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**TOWN OF ASHLAND
BOARD OF SELECTMEN
MEETING MINUTES
THURSDAY, APRIL 15, 2021
TOWN HALL
ASHLAND, NH
5:30 P.M.**

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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. Chairman Eli Badger and Selectmen Ann Barney, Bob Letourneau, and Andy Fitch 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.

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II. OLD BUSINESS

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Utilities Clerk/Office Personnel – Diane Mele provided the Board with a letter of interest in the position posted for the Utilities Clerk. She discussed her current role and concern about the way her time is split between Utilities and Finance. Katherine Noted that it is challenging to go back and forth between these roles. She stated that her skills would be best served in the new role and that she is fully trained to fulfill this role. Ann Sullivan and Katherine Davis expressed their support for this move.

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III. NON-PUBLIC SESSION

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a. Non-Public Session

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MOTION: Bob Letourneau

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To enter non-public session for the purpose of RSA 91-A:3(b) the hiring of any person as a public employee

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SECOND: Alan Cilley

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ROLL CALL VOTE: 5 – 0

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MOTION PASSED: The Board entered Non-Public Session at 5:42 p.m.

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IV. PUBLIC SESSION – The Board returned to public session at 6:09 p.m. The Board announced that they hired Diane Mele for the position of Utilities Clerk with salary and transition plan to be discussed. The Board then discussed the Financial Assistant position that Diane Mele currently holds. Katherine Davis said that this would be a non-union position and that we have the original posting. As a non-union position, it did not have to be posted in house first but would likely be a good idea.

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MOTION: Bob Letourneau

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To immediately post the position of Finance Assistant.

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SECOND: Andy Fitch

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ROLL CALL VOTE: 5 – 0

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2 Office space concerns were discussed. With the addition of a new hire along with current
3 staffing of Town Clerk, Treasurer, occasional consultants, etc., desk space is at a premium.
4 The Board discussed the option of moving the Utility positions back to 6 Collins Street.
5 With two staff members, safety is not as much of a concern. There needs to be an
6 assessment of technology needs (computers, band width, phones) and ensure that desks are
7 properly set up. Interim Town Manager Frances Newton will contact our IT provider (CCS)
8 to inquire. The move will not take place until the role of Utilities Clerk is fully transitioned.

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10 **V. ADJOURNMENT:**

11 **MOTION:** Bob Letourneau

12 *To adjourn*

13 **SECOND:** Alan Cilley

14 **ROLL CALL VOTE:** 5 – 0

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17 The meeting was adjourned at 6:24 p.m.

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21 *Notes prepared by Frances Newton*