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**TOWN OF ASHLAND
BOARD OF SELECTMEN
MEETING MINUTES
THURSDAY, APRIL 19, 2021
TOWN HALL
ASHLAND, NH
6:00 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 6:00 p.m. and requested a roll call of the Selectmen. Chairman Eli Badger and Selectmen Ann Barney, Bob Letourneau, Alan Cilley 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. NEW BUSINESS

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a. Internal Controls/Purchasing Procedures/Debit Card – Katherine Davis discussed her concerns that our purchasing policies and internal controls do not align. She suggested that she could adjust the policies to match the internal controls. Currently, there is a \$1,500 limit that Department Heads can spend without approval. Purchases of \$10,000 or more must go out for three (if possible) competitive bids. She suggested that that amount should be adjusted to \$5,000. All purchases over \$1,500 require Town Manager approval. The consensus of the Board was that competitive bid requirement should be at \$5,000 and could be waived under certain circumstances such as routine purchases, lack of vendors in a reasonable distance, existing contracts, etc. Wording in the policy will reflect that caveat. She also suggested eliminating the purchase order and requisition policies. They create a lot of unnecessary paperwork. Signatures on invoices will suffice. She will write up these policies for Board for approval.

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Katherine also recommended eliminating the debit card and credit card. The town uses a standard credit card that comes with fees and delays. There are better options for Municipal governments. The debit card can be replaced with a purchasing card (P-card) that eliminates fees and interest rates, has built in flexibility allowing for setting thresholds for individuals or departments and offers cash back options. Katherine will contact the vendor for a presentation at our next meeting on May 3.

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b. 4th of July Primex Risk Management Guidelines - David Bullock from Primex briefly discussed risk management from an insurance perspective regarding fireworks, vendor contracts, the town, and volunteers. He stated that the town has liability and property coverage. The Board and volunteers are covered by our insurance. Private vendors and non-profit groups are not covered. Primex will review all contracts along with Legal. They will also review a Memorandum of Understanding (MOU) between the town and the Ashland Elementary School for the fireworks.

1 The Board discussed funding considerations. The Committee had requested the funds be held
2 in a non-lapsing fund. The option of moving the Committee back under the Heritage
3 Commission was presented for ease of fund access. Kendall Hughes, Chair of the Heritage
4 Commission, will present this option at their next meeting on April 27.
5

- 6 **d. Security/Locks for the Town Hall** – Craig Moore presented a proposal from A&B
7 Lock and Security to replace the locks and keys in the Town Hall with a key card/fob
8 option. Chief Ulwick discussed the grave security concerns and that there are many
9 keys out with little or no accounting as to who has them. If a key is lost, the cost of
10 redoing the locks is significant. Furthermore, the Town Hall has had persistent
11 problems with access through the back door including malfunctioning locks. The door
12 handle is rusted and needs to be replaced. The card/fob option would allow for much
13 greater security, tighter control, real time tracking, individual specific access for
14 certain doors, the ability to authorize or deauthorize cards quickly as needed. The
15 consensus of the Board was that this was an important change. We would start with
16 the Town Hall and Police Department and expand the program to other town buildings
17 as funding becomes available.
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19 **MOTION:** Bob Letourneau

20 *To replace the keys and locks in the Town Hall (2 doors) and the Police Department (1*
21 *door) with the proposed A&B Lock and Security access control system for \$2,540.00*

22 **SECOND:** Ann Barney

23 **ROLL CALL VOTE:** 5-0

24 **MOTION PASSED**
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- 26 **e. Job Posting for Electric Department Linemen** – We currently are short staffed with
27 only one journeyman lineman.
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29 **MOTION:** Bob Letourneau

30 *To post two positions for the Electric Department, one journeyman lineman and one*
31 *lineman*

32 **SECOND:** Andy Fitch

33 **ROLL CALL VOTE:** 5-0

34 **MOTION PASSED**
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III. OLD BUSINESS

- 37 **a. Update on GIS** – Years 1 and 2 of the 3-year contract with CAI Technologies to
38 create a GIS system are complete. Year 3 work, will start at the end of April to include
39 numbering parcels, calculating acreage, and building the final tax maps. Once
40 complete, CAI will deliver to the town to begin the review process. The entire project
41 will be complete by the end of 2021 and a final payment of \$39,300 will be due. The
42 project manager, Tim Fountain, plans to meet with the new Town Manager once he is
43 in place.
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- 45 **b. Update on TAP** – Project is on track. Electric poles are being replaced/relocated as
46 necessary. New poles will be installed near crosswalks for safety.

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2 **c. Booster Club Roof** – Craig Moore tried to patch the roof, but this was not possible
3 since the wood underneath has begun to rot in some places. A new metal roof with a
4 60-year warranty can be installed over the existing shingles. Minor roof damage will
5 not be a concern. Craig will repair the one board where there was a hole. Ann Barney
6 had received two estimates, one for \$10,995 and one for \$22,000. The scope of work
7 was the same in both proposals. Craig Moore spoke with the company that proposed
8 \$10,995 and believed that they could do a good job. The company is local, the roof
9 will be made in one piece at their site and installed in one day.

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11 **MOTION:** Bob Letourneau

12 *To accept the proposal to install a metal roof on the Booster Club at a cost of \$10,995.*

13 **SECOND:** Alan Cilley

14 **DISCUSSION:** Eli Badger asked if the proposal noted any possible cost
15 overruns/contingencies. Ann Barney said there was no such language.

16 **ROLL CALL VOTE:** 4-0-1 (Ann Barney abstained)

17 **MOTION PASSED**

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19 **d. Ashland Electric Department Rates** – The Board agreed that deciding on a rate
20 increase was important. We are in a negative cash position with need of infrastructure
21 repairs/upgrades as well as bringing staffing up to an appropriate level (linemen and
22 superintendent).

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24 **MOTION:** Alan Cilley

25 *To raise the rates in each tier by \$.015/kwh*

26 There was no second to the motion.

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28 Craig Moore told the Board that he had met with Katherine Davis and Rob Kuell to
29 discuss the situation. Rob's recommendation was to raise the rates as suggested about
30 (\$.015/kwh). This will pay for infrastructure and personnel needs and get us back on
31 track.

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33 **MOTION:** Alan Cilley

34 *To raise the rates in each tier by \$.015/kwh*

35 **SECOND:** Bob Letourneau

36 **ROLL CALL VOTE:** 4-1 (Andy Fitch voted nay)

37 **MOTION PASSED**

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39 The Board agreed that a 30-day advance notice to customers was appropriate. Prior to
40 the rate increase, bills need to be up to date and accurate.

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42 **MOTION:** Alan Cilley

43 *Make the rate increase effective June 1, 2021.*

44 **SECOND:** Ann Barney

45 **ROLL CALL VOTE:** 5-0

46 **MOTION PASSED**

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2 **IV. APPROVAL OF MINUTES**

3 Minutes from 4/6/2021 – Adjournment time on page 1 was corrected to be 2:45

4 **MOTION:** Andy Fitch

5 *Approve the minutes of 4/6/21 as amended.*

6 **SECOND:** Ann Barney

7 **ROLL CALL VOTE:** 4-0 (Alan abstained)

8 **MOTION PASSED**

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10 Minutes from 4/8/21 – Page 5, line 10 – the word “truck” was changed to “loader.”

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12 **MOTION:** Bob Letourneau

13 *Approve the minutes of 4/8/21 as amended.*

14 **SECOND:** Andy Fitch

15 **ROLL CALL VOTE:** 5-0

16 **MOTION PASSED**

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18 Minutes from 4/15/21

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20 **MOTION:** Bob Letourneau

21 *Approve the minutes of 4/15/21.*

22 **SECOND:** Ann Barney

23 **ROLL CALL VOTE:** 5-0

24 **MOTION PASSED**

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26 **V. UPDATE ON UTILITY CLERK POSITION AND SPACE** – Fran Newton informed
27 the Board that she contacted CCS about computer needs for 6 Collins Street should Ann
28 Sullivan and Diane Mele move to that space. They have put in a ticket and will set up a
29 meeting with the appropriate personnel. She also contacted First Light to discuss the
30 phone needs. First Light has reached out to Water and Sewer Superintendent Rusty Cross.
31 Katherine Davis expressed her concern that moving 2/3 of the Finance Staff to a different
32 location will pose a difficulty in supervision and communication. Furthermore, when we
33 hire a new finance assistant, space in the Town Hall will be impacted. The Board agreed
34 that these issues will be discussed with the new Town Manager.

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36 **VI. ADJOURNMENT:**

37 **MOTION:** Bob Letourneau

38 *To adjourn*

39 **SECOND:** Andy Fitch

40 **ROLL CALL VOTE:** 5 – 0

41 The meeting was adjourned at 7:58 p.m.

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43 *Notes prepared by Frances Newton*