

**TOWN OF ASHLAND
BOARD OF SELECTMEN MEETING
MONDAY, DECEMBER 7, 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: 895 3932 4775 Password: 876237

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
 - a. BOS meeting(s); 11/16
- III. NEW BUSINESS**
 - a. Vermont Public Power Supply Authority (VPPSA)
 - i. Presentation about AMI metering for Ashland Electric customers.
 - b. Scribner Trustees and Trustees of the Trust Funds
 - i. The Emma H. Scribner Trust Agreement
 - c. Update: Plymouth State University and Quality Inn
 - i. Students quarantined at Inn left on November 23rd and will not return until after January 4th. PSU to revisit in next couple of weeks.
- IV. OLD BUSINESS**
- V. SELECTBOARD ITEMS**
 - a. Ashland 4th of July Committee
 - b. CRF Property Tax Map expenditure
- VI. NON-PUBLIC SESSION**
 - a. RSA 91-A: 3, II (I)
- VII. ADJOURN**

Posted on 12/4/2020 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, NOVEMBER 16, 2020
ASHLAND WATER & SEWER CONFERENCE ROOM
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: Vice Chairman DeWolfe

To approve the meeting minutes of November 9, 2020 as amended.

SECOND: Selectman Fitch

VOTE: 5 – 0

MOTION PASSED

III. NEW BUSINESS

a. **2021 Ashland Town Tax Rate** – the Selectmen set the town portion of the 2021 tax rate. Total town rate increased \$0.09 to \$10.39 from the 2020 rate of \$10.30. Warrant articles 11, 13, 20, 21 passed in March used unassigned fund balance and reduced the tax levy \$131,300. Board declined to further use unassigned fund balance to lower the rate. Town unassigned fund balance was reduced from \$1,007,307 to \$876,007 and a retainage of 10.82% which falls between the Department of Revenue Administration (DRA) 5 -17%. Total tax rate; \$28.43 (+\$0.48 from 2020) broken down as follows: Town \$10.39; County \$1.71; Education \$14.37; State Education \$1.96. Board to sign the warrant and Tax Collector to send bills by end of the week with receipts due in 30 days.

MOTION: Selectman Newton

To set the town tax rate at \$10.39.

SECOND: Vice Chairman DeWolfe

VOTE: 5 – 0

MOTION PASSED

b. **Eaton Corporation** – representatives from Eaton Corporation made a presentation to the Board of Selectmen about purchasing and installing a new “Advanced Metering Infrastructure” (AMI) system for Ashland Electric customers. AMI would allow for the

1 department and customers to better track their electric usage.
2

3 **IV. SELECTBOARD ITEMS**

- 4 a. **Park basketball courts and lights** – members of the board received concerns and com-
5 plaints from constituents that students from PSU that may have been exposed to the
6 Covid virus are playing basketball at the park. Accusations could not be confirmed as
7 the town has not heard from PSU. Out of safety for the public the board decided it was
8 best to remove the basketball rims and turn the park lights off.
9

10 **V. NONPUBLIC SESSION**

- 11 a. Board entered nonpublic session at 4:27 p.m. under RSA 91: A-3, II (b) – all in favor.
12 Board reconvened at 5:28 p.m. and announced the Town Manger to repost for hiring a
13 Building Inspector/Inspector.
14

- 15 **VI. ADJOURNED** – the Board of Selectmen adjourned their meeting at 5:29 p.m.



AMI Network Technology

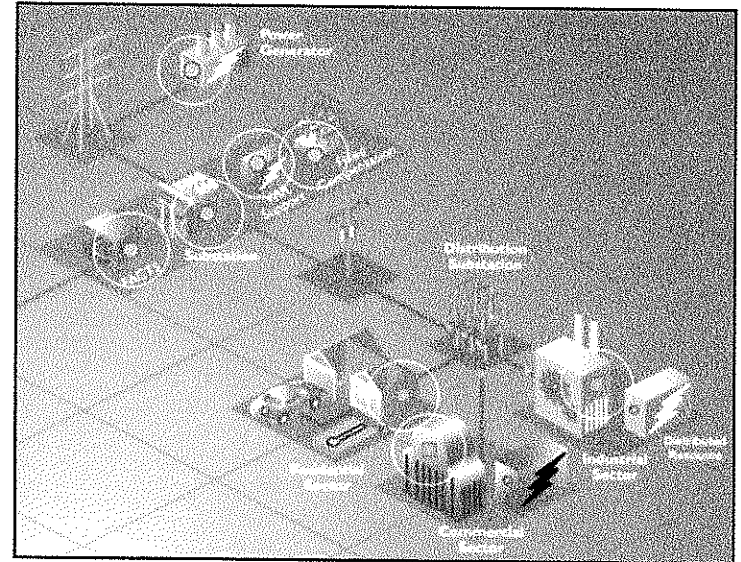
*What is AMI, from
our perspective.*

December 7, 2020

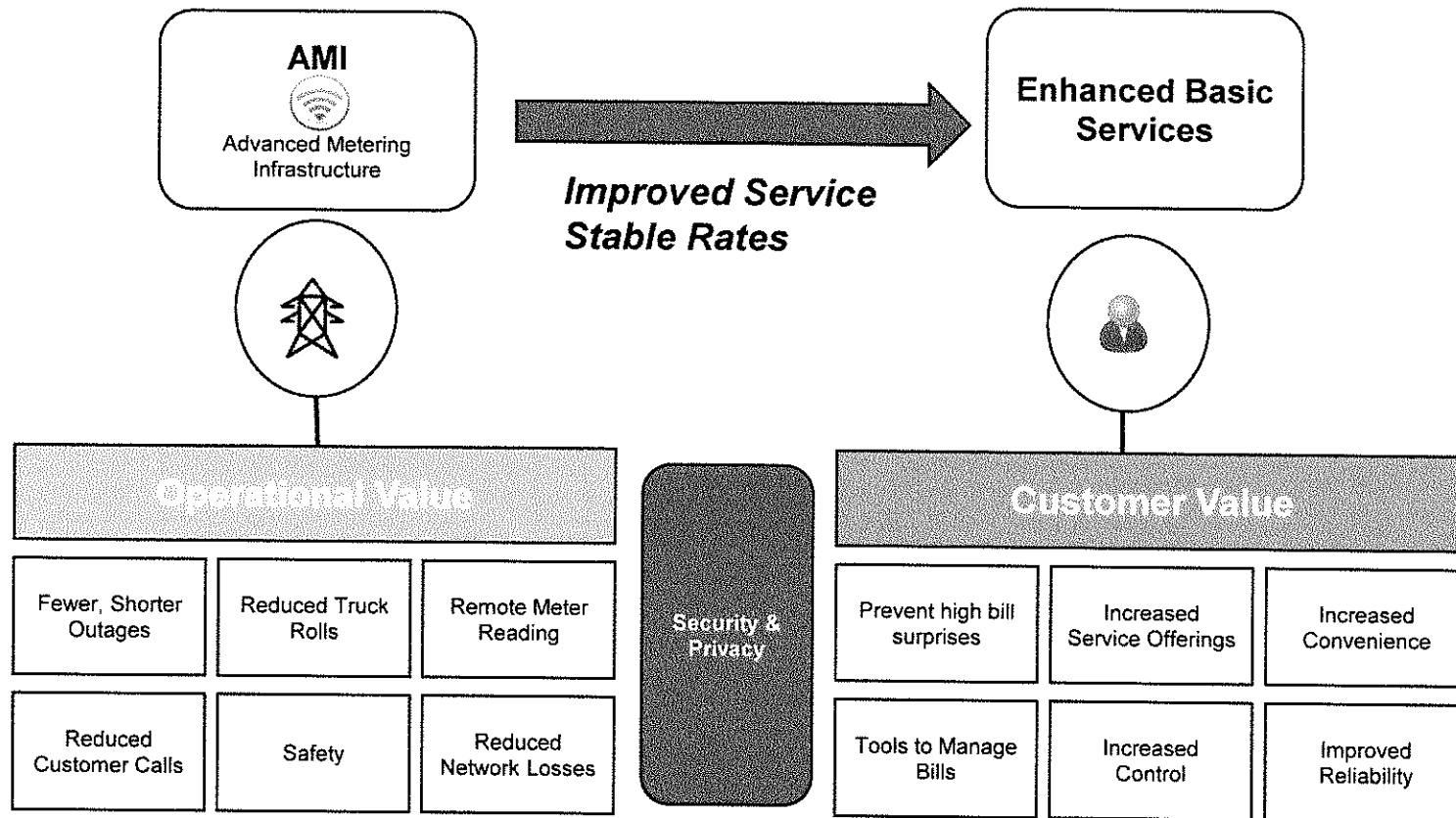
Lemmerhirt Consulting

What is AMI?

- Advanced Metering Infrastructure (AMI)
- Advanced meters provide a wealth of data to better use system capacity, transmission and distribution infrastructure, manage outages and identify water issues more efficiently.
- AMI meters report how much electricity and water is used and when, then automatically sends that information to the utility.



AMI for Operations & Customer Service



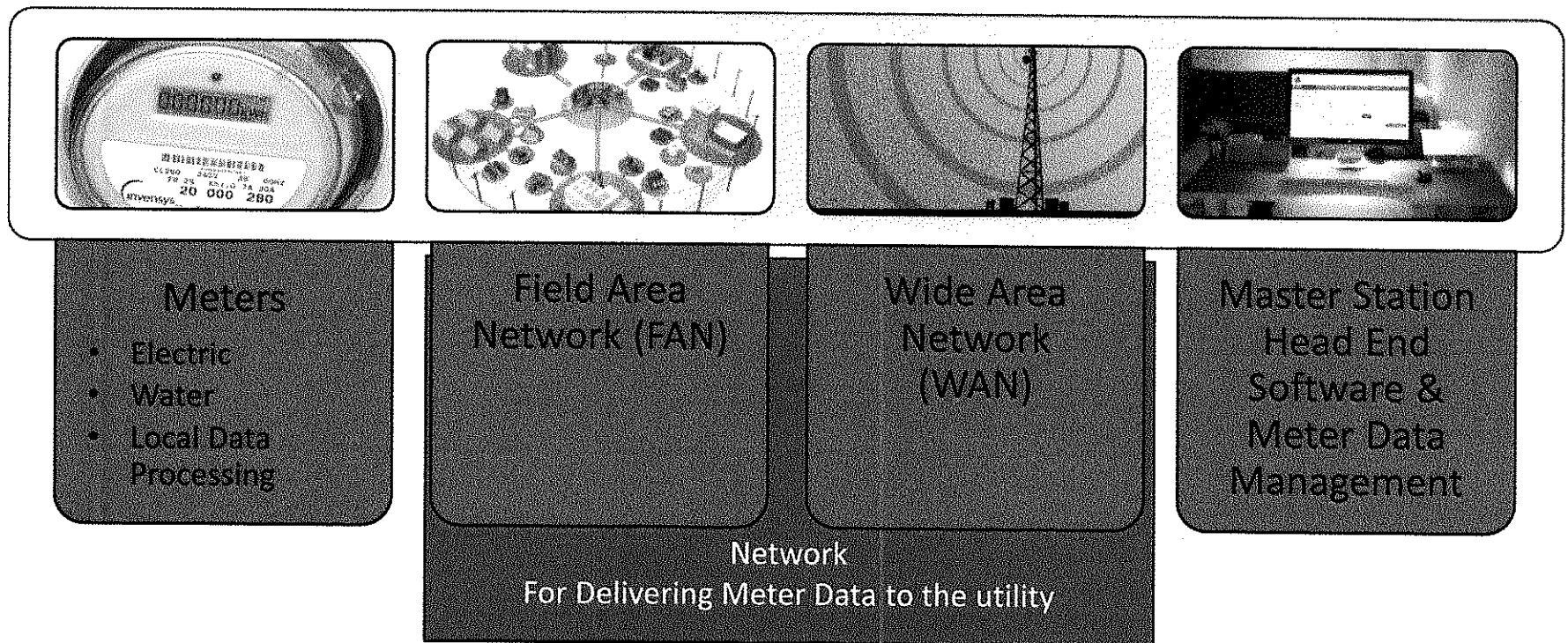
AMI Improves the Customer Experience

Customer Requests	Results with AMI
“Why is my bill so high?”	Energy app / Portal- “It was especially cold last week—I remember using my electric heater more than usual.”
“I really need to watch my budget this month so we can afford that vacation!”	Bill alerts - “I can manage my energy use to achieve my goal.”
“I can’t pay my bill today. I get paid on the 25 th of the month.”	Scheduled automatic payments - “I know my bill will be paid on time automatically.”
“When is my power coming back on?”	Outage alerts- “My text says power will be back in 2 hours.”
<p>“I am moving out at 2PM next Tuesday. Can you take a final reading at <u>that time</u>?”</p> <p>“I paid my bill on Saturday, can I get reconnected today?”</p>	With no rolled trucks or field employees

AMI Enhances How *Utilities* Serve Their Customers

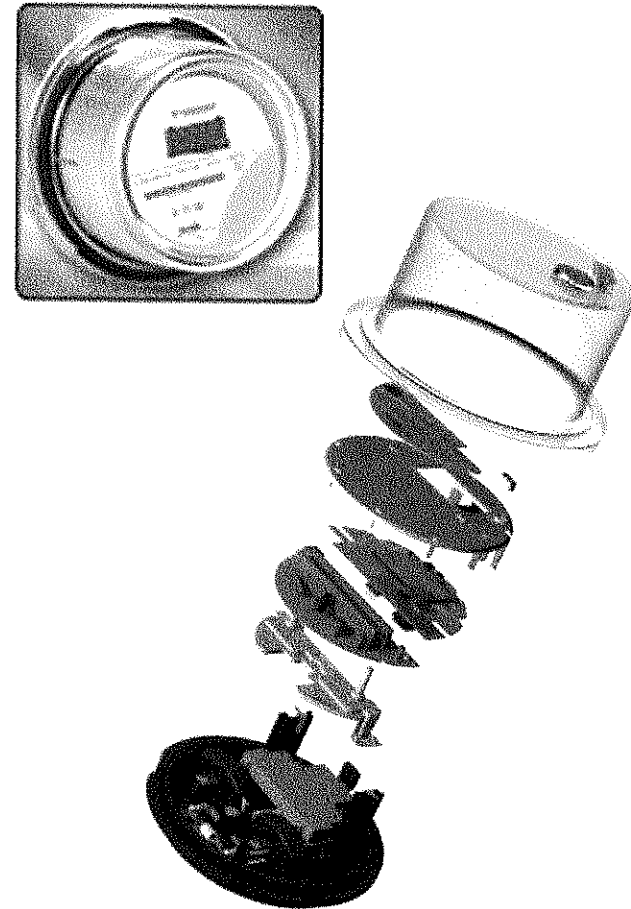
Utility Need	Result with AMI
<p data-bbox="111 724 949 808">“We need a more detailed understanding of customer usage patterns.”</p>	<p data-bbox="993 521 1944 646">“Structure rates programs that incentivize customer power usage based on peak, off-peak, day-ahead pricing resulting in real savings for us and customers.”</p>
	<p data-bbox="993 711 1938 792">“By understanding the charging patterns for electric vehicles, we can better accommodate them onto the grid.”</p>
	<p data-bbox="993 862 1881 943">“Rebate programs for everything from large appliances to electric vehicles can be structured for maximum savings.”</p>
<p data-bbox="132 1024 926 1105">“We need to better integrate customer renewables onto the grid.”</p>	<p data-bbox="993 1008 1892 1138">“We can integrate solar, wind and other DERs into the grid more efficiently by understanding the interplay between traditional grid use / and renewables on the grid.”</p>
<p data-bbox="163 1187 894 1308">“I’m getting customer complaints about voltage fluctuations; how can I monitor voltage on the system?”</p>	<p data-bbox="993 1211 1854 1292">“More consistent power delivery and reduced customer service calls.”</p>

AMI Components



AMI Electric Meters

- Metering + 2-Way communications
- Gathers hourly data daily from every meter
 - (5-,15-minute data also available)
 - Automates collection of register reads
- Solid State with digital display
- Computing and Processing Capabilities
 - Time of Use Period
 - Load Limiting
- Service Disconnect/Connect remotely
- Communicates via Radio Frequency or Power Line technologies



AMI Network Options

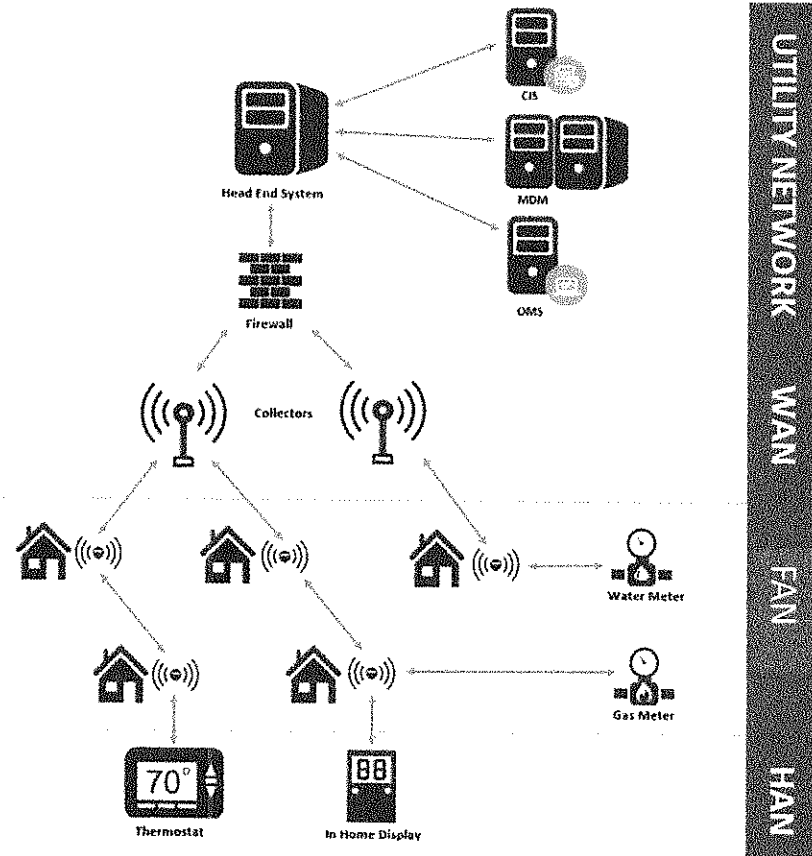
Field Area Network (FAN) – the meter network to a collector

- Radio Frequency
 - 900 MHz
 - Private license frequency
- Power Line
- Cellular

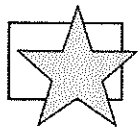
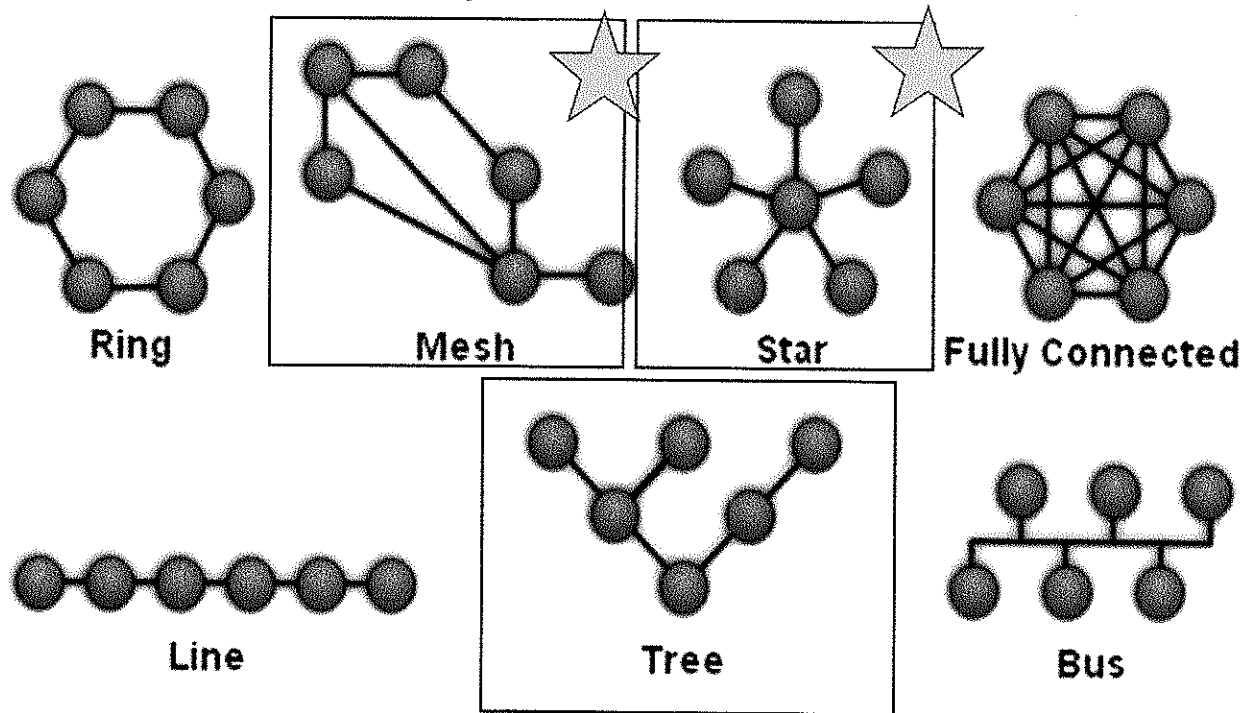
Wide Area Network (WAN) - collector network to the head end system

- Cellular
- Fiber

Electric and Water Share the same Network



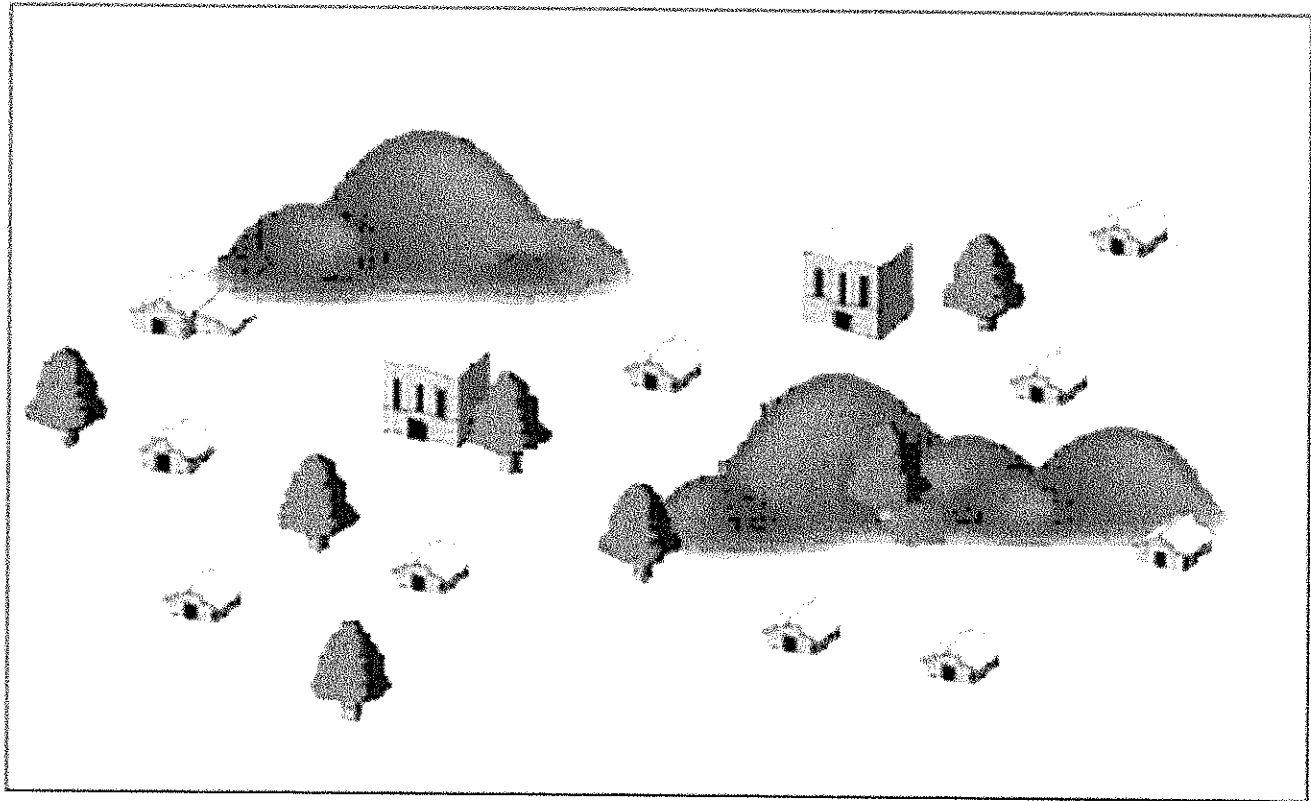
Field Area Network Communications Options



Common AMI Network Topologies

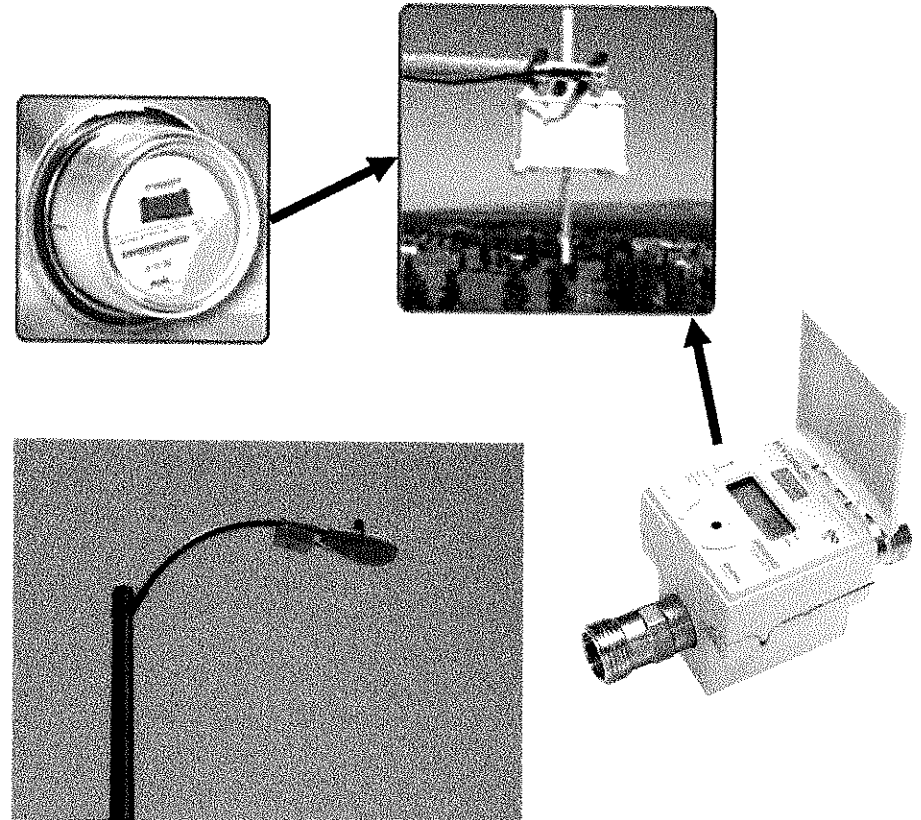
No Line of Sight

Choose network type that fits your geography



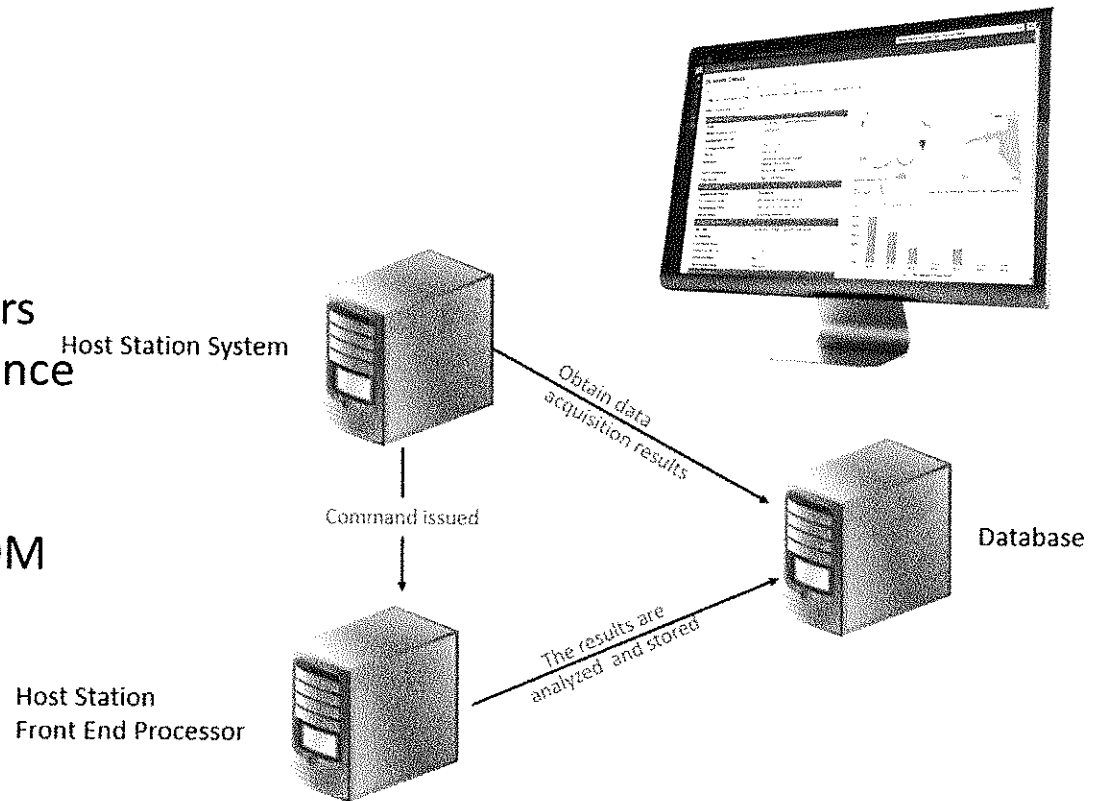
Network Collector

- Link from Field Area Network to Wide Area Network
- Entry/Exit Point of the Network for Electric, Water and Gas Meters
- Multiple Backhaul Options; can support WAN, Fiber, Cellular, Ethernet, etc
- 120/240 VAC Input
- Pole/Outdoor Mount Weather proof enclosure
- Battery-backup



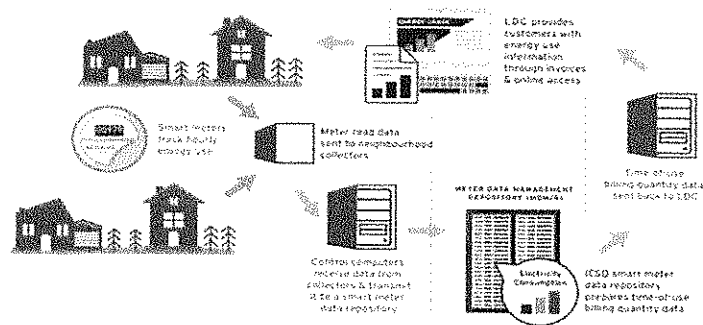
Head End System

- Software System
 - Interrogates meters
 - Collects and processes all meter data
 - Orchestrates 2-way communication to the meters
 - Monitors network performance
 - Monitors all equipment
- Integrates data to CIS or MDM



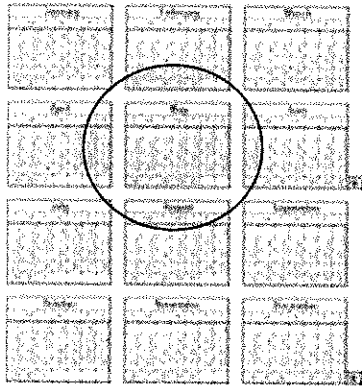
A Meter Data Management System (MDM)...

- Software that receives and manages AMI data for billions of points
- A common database when you need more than one AMI system
- Stores both Electric and Water Data
- Functions which check and clean data (VEE)
- Computes complex billing values
- Integrates and synchronizes AMI data with enterprise data (CIS)

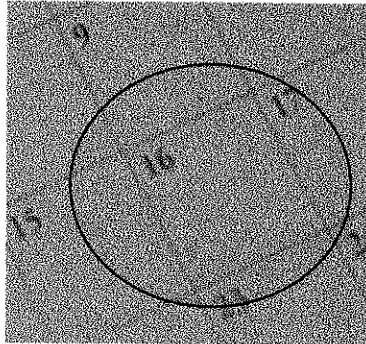


AMI Changes Meter Data Collection

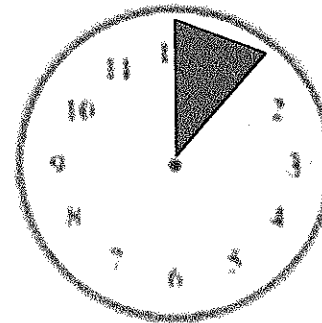
One Read per Month



One Read per Day



One Read per Hour
or More !



Data is transmitted one to 4 times per day. In some cases, data can be transmitted every 15 minutes.

No AMI System is Perfect

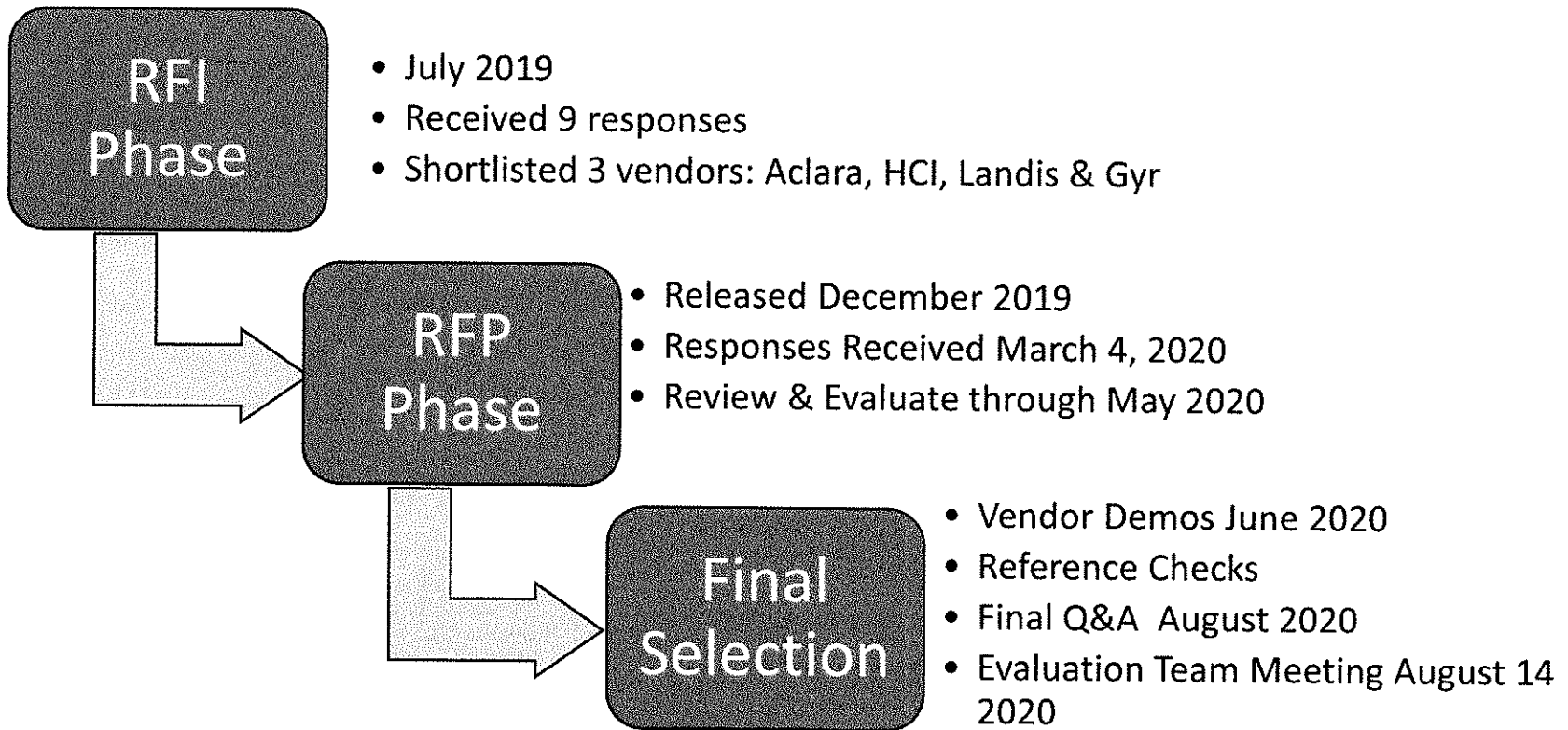
- Gaps in data
- Delays in receiving data
- Communication failures result in missing data

- MDM Functions
 - Validates and estimates data
 - *Before* Billing
 - *Before* it's shown to the customer
 - *Before* Analysis
 - Stores any data for any period of time
 - Sends meter reading data to Billing System (CIS)

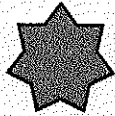

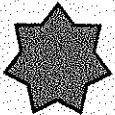


AMI Vendor Selection

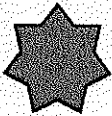

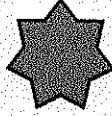

AMI Vendor Selection Process






Software and System – *must haves*

	Yes	No
Software is multi-tenant? <i>Separates data for member processing but provides a VPPSA combined view. One Combined license.</i>		
Hosted solution? Head-end, Meter Data Management, other supporting software in a data center? (Hometown Connections – AMP)? Vendor hosted? VELCO hosted?		
Vendor offers an MDM? <i>This could be a separate bid</i>		

Meter and Network – *must haves*

	Yes	No
Support multiple meter manufacturers? Giving VPPSA members a choice of meters?		
Multiple communication options? Address hard to reach areas (Mesh, PLC, WiFi, Cellular)?		
Members share a single network? Neighboring members share collector?		
Disconnect meter?		

Meter and Network – *must haves*

	Yes	No
Agree to a Service Level Agreement? Guarantee data at agreed upon frequency? e.g 99% daily read.		
Customer/DSM type capabilities supported within the AMI system? <i>Load control/Demand Response? HAN interface (In-home)?</i>		
Distribution Automation capabilities supported within the AMI system? Outage Management? Voltage Control? Transformer Loading? SCADA type functionality?		

AMI Proposal Process

- RFP Sent to 3 shortlisted vendors:
 - Aclara
 - Hometown Connections (Itron AMI & IPKeys MDM)
 - Landis & Gyr
- Received Proposals from All Vendors on March 4, 2020
- Eliminated Landis & Gyr: no bid on an MDM

Technical Proposal

- RFP Sections
 - 4.1 Electric Endpoints
 - 4.2 Water Endpoints
 - 4.3 AMI Network
 - 4.4 Head End System and Meter Data Management
 - 4.5 Other Capabilities

Operations & Support Proposal

- Includes Project Approach, Customer Support Product Roadmap, etc
- RFP Sections
 - 5.1 Project Delivery & Support
 - 5.2 Quality Assurance & Change Management
 - 5.3 Training
 - 5.4 Product Release, Upgrade & Roadmap
 - 5.5 Additional Services

Commercial Relationships

- RFP Sections
 - 6.1 Pricing – *this should reference the spreadsheet*
 - 6.2 Financial Resources
 - 6.3 Subcontractor Relationships
 - 6.4 Partnership, Alliances
 - 6.5 Experience, Expertise & Corporate Attributes

Proposal Scoring

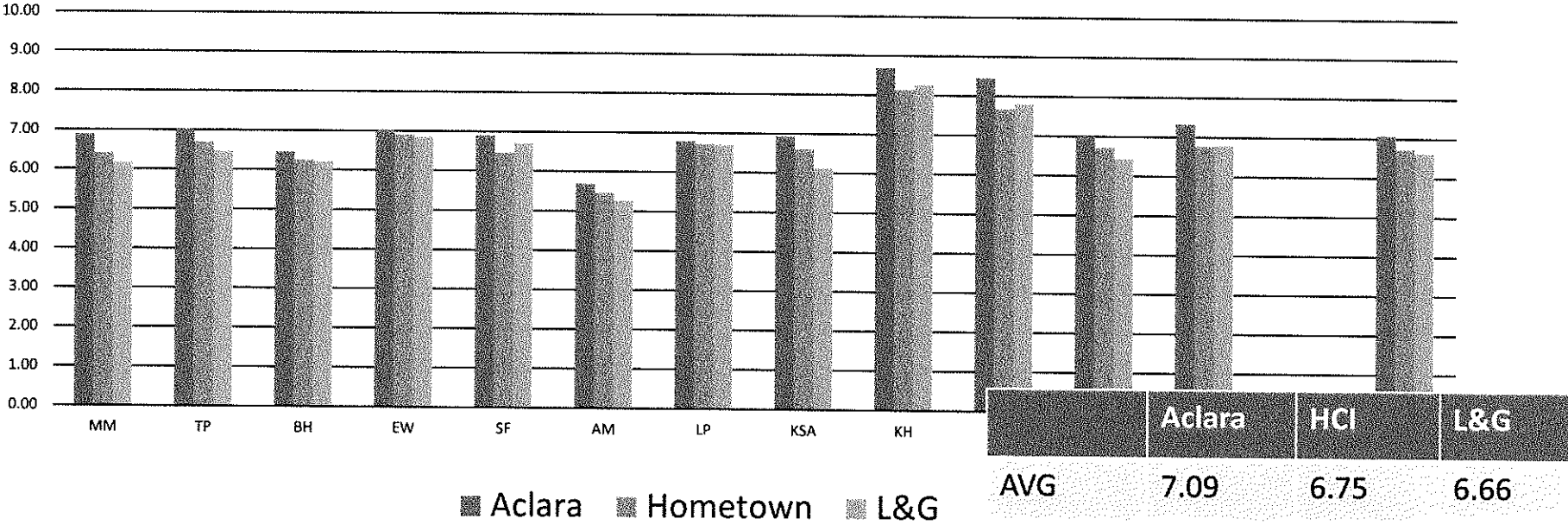
- Evaluation Team:
 - VPPSA members provided at least one proposal evaluator
 - VPPSA staff
- Each evaluator received a spreadsheet to use as their scorecard
- It contains instructions and scoring methods
- Each section has its own worksheet
- Worksheets have two sections:
 - Compliance
 - Response to questions

Proposal Review – Overall Score

(Technical, Project, Experience - not including price)

Aclara solution scored highest

Total Scores- Average



ACLARA Solutions

UNIFIED AMI COMMUNICATIONS

- AclaraOne unifies all Aclara communication technologies

TWACS Power Line



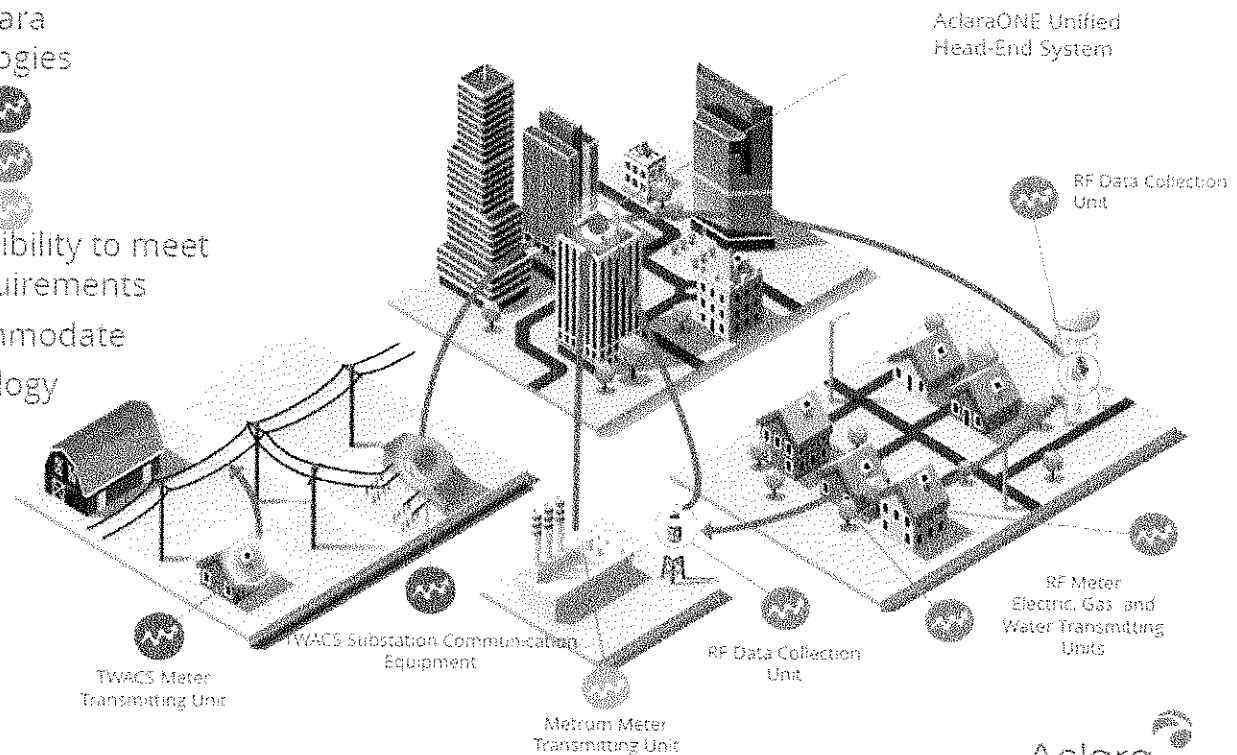
RF – Electric/Gas/Water



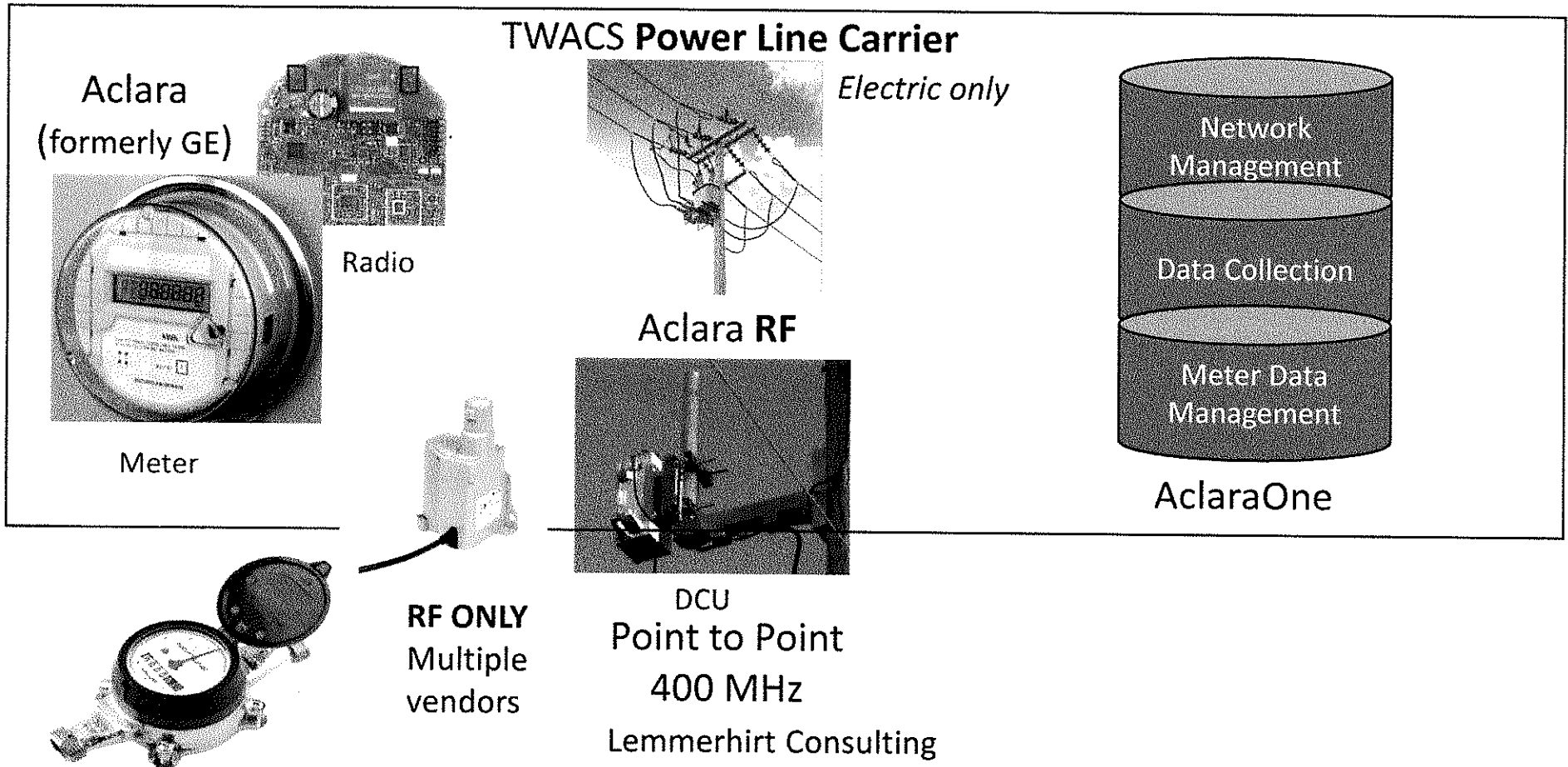
Metrum Cellular



- Providing maximum flexibility to meet Smart Grid and AMI requirements
- Migrateable - Can accommodate evolution of AMI technology use.



Aclara Solution – 2 AMI Technology Options



Aclara Solution Review

- Multiple AMI Network Technologies
 - Radio Frequency (RF), 450-470 MHz licensed bandwidth, provided a network study
 - Power Line Carrier (PLC), electric only technology, in use for 20+ years
 - Cellular, available per meter, not proposed
- AMI Meters from Aclara (formerly GE meters)
- Head End System software and Meter Data Management an all-in- one solution
- Industry Leading Customer Engagement Solution
- Provides water and gas RF solutions
- Rural Electric Cooperatives is a large customer base

Network Characteristics

	Aclara
Network Design	Geo-coded service addresses; purchased EDX data for propagation study
Network Flexibility	Proposed RF (400-450 MHz). Could offer PLC & cellular – all with same software TWACS PLC solution is mature for electric only use
Network Performance	Private frequency has long range and penetration through obstacles

Software Description

	AclaraOne
Architecture – Multi-tenant	✓
Network Operations & Health	Access & operated by VPPSA or member
VEE	✓
Events & Alerts	Visualization on map, in reports & notifications
Base GIS	✓
Reports & Graphs	Report generator – query like
Virtual Metering	✓
Import/Export	✓
Transformer/Voltage Analysis	ADD-ON

Proposal Evaluator Comments

Pros:

- Members' experience working with ACLARA is Positive.
- AMI RF Network requires private license – better range, penetration in foliage
- Offer a Power Line Carrier AMI solution (TWACS)
- High quality meters, Excellent equipment – former GE meters quality
- AclaraOne software combines AMI head-end functionality with MDM functionality
- Multi-tenant software solution; includes access for VPPSA – requires 1 license
- Offer add-on capabilities: load control programs, customer portal, DA

Cons:

- No other manufacturer meters will operate on Aclara RF network at this time.
- Network emphasis on collectors (DCU – 171)

Reference Check Summary

3 References Contacted

- No additional staff were hired to manage the system day to day.
- A named customer service support person is provided as the primary contact.
- No issues or delays in equipment delivery.
- Little support is needed to operate the system.
- Solar powered DCUs were not a good option.
- Two-way communication is very responsive, e.g. meter disconnects
- Dual DCU reads electric and water meters
- Easy interface with SEDC
- Rural Electric Management Agency using multi-tenant solution for 4 Electric Cooperatives

Project Responsibilities Comparison

	Aclara	
	Aclara	VPPSA & Members
Meter Configuration		✓
Network Installation	✓	On-site support
Meter Installation		✓
Software Set-Up	✓	
CIS Integration	✓	
Meter Testing		✓
System Testing	✓	✓
Training	✓	

Aclara - Risks

Risk	Risk Level	Mitigation
Meter prices are high	Moderate	Negotiate lower prices
Meter Warranty escalates over the life of the contract	Moderate	Negotiate a fixed or no increase
No alternative meter to Aclara (GE) meters	Low	Only a risk if opposed to Aclara meters
Quantity of Network equipment is low	Moderate	1) Negotiate a binding contract to delivered network design 2) Redo the network design with updated data
Network will not work to deliver data	Moderate	Private RF license has longer range and less interference
High number of project change orders	Moderate	Identify all integration and understand all costs; negotiate a not-to-exceed price or fixed price
Software is hard to use	Moderate	Get another demo; include more training
No system operator	Moderate	Aclara Managed Services will monitor system and communicate with VPPSA; Determine VPPSA's role
AMI Staffing: Installation, daily monitoring, billing	Moderate	VPPSA or members will have to monitor the system daily; members will perform billing

Ashland Preliminary Estimate

Year 1

Aclara

Initial Cost

	Quantity	Price	Total Cost
Electric Meters			
2S	1600	\$ 125.00	\$ 200,000.00
9S (Comm'l)	200	\$ 392.90	\$ 78,580.00
16S (Ind)	150	\$ 408.84	\$ 61,326.00
Water MIUs			
	0	\$ 92.25	\$ -
Network			
DCU	11	\$ 3,523.38	\$ 38,757.18
Mounting Kit	11	\$ 1,985.00	\$ 21,835.00
WAN Carrier Costs	11	\$ 449.32	\$ 4,942.52
FCC License	1	\$ 400.00	\$ 400.00
Software			
CIS Integration	1	\$ 12,000.00	\$ 12,000.00
SW Setup	1	\$ 12,000.00	\$ 12,000.00
Field Software	1	\$ 14,672.50	\$ 14,672.50
Proj Mgt	1	\$ 4,318.18	\$ 4,318.18
Training	1	\$ 20,500.00	\$ 20,500.00
Total			\$ 469,331.38

Annual

Aclara

Annual Cost

WAN Carrier Cost	11	449.32	\$ 4,942.52
Software/meter/yr	1950	\$ 2.52	\$ 4,914.00
Field Software	1	\$ 440.18	\$ 440.18
Warranty			
DCU	11	\$ 70.47	\$ 775.14
Electric Meter	2%		\$ 6,798.12
Total			\$ 17,869.96

Lemmerhirt Consulting

Next Steps

- Obtain price quote from Aclara to include Ashland
- Determine Solution by Member: RF or PLC network
- Complete Gathering Inventory Data for Final Network Design
- Execute a Contract and Develop Deployment Schedule
- Develop Final Project Structure: VPPSA functions, Member functions

STATE OF NEW HAMPSHIRE

In Re: The Emma H. Scribner Trust

Nonjudicial Settlement Agreement Pursuant to RSA 564-B:1-111

THIS AGREEMENT is entered into by and between the Town of Ashland, NH Board of Selectmen, the Ashland Board of Library Trustees, the Ashland Trustees of Trust Funds, the Trustees of the Emma H. Scribner Trust, and the New Hampshire Director of Charitable Trusts, by and through duly authorized officials of each body/entity, and consent as follows:

WHEREAS, a charitable trust was created through the will of Emma H. Scribner, who died on September 11, 1936; and

WHEREAS, the Town of Ashland was the beneficiary of that trust; and

WHEREAS, the trust initially consisted of a building and grounds that had been the Scribner home, and a sum of money the "income only" of which was directed for the purpose of to maintaining the building and grounds; and

WHEREAS, the original purpose of the trust was to be for a Community Center and Park, but that purpose was changed in 1970 when the Grafton County Superior Court, responding to a petition, ordered that the property could be used for a Library and Park. It has been used for those purposes ever since; and

WHEREAS, as of the end of October, 2020 the trust had liquid assets of approximately \$89,000, held in an investment account and in a checking account at Meredith Village Savings Bank; and

WHEREAS, the funds presently in this trust fund are not of a sufficient amount to allow the trust's purposes to be achieved by the expenditure of "income only"; and

WHEREAS, Mrs. Scribner's will specified that there was to be a separate Board of Trustees established to administer these purposes and funds; and

WHEREAS, the present Trustees of the Scribner Trust wish to resign and have the Scribner Board of Trustees terminated, recognizing that in the long run the Town's Board of Library Trustees is better suited to make decisions on the needs of the Library and property, and that the Town's Trustees of Trust Funds are better suited to handling the trust monies including making decisions on the proper investment of those funds; and

WHEREAS, New Hampshire law provides the ability for all interested parties to a trust to enter into nonjudicial settlement agreements with respect to any matter involving a trust, as long as it does not violate a material purpose of the trust. See RSA

564-B:1-111 (b) and (c); and

WHEREAS, all interested parties to the Emma H. Scribner Trust are entering into this nonjudicial settlement agreement in order to better fulfill the purposes of that Trust;

NOW THEREFORE, the Ashland Board of Selectmen, the Ashland Town Manager, the Ashland Board of Library Trustees, the Ashland Trustees of Trust Funds and the Trustees of the Emma H. Scribner Trust hereby agree as follows:

Establishment of Trust

1. The Town of Ashland shall, in accordance with RSA 31:19, establish and identify a charitable trust known as “the Scribner Building and Park Trust”, for the care and maintenance of the building and grounds, with decisions on the expenditures of the trust monies for those purposes to be made by the Town’s Board of Library Trustees, and the administration and investment of the trust monies to be the responsibility of the Town’s Trustees of Trust Funds.

Purpose of Trust

2. The purpose of this Trust shall remain unchanged from that of the Emma H. Scribner Trust, and shall continue to be used exclusively for the care and maintenance of the Scribner building and Park.

Trust Principal and Interest

3. All principal and income remaining in the Emma H. Scribner Trust shall be paid over by the Scribner Trustees to the Town’s Trustees of Trust Funds, for deposit into the Scribner Building and Park Trust.

Expenditure of Trust Principal and Interest

4. Both principal and income of the Trust may be used for the designated purpose of the Trust, which will likely mean the spend-down and termination of the Trust.

Powers and Duties of the Trustees of the Trust Funds

5.1 The corpus of the Trust shall continue to be held in the custody and under the management of the Town of Ashland’s Trustees of Trust Funds

5.2 The Trustees shall transfer the Trust’s income and/or principal to the Town’s Library Trustees in response to bona fide requests for such funds for a charitable purpose of this Trust.

5.3 The Trustees of Trust Funds shall maintain such records for this Trust as will evidence the amounts received for deposit, the amounts disbursed and withdrawn, the total amount of trust funds held, and the location, description, and character of the investments of the Trust. Such books and records shall be open to the inspection of all persons in the Town of Ashland. See *N.H. Rev. Stat. Ann. §31:34*. The Trustees shall properly file all requests required under State law, including those required to be filed with the Department of Revenue Administration (which may include the Department of Revenue Administration Form MS-9 and Form MS-10) and the Charitable Trusts Unit in the Office of the Attorney General, if any.

Investment of Trust Funds

6.1 The Trustees shall invest and reinvest the assets of this Trust only in accordance with RSA 31:25, as may be amended, and any related statutes and/or rules which may now exist, or which may be promulgated hereinafter.

6.2 The Trustees may, in their discretion, retain a qualified outside consultant, such as a bank trust department or a brokerage firm, to assist in the management and investment of the corpus and income of this trust, provided that any such delegation of management shall be subject to the terms of this Agreement and all applicable investment guidelines adopted by the Trustees under applicable statutes and shall be subject to, at least, quarterly review and approval of such management by the Trustees.

See *N.H. Rev. Stat. Ann. §31:38-a, III; §41:9, VI*. Any expenses incurred in retaining the services of a qualified outside consultant pursuant to this Section shall be charges against this Trust and shall be identified and reported in the annual report of the Trustees. See *N.H. Rev. Stat. Ann. §31:38-a, IV*.

6.3 Collective investment of the corpus and income of this Fund is not prohibited. See *N.H. Rev. Stat. Ann. §31:28*.

Miscellaneous

7.0 As of the date of transfer of the funds as described in paragraph 3 above, both the Emma H. Scribner Trust and its Board of Trustees shall be terminated, and after that date shall have no further Trust responsibilities or obligations.

7.1 The charitable trust fund herein established (the "Scribner Building and Park Trust") and this Agreement shall be governed by the laws of the State of New Hampshire.

7.2 Should any provision of this Agreement be held to be unlawful, invalid or unenforceable by a court of competent jurisdiction, such provision shall not affect the remaining provisions of the surviving document(s), but shall be fully severable, and the Trust and/or Agreement shall be construed as if such unlawful, invalid, or unenforceable provision had never been included herein.

IN WITNESS WHEREOF, the undersigned, duly authorized representatives of the identified parties to this Agreement hereby stipulate to the terms and conditions of same on this effective date as of _____, 2020.

**TOWN OF ASHLAND
BOARD OF SELECTMEN**

Dated: _____

Eli Badger, Chair

Dated: _____

Kathleen DeWolfe, Vice Chair

Dated: _____

Frances Newton, Selectman

Dated: _____

Alan Cilley, Selectman

Dated: _____

Andy Fitch, Selectman

**ATTORNEY GENERAL
DIRECTOR OF CHARITABLE TRUSTS**

Dated: _____

Thomas J. Donovan
Director of Charitable Trusts

EMMA H. SCRIBNER TRUSTEES

Dated: _____

Amanda Loud, Trustee

Dated: _____

Walter Durack, Trustee

Dated: _____

David Toth, Trustee

Dated: _____

Lisa Rollins, Trustee

Dated: _____

Trustee

**ASHLAND BOARD OF
LIBRARY TRUSTEES**

Dated: _____

Alice Staples, Chair

Dated: _____

Mardean Badger, Secretary

Dated: _____

David Ruell, Treasurer

December 4, 2020

Report on the Scribner Trust

The Scribner Trustees recently recommended to the Ashland Board of Selectmen that the Scribner Trust be dissolved because the fund has been overspent and only a portion of the principal remains. The performance of the Scribner Trust Fund and the history of transactions show why the trust has been depleted.

The previous trustees maintained the amount but not value of the original of the principal. The original principal was approximately \$40,500, but the original value – the value adjusted for inflation over time – should be approximately \$550,000; however, there is only \$90,000 remaining in the trust. In 2005 the value of the trust was \$173,452. Since then the value of the trust increased by \$75,695, an average annual growth rate of 2.9%. During the same period, the trustees withdrew \$140,720, which amounts to an average annual withdrawal rate of 5.4%. The trustees liquidated shares in addition to withdrawing interest and dividends.

The Investment Policy did not contain a performance benchmark for the fund. A common benchmark for a trust is to limit spending to no more than 3% per year depending upon the fund's performance. In the case of the Scribner fund, the average annual growth rate was 2.9% was less than the recommended spending benchmark of 3% and far less than the actual average annual spending rate of 5.4%. At this point the trustees should have reduced or curtailed spending to protect the principal and approached the Board of Selectmen for financial support. They also could have considered reinvesting the funds to produce more income. For example, the current trustees have begun the process of reinvesting funds by selecting mutual funds with lower fees and changing the investment strategy, diversifying and balancing funds to increase and stabilize income. The trustees could have also refrained from taking stipends from the fund.

Amanda Drew Loual
Walter A. Perack



Town of Ashland Board of Selectmen Agenda Report

Date: December 3, 2020

To: Board of Selectmen

From: Town Manager Smith

Subject: CAI Technologies – CRF expenditure

Recommended motion:

To expend \$5,000 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 up to 90% complete from the previous 75% complete we received last month. Note page 3 and 4 from the Technical Proposal that further explains the compilation phase.

Fiscal Impact:

\$5,000 from the Property Tax Map CRF.



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

November 24, 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 90% complete. We anticipate 100% completion of the initial compilation in December.

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', written in a cursive style.

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 **11/24/2020**
 Invoice # **10709**
 Due Date **12/24/2020**

FOR PROFESSIONAL SERVICES

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

Code	Description	Contract Amt	Prev Billed	Amount
4004.00	MAPPING	114,000.00	70,020.00	5,000.00
4009.00	WEBGIS SETUP	1,500.00		0.00
4009.01	WEBGIS SUPPORT	2,400.00		0.00


 INITIALS - OK TO PAY
01-4950-10-750
 G/L NUMBER
11-30-2020
 DATE

**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 \$5,000.00
Sales Tax (0.0%) \$0.00
Payments/Credits \$0.00

Balance Due \$5,000.00

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.

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 BOUNDARY/RESEARCH/COMPLETION

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 Parcel 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/ATTRIBUTES AND FORMS

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.