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**TOWN OF ASHLAND
BOARD OF SELECTMEN
MEETING MINUTES
THURSDAY, MAY 3, 2021
TOWN HALL
ASHLAND, NH
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. 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.

II. **APPROVAL OF MINUTES**

Minutes of 4/19/21 correction – Include Alan Cilley as an attendee.

MOTION: Bob Letourneau

To approve the minutes of 4/19/21 as amended

SECOND: Ann Barney

ROLL CALL VOTE – 5-0

MOTION PASSED

MOTION: Andy Fitch

To approve the minutes of 4/27/21 as written

SECOND: Bob Letourneau

ROLL CALL VOTE – 5-0

MOTION PASSED

III. **OLD BUSINESS**

- a. **Purchasing Card (P-card) Presentation:** Kelly Smaldone of PFM presented a PowerPoint demonstration of the P-card system. This is similar in use to a credit card and is a MasterCard based system supported by BMO Harris Bank. The card can be used for purchases and payments. The balance is to be paid in full each month. There are no fees and no cost for the system. It has built in fraud protection and can streamline accounting. In addition, there are possible rebates depending on the level of spending. These rebates start at \$100,000 in spending.
- b. **Purchasing Policy:** Katherine Davis discussed the new purchasing policy she has developed. The Board discussed applications in an emergency and the fact that purchase orders are no longer necessary. The Board suggested that the new Town Manager (Fred Welch) should weigh in on the policy before it is approved. Fran Newton will send him the policy for comment.

- 1 c. **Ashland Electric Department Rate Increase:** The Board discussed the rate increase
2 recently decided and agreed that it will be best to present it to the public at the next
3 meeting on May 17. Fran Newton will ensure that a notice of public discussion will be
4 placed in the paper and on the town website.
5

6 **III. NEW BUSINESS**

- 7 a. **Municipal Week Proclamation** – Chairman Badger read a proclamation signed by
8 the Board announcing that the week of May 2-8, 2021 is designated Municipal Clerks
9 Week and recognized the work and dedication of our Municipal Clerk, Patricia Tucker.

- 10
11 b. **Retirement Exemption for the New Town Manager** – At the request of the recently
12 hired Town Manager, Frederick Welch, the Board agreed to exempt him as a
13 contributing member from the New Hampshire Retirement System (NHRS). He will
14 sign this agreement and it will be placed in his personnel file.

15 **MOTION:** Bob Letourneau

16 *To exempt Frederick Welch, per his request, from the NHRS*

17 **SECOND:** Ann Barney

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

19 **MOTION PASSED**
20

- 21
22 c. **Summer Meter Readers** – Craig Moore and Rusty Cross have expressed a need for
23 additional help during the busy summer months for reading electric and water meters
24 and other routine tasks. They requested hiring a seasonal worker for 40 hours per
25 week starting in June and ending in the fall. Approximately two weeks each month
26 will be dedicated to reading meters and the remaining time will be spent on additional
27 duties as required by both departments. The rate of pay will be decided and will be
28 commensurate with standard rates for full time seasonal employees. The salary will be
29 split between the electric and water departments.

30 **MOTION:** Bob Letourneau

31 *To hire a full-time seasonal employee for the electric and water departments.*

32 **SECOND:** Ann Barney

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

34 **MOTION PASSED**
35

- 36
37 d. **Public Works Paving Projects** – Craig Moore presented proposals for sidewalk and
38 road paving projects as follows:

39
40 1. **Depot Street Sidewalk** – The sidewalks on Depot Street are in poor condition and
41 work had been put on hold for the past few years due to budget constraints. The
42 deterioration has gotten significantly worse and presents a walking hazard. Craig got
43 two estimates for the work from GSM and GMI. GSM does not have the paving
44 equipment and the work would have to be done by hand. GMI, while slightly more
45 expensive, is already in town working on the TAP sidewalk project and has a paver;
46 thus, GMI the preferred vendor. The board was concerned about cost overruns as has

1 happened in the past, so wanted to impose and 5% cap on the final cost. Craig will
2 discuss this issue with GMI.

3
4 **MOTION:** Andy Fitch

5 *To approve the road reconstruction and paving of Depot Street sidewalks. Funds*
6 *would be taken form the CRF Road Improvement CRF. The project will cost no more*
7 *than #33,040.88, which includes a cap of 5% for cost overruns.*

8 **SECOND:** Bob Letourneau

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

10 **MOTION PASSED**

11
12 **2. Road Reconstruction on Hillside Avenue and Avery Street** – These roads need
13 full depth reclamation which includes grinding up the pavement, laying it back down
14 as the road base and repaving. In addition, all culverts will be replaced. The quote for
15 this project contains a 5% contingency to cover concrete structures and pavement
16 overages that may arise.

17
18 **MOTION:** Bob Letourneau

19 *To approve the road reconstruction and paving of Avery Street and Hillside Avenue by*
20 *GMI in the amount of \$91,302. Funds would be taken form the CRF Road*
21 *Improvement CRF.*

22 **SECOND:** Andy Fitch

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

24 **MOTION PASSED**

- 25
26 e. **Main Street Curbing** – Mike Vignale of KV Partners leading the TAP sidewalk
27 project asked about some of the curbing on Main Street. The contract calls for all new
28 curbing, but a small section of the curbing is in good shape and can be reused at a
29 modest savings. However, it would look different from the new curbing in the
30 remainder of the sidewalk. The old curbing can be retained for use on another project.

31
32 **MOTION:** Alan Cilley

33 *To install all new curbing on the Main Street project and retain older curbing for*
34 *other projects.*

35 **SECOND:** Andy Fitch

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

37 **MOTION PASSED**

- 38
39 f. **PRLAC Representative Appointment, Kathleen DeWolfe** – Kathleen DeWolfe has
40 requested to be reappointed to the Pemigewasset River Local Advisory Committee
41 (PRLAC).

42 **MOTION:** Andy fitch

43 *To reappoint Kathleen DeWolfe to be a representative to PRLAC.*

44 **SECOND:** Eli Badger

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

46 **MOTION PASSED**

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- g. **Warrant Article 19:** The Town received questions about the March 2021 election Warrant Article 19 seeking town approval of the nonjudicial agreement terminating the Scribner Trust and transfer of the money to the Trustees of the Trust Fund. The questions have been sent to Legal for review.
- h. **Building Inspector Hours:** The Building Inspector/Code Enforcement Officer (Scott Vien) has requested to change his working hours from two 4-hour days to one 8-hour day. The consensus of the Board was to approve this change.

IV. SELECTBOARD ITEMS –

- a. **Interview Committee** - The Board discussed establishing an interview committee for the Finance.HR Coordinator and Finance Clerk positions. Eli Badger (BOS Chair) and Andy Fitch (BOS Vice Chair) will serve on this committee and Fran Newton will contact the new Town Manager, Fred Welch to ask him to be on the committee as well. Fran Newton will forward the resumes to the committee and the rest of the Board.
- b. **Ashland Electric Department** – To date, we have not received appropriate resumes for the linemen positions. Alan Cilley asked that we bring in Eaton to discuss their engineering and analysis for the substation design proposal. Craig Moore will contact them to attend the next scheduled meeting, May 17th.

V. ADJOURNMENT:

MOTION: Alan Cilley
To adjourn
SECOND: Bob Letourneau
ROLL CALL VOTE: 5 – 0
The meeting was adjourned at 6:58 p.m.

Notes prepared by Frances Newton