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**TOWN OF ASHLAND  
BOARD OF SELECTMEN  
MEETING MINUTES  
MONDAY, FEBRUARY 1, 2021  
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, constituting a quorum of the board. 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. **APPROVAL OF MINUTES**

**MOTION:** Kathleen DeWolfe

*To approve the minutes of January 19, 2021*

**SECOND:** Andy Fitch

**ROLL CALL VOTE:** 3 yes (DeWolfe, Fitch, Badger) – 2 abstentions (Newton, Cilley)

**MOTION PASSED**

III. **NEW BUSINESS**

a. **Quality Inn and Covid-19 Update**

Marlin Collingwood of Plymouth State University updated the BOS on PSU's use of the Quality Inn for housing students in isolation or quarantine. Chief Ulwick also updated the BOS on his discussions with PSU Chief Temperino and Plymouth Chief Lefebvre regarding jurisdiction issues; Ashland Police Department will maintain primary jurisdiction over the Quality Inn.

b. **Ashland Electric Department & VPPSA MOU**

The BOS has received an MOU from VPPSA regarding the benefits of Advanced Meter Infrastructure (AMI), as VPPSA recently explained in a presentation to the Board about their ongoing planning of such a system for their clients, which could include Ashland. The MOU does not commit the town of Ashland to anything, but is rather an outline of what could be offered by VPPSA.

**MOTION:** Fran Newton

*To authorize Chair Badger to sign the MOU for the BOS*

**SECOND:** Kathleen DeWolfe

**ROLL CALL VOTE:** 4 yes (DeWolfe, Newton, Fitch, Badger) -- 1 nay (Cilley)

**MOTION PASSED**

1                   **c. Ashland Electric Department Future Planning**

2                   Mr. Smith updated the BOS on future proposed projects and investments to  
3                   consider for the Electric Department. Mr. Smith and the Board emphasized the  
4                   need for action on these studies to determine the condition of the system and what  
5                   needs to be updated, to determine priorities, costs and financing. Craig Moore  
6                   indicated that the arc flash study is probably the first priority.

- 7                   • PLM Engineering proposal: engineering design study, approximately
- 8                   \$18,000
- 9                   • PLM Engineering proposal: arc flash safety study, approximately \$10,000
- 10                  • United Power Group: testing of substation, approximately \$28,000
- 11                  • Able Software: website creation, approximately \$4,000
- 12                  • Third-party billing system: for timely billing process
- 13                  • Handheld meter reading devices: training is in progress; data relative to
- 14                  routes and meters still to be uploaded
- 15                  • Additional items: substation study, pole study, pole replacement

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17                   **d. FFCRA (Family First Coronavirus Relief Act)**

18                   The FFCRA government act guaranteed an employee 80 hours of leave time (full-  
19                   time or pro-rated part-time) instead of having to use sick time for Covid-19  
20                   related illness. This expired on 12/31/20. Employers had the option to extend the  
21                   coverage to 3/31/21. At the January 19 BOS meeting, the Board extended the  
22                   coverage to 2/15/21 and decided to reconsider it at their February meeting.

23                   **MOTION:** Fran Newton

24                   *To extend the FFCRA benefit for Ashland town employees to 3/31/21, with a cap*  
25                   *of 80 hours for covid-19 related illness*

26                   **SECOND:** Kathleen DeWolfe

27                   **MOTION and SECOND WITHDRAWN** after discussion. The Board by  
28                   consensus agreed to review this benefit every 2 weeks.

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30                   **e. Departure of Town Manager**

31                   The BOS approved the departure of the Town Manager on February 2 to assume  
32                   his new position in Moultonborough on Wednesday, February 3. Information is  
33                   prepared to pass on to the BOS for continuing business, including DRA data,  
34                   Town Report preparation, etc. The BOS wished Mr. Smith the best of luck in his  
35                   position as Town Administrator in Moultonborough. Mr. Smith thanked the BOS  
36                   for helping the town move forward and doing its best for the town and people  
37                   with character and integrity.

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39                   **f. Trustees of Trust Funds**

40                   The Finance Officer is taking care of preparing the information for approval of  
41                   payments from Capital Reserve Funds.

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**g. Deliberative Session Set-Up**

Craig Moore and Andrew (PBTv) are setting up the gymnasium on Friday for the February 6 Deliberative Session. Other preparations are being taken care of.

**h. Public Works**

Mr. Badger explained that BOS member Andy Fitch has offered to assist the town with snow plowing if Ashland's DPW is short on staff due to illness.

**IV. ADJOURNMENT:** The meeting was adjourned at 6:49 p.m.

*Notes provided by Mardean Badger*

DRAFT