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TOWN OF ASHLAND
BOARD OF SELECTMEN MEETING
MONDAY, OCTOBER 25TH, 2021
5:30PM

- 6 I. **CALL TO ORDER** – Town of Ashland Chairman Eli Badger called the
7 meeting to order at 5:30pm and requested roll call of the Selectmen. Chairman
8 Eli Badger and Selectmen Alan Cilley, Andy Fitch, and Ann Barney were
9 present. Bob Letourneau was absent with notice.

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11 **MOTION:** Andy Fitch

12 *To approve the minutes from the October 4th meeting.*

13 **SECOND:** Ann Barney

14 **ROLL CALL VOTE:** 4-0

15 **MOTION PASSED**

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17 II. **NEW BUSINESS**

- 18 a. **INSTALLATION OF MINI-SPLIT HEATING SYSTEM 2ND FLOOR**
19 **OF TOWN HALL** – An estimate for a mini-split for the 2nd floor of the
20 Town Hall was presented to the board from CRS Heating & Cooling. The
21 estimate is for the mini-split cost is \$4,387 not including the electric work
22 or modifications. The board did not vote on the estimate and would like to
23 wait until the final quote is presented.

- 24
25 b. **APPROVAL FOR A NO CHARGE BUILDING PERMIT TO**
26 **HISTORICAL SOCIETY FOR WHIPPLE HOUSE ROOF REPAIRS**
27 – The building inspector has done the inspection and is ready to issue the
28 permit. Town Manager Fred Welch proposed that the permit be issued at no
29 cost to the Historical Society.

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31 **MOTION:** Andy Fitch

32 *To exempt the Historical Society from the building permit fee*

33 **SECOND:** Alan Cilley

34 **ROLL CALL VOTE:** 4-0

35 **MOTION PASSED**

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37 c. **COMPLETED MS-1 TO BE SIGNED BY THE BOARD OF**
38 **SELECTMEN** – The board received the completed MS-1 for their
39 signatures which was prepared by Patricia Tucker the Town Clerk and Tax
40 Collector.
41

- 42 d. **PETITIONED WARRANT ARTICLE FROM GRAFTON SENIOR**
43 **CITIZENS COUNCIL FOR \$6,000** – The Grafton Country Senior
44 Citizens Council’s requested for a petitioned warrant article for \$6,000 and
45 provided the necessary 25 signatures.
46
- 47 e. **RESIGNATION OF DAVID TOTH FROM THE ZONING BOARD**
48 **OF ADJUSTMENT** – The Board received David Toth’s resignation letter
49 and commented the need for town’s people to join to the Planning and
50 Zoning boards.
51
- 52 f. **REVIEW OF THE 2022 EXECUTIVE OFFICE BUDGET** – Town
53 Manager Fred Welch presented the budget for the Executive Office. The
54 salary lines for the Town Manager and the Administrative Assistant have
55 been split amongst the utilities, the overtime line has been increased due to
56 it being overrun in previous years. Training has increased for required
57 training. The telephone and fiber line will be updated with current pricing,
58 restoration of books has increased to \$200 from the previous \$1, milage
59 was left flat, and postage has increased due to the increase from USPS. The
60 computer line has also increased due to the switch in vendor and the need
61 for updates within the Town Hall.
62
- 63 g. **REVIEW OF THE 2022 FINANCIAL ADMINISTRATION BUDGET**
64 – Town Manager Fred Welch presented the budget. The salary line has
65 increased for the Tax Collector at 3%, the finance officer salary line has
66 been split with utilities in the same manor as the town manager and
67 administrative assistant. The audit line was not presented due to waiting on
68 the costs for next year. The remaining lines are flat. Mr. Welch discussed
69 that he is waiting to find out the unassigned fund balance from the audit to
70 propose using some of the funds to lower the tax rate. The Board
71 questioned the continued use of the accounting consultant, Mr. Welch
72 informed the Board that the accounting consultant does not have an
73 increase for next year and is a savings to the town for what the consultant
74 performs.
75
- 76 h. **REVIEW OF THE 2022 PROPERTY TAXATION BUDGET** – Town
77 Manager Fred Welch presented the budget and discussed with the Board
78 that there will be a bid for a new assessing firm for next year. The bid has
79 not gone out yet. The line for property revaluation has decreased to \$1 due
80 to the requirement only being once every five years. The Board asked about
81 the progress on getting the tax maps online, Mr. Welch replied that the
82 company has been communication with the Tax Collector and information
83 has not been shared at this time.
84

- 85 i. **REVIEW OF THE 2022 PERSONNEL ADMINISTRATION**
86 **BUDGET** – Town Manager Fred Welch presented the budget. Mr. Welch
87 suggested a warrant article for a capital account for money that is used
88 when an employee leaves to pay out benefits that an employee has accrued.
89 Money not used could be put into an account to help with those funds.
90 Health Insurance has increased by 7.1%, retirement for police officers is
91 over 30%, disability insurance has gone down, and life insurance has stayed
92 the same.
93
- 94 j. **REVIEW OF THE 2022 GENERAL GOVERNMENT BUILDINGS**
95 **BUDGET** – Town Manager Fred Welch presented the budget. The first
96 line is cleaning salary, it has been left empty and the Board can delete the
97 line if they would like. Mr. Welch informed the Board that he is working on
98 a municipal rate for electricity for town buildings so that the Town’s people
99 are not being charged twice. The propane and sewer lines are flat, the water
100 line has increased, general expense is flat, upgrades are up, this line is used
101 for various items. Cleaning contract is with a new company this year and is
102 used for all buildings but Fire Department. Safety is flat, the covered bridge
103 telephone and electric line has increased slightly, office supplies has
104 increased, and \$1 is allocated to the line for grants.
105
- 106 k. **REVIEW OF THE 2022 POLICE DEPARTMENT BUDGET** – Chief
107 Ulwick present the budget. Salaries and OT have increased to account for
108 being fully staffed. On call has dropped due to schedule changes which has
109 lessened the need for on call. Equipment maintenance was cut in the
110 previous year, there have been additions to the equipment such as the body
111 cameras which is why this line has been increased. The computer line has
112 seen a decrease due to the potential switch of the new vendor that the Town
113 is now using. The vehicle maintenance line has seen an increase due to the
114 additional car in the fleet and maintenance of each of the vehicles.
115 Equipment purchase has also seen an increase due to the new taser contract.
116 The telephone, dues, uniforms, and supplies lines have all stayed flat. The
117 cell phone, postage and gasoline lines have seen an increase, as well as the
118 medical services line, which is seeing an increase due to the blood draws
119 and emergency room visits. Police equipment has decreased as well as the
120 Plymouth prosecutor line. Special programs saw a small increase. Training
121 has increased due to the change in required training, previously training
122 was 8 hours, it is currently at 24 hours. Matching grants and dispatch saw
123 an increase as well as miscellaneous. The final budget line discussed was
124 the special operations unit, the Chief presented to the Board the need for
125 taking part of a regional team. Currently the response time is slow due to
126 being a part of the State’s team by default. The suggestion is to join a
127 regional team such as the Belknap team to ensure a faster response time as

128 well as to have a member of the Ashland Police Department on the team.

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l. **REVIEW OF THE 2022 DETAIL WORK BUDGET** – Chief Ulwick presented the detail budget which is a money maker to the Town. Each of the lines sits at \$1 in order to receive the funds. These lines are used to bill to other agencies.

m. **REVIEW OF THE 2022 BUILDING INSPECTOR BUDGET** – Town Manager Fred Welch presented the budget. It is proposed that the building inspector be in the office 2 days a week instead of 1. Due to this proposal, the salary line has increased to accommodate. A work cell phone has also been added so that the building inspector is not using his personal phone for work matters.

n. **REVIEW OF THE 2022 HEALTH OFFICER BUDGET** – Town Manager Fred Welch presented the budget with no increase.

o. **REVIEW OF THE 2022 GENERAL ASSISTANCE BUDGET** - Town Manager Fred Welch presented the budget with no increase. The welfare officer has been staying within the guidelines and was able to accomplish at no cost to the Town.

p. **REVIEW OF THE 2022 DEBT SERVICE, INTEREST LONG TERM, AND TAX ANTICIPATION NOTES BUDGETS** – Town Manager Fred Welch presented the debt service budget as well as the tax anticipation notes budget. All were flat.

III. **OLD BUISNESS**

None

IV. **SELECTMEN'S ITEMS**

None

At 6:41pm the Board voted to adjourn the meeting.

MOTION: Alan Cilley
To adjourn the meeting at 6:41pm.

SECOND: Andy Fitch

ROLL CALL VOTE: 4-0

MOTION PASSED