at \$1.*

39           **SECOND:** Selectman Newton

40           **VOTE:** 5 – 0

41           **MOTION PASSED**

42  
43           **m. Water Department**

44           **MOTION:** Vice Chairman DeWolfe

45           *To approve the recommended 2021 Water Department Detail budget at \$224,899.*

46           **SECOND:** Selectman Fitch

VOTE: 5 – 0  
MOTION PASSED

**n. Sewer Department**

**MOTION:** Vice Chairman DeWolfe  
*To approve the recommended 2021 Sewer budget at \$425,428.*  
**SECOND:** Selectman Fitch  
VOTE: 5 – 0  
MOTION PASSED

**o. Electric Department**

**MOTION:** Selectman Newton  
*To approve the recommended 2021 Electric Department budget at \$2,798,945.*  
**SECOND:** Selectman Cilley  
VOTE: 5 – 0  
MOTION PASSED

**p. Default Budget**

**MOTION:** Vice Chairman DeWolfe  
*To approve the recommended 2021 Default budget at \$3,000,462.*  
**SECOND:** Selectman Newton  
VOTE: 5 – 0  
MOTION PASSED

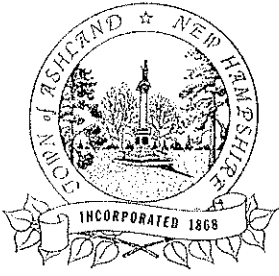
**III. SELECTBOARD ITEMS**

- a. Deliberative Session** – the board voted to set the 2021 Deliberative Session for February 2021.

**MOTION:** Vice Chairman DeWolfe  
*To set the 2021 Deliberative Session for Saturday, February 6<sup>th</sup> 2021 at 10 a.m. with a snow date of February 13<sup>th</sup> at 10 a.m.*  
**SECOND:** Selectman Newton  
VOTE: 5 – 0  
MOTION PASSED

**IV. Meeting adjourned at 4:55 p.m.**

- V. Next meeting** – the Board changed their next regularly scheduled meeting, Monday, November 2, at 5:30 p.m. to Monday, November 9<sup>th</sup> at 5:30 p.m.



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

---

**Date:** November 2, 2020

**To:** Board of Selectmen

**From:** Town Manager Smith

**Subject:** CAI Technologies – CRF expenditure

**Recommended motion:**

*To expend \$4,500 from the Property Tax Map Capital Reserve Fund for payment towards the town parcel mapping project.*

**Background:**

From the March 2018 town vote, the town established a Property Tax Map Capital Reserve Fund for the purposes of generating “current, accurate parcel maps and indexes which show the correct size, shape, location, and ownership of every property in the Town...the basic intention is a tool for property tax assessment purposes.” Once all the data has been collected, analyzed, and digitized by CAI Technologies they will create our own geographic information system (GIS) that will be published online through AxisGIS.

CAI Technologies continues the compilation phase and initial compilation phase of the project is now 75% complete. Note page 3 and 4 from the Technical Proposal that further explains the compilation phase.

**Fiscal Impact:**

\$4,500 from the Property Tax Map CRF.

# TECHNICAL PROPOSAL

## DIGITAL PARCEL MAPS

### SCOPE OF THE PROJECT

1. Subject to the terms and conditions of these specifications, CAI shall generate digital parcel maps of the entire geographic area of Ashland, New Hampshire.
2. The ownership status of each parcel shall be determined as of April 1, 2021 and final maps shall be delivered by December 31, 2021

### ORTHOPHOTOGRAPHY

1. CAI shall use the 2010 and 2015 color digital 1-foot pixel resolution, 4-band Orthoimagery made available through NH GRANIT. If more current imagery is available through NH GRANT, CAI shall utilize that as well.

### PARCEL INVENTORY/RESEARCH/COMPILEMENT

1. All property boundaries shall be plotted in accordance with accepted, standard professional criteria using a knowledge of surveying, engineering, forestry, photogrammetry, history, real property appraisal, and boundary law.
2. In compiling the maps, CAI shall constantly reconcile the intent of the record conveyance with the physical evidence as shown on the base map or by ownership possession as claimed by property owners.
3. Further, CAI shall reconcile the compiled parcel boundaries to the assessed area of the subject parcel as shown in the TOWN's assessment roll.
4. Four sources of information shall be used to inventory and compile the parcel boundary lines.

4.1. Surveys: CAI shall attempt to obtain all available surveys. These shall be acquired from TOWN, County, and local sources. CAI shall contact local surveyors in order to obtain as many surveys as possible. All property and boundary surveys shall be properly catalogued. All said surveys shall be referenced to the parcel maps in the attribute database and all surveys inventoried as part of this project shall be assigned a unique identification number and scanned to PDF format.

To eliminate human plotting error, all surveys shall be adjusted to the exact mapping scale and carefully compiled directly onto the digital planimetric base map, resulting in an enhancement of the base map.

4.2. Deeds: In situations where no current, accurate survey is available, CAI shall review the latest deed description of the parcel and, in some cases shall review prior descriptions in an attempt to acquire a good metes and bounds description of each such parcel. All parcels shall be plotted according to their best description, all the while reconciling the intent of the conveyance to available physical evidence, indications of possession, and the assessment roll. If the parcel's deed description is not found in the TOWN's records, CAI shall attempt to obtain it from the County Registry of Deeds.

4.3. Photos/Base Map: In those cases where parcels are not surveyed or where deed descriptions are not well described, property line data may be obtained by studying the base map. In many instances, although a parcel may not be surveyed or well described, it may be well defined by physical features such as stonewalls, fences, roads, streams, and treelines which are visible and identifiable from the base map.

4.4 Parol Evidence: In cases where land is not surveyed, nor well described or defined, CAI may contact the reputed landowner either by mail, in person, or by telephone in order to attempt to accurately pinpoint the boundary lines. CAI may also communicate with the Town to attempt to accurately pinpoint the boundary lines.

4.5 Features worth noting as a result of the intensive parcel inventory process include:

4.5.1 All roads are carefully plotted according to their right of way limits. This has several implications, especially for parcel area calculations.

4.5.2 Since all non-surveyed parcel areas are computed by software, the accurate and correct plotting of parcels is critical. If the boundary line plotting is incorrect, then the resulting computed area will be incorrect and value assessments based on that area will be incorrect.

4.5.3 The plotting accuracy of a parcel's boundaries is due not only to the diligence and perseverance of the researcher, but also to the cartographer's experience in reconciling all the information correctly, considering the written documentation, the physical evidence, and the intent of all affected parties.

4.6 Any parcel which cannot be located, plotted, or its ownership determined by CAI using any of the sources listed in Section 4.4 above, shall be recorded on an errata list along with documentation as to why the parcel made the list. This list shall be delivered to the TOWN at the completion of the project.

4.7 CAI wishes to emphasize that all property line compilation work shall be done in a careful and diligent manner by trained professional staff, experienced in mapping New England communities.

4.8 This portion of the mapping project, parcel research, inventory, and compilation, is extremely important, and often overlooked or made to seem unimportant by both municipal officials and other mapping consultants. Many people believe that property lines from older, inaccurate maps can be "best-fit" or "rubber sheeted" to the features on a new base map. Without the benefit of the process described in Section 4 herein, that is simply not true. The lack of adequate research and the proper reconciliation of that record information to accurate base maps is exactly why most communities have to re-map when they want to proceed into a GIS environment. Only years after the original, inadequate work was completed, do they realize that it is not appropriate for their real needs.

CAI prides itself on this critical, make or break, stage of the project. Without it, it is doubtful if the complete mapping project will be a success.

## PARCEL MAPS/GRAPHIC DATABASE

### 1. Sheet size and format

1.1. Sheet size shall be 24" x 36" overall, with a 20" x 30" neat area oriented to the state plane coordinate grid system.

1.2. All completed parcel map sheets shall be prepared digitally with the ability to provide additional prints quickly on demand.

1.3. Basic map information shall be shown in the border at the bottom of the map sheet and shall include: Title block, delivery date, revision block, legend, north arrow, scale, and index diagram.

1.4. When it is necessary to show portions of a single parcel on two or more map sheets, all match lines shall be clearly labeled to facilitate the location of the whole parcel.



**CAI Technologies**  
Precision Mapping. Geospatial Solutions.

11 Pleasant Street, Littleton NH 03561  
P (603) 444-6768 / (800) 322-4540  
F (603) 444-1366  
cai-tech.com

October 30, 2020

Board of Selectmen  
Town of Ashland  
20 Highland St.  
Ashland, NH 03217

Dear Board Members:

Enclosed please find our partial invoice for the town wide mapping project and GIS development. Please process it for payment at your earliest convenience. Compilation continues to proceed as anticipated and the initial compilation phase of the project is approximately 75% complete.

If you have any questions or would like to discuss this further, please don't hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Franco Rossi'.

Franco Rossi  
President

Enclosure



11 Pleasant Street, Littleton, NH 03561  
P (603) 444-6768 / (800) 322-4540  
F (603) 444-1366  
cai-tech.com

# Invoice


CHARLES SMITH, TOWN ADMINISTRATOR  
TOWN OF ASHLAND  
20 HIGHLAND ST.  
P.O. BOX 517  
ASHLAND, NH 03217

Date 10/30/2020  
Invoice # 10611

Due Date 11/29/2020

## FOR PROFESSIONAL SERVICES

PROJECT ASHLAND, NH - MAP  
P.O. NO.

Code	Description	Contract Amt	Prev Billed	Amount
4004.00	MAPPING	114,000.00	65,520.00	4,500.00
4009.00	WEBGIS SETUP	1,500.00		0.00
4009.01	WEBGIS SUPPORT	2,400.00		0.00
<div style="text-align: center;">   INITIALS - OK TO PAY  01-4950-10-750  G/L NUMBER  11-2-2020  DATE </div>				

IN ORDER TO ENSURE PROPER CREDIT TO YOUR ACCOUNT,  
PLEASE REFERENCE INVOICE NUMBER ON YOUR PAYMENT.

ACH/WIRE INSTRUCTIONS  
Account #: 2210011462  
Routing #: 011402105

Primary Bank  
207 Route 101  
Bedford, NH 03110  
Ph #: 603-310-7213

Subtotal \$4,500.00

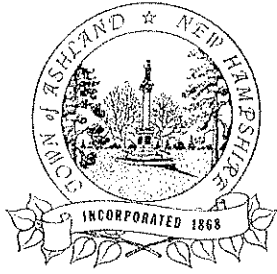
Sales Tax (0.0%) \$0.00

Payments/Credits \$0.00

**Balance Due** \$4,500.00

TERMS: AMOUNT DUE NET 30 DAYS FROM DATE OF INVOICE.

OVERDUE ACCOUNTS WILL BE CHARGED INTEREST AT 1.5% PER MONTH (18% APR) PLUS A \$5.00 REBILLING FEE. DEBTOR AGREES TO PAY REASONABLE COLLECTION FEES.  
ANY CHECK RETURNED DUE TO INSUFFICIENT FUNDS WILL BE SUBJECT TO A \$20.00 SERVICE FEE.



## Town of Ashland Board of Selectmen Agenda Report

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**Date:** November 4, 2020

**To:** Ashland Board of Selectmen

**From:** Town Manager Charles Smith

**Subject:** Proposal for repairs to the Town Office building

**Recommended motion:** *To approve the \$7,265 proposal from Target New England Historical Restorations for removal and installation of a new custom front entrance at the Ashland Town Office building. Expenditure for the proposal to be expended from the Town Building and Grounds Maintenance and Repair Capital Reserve Fund (CRF).*

**Background:** Initially this expenditure was to come from the GOFERR grant funding which has now been spent amongst other departments. If other Covid/grant related funding becomes available said amount will not be asked for reimbursement from the trustees.

**Issue:** the front door to the Town Office building was not energy efficient. New door can also be used to maintain entrance into building during pandemic, as only one person at a time shall be allowed into the building.

**Fiscal Impact:** \$7,265

Town Building and Grounds Maintenance and Repair CRF est. balance as of 1/1/2020  
\$53,997

(\$21,221) – Total 2020 Bldg. CRF Expenditures as of 11/4/2020

+\$10,000 – Appropriation for 2020

**\$42,776 – est. remaining balance (does not include interest)**





# TARGET NEW ENGLAND

## Historical Restorations

Town of Ashland

November 3, 2020

20 Highland Street

PO Box 517

Ashland, NH 03217

Attn: Charles Smith, Town Administrator

### INVOICE


The following is an invoice for the removal and installation of a new custom front entrance on the Ashland Town Hall.

**Total Amount Due.....\$7,265.00**

Thank you,

  
James Doherty, Owner

Target New England, Historical Restorations

  
\_\_\_\_\_  
INITIALS - OK TO PAY  
01-4950-10-350  
\_\_\_\_\_  
G/L NUMBER  
11-4-2020  
\_\_\_\_\_  
DATE

