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**TOWN OF ASHLAND
BOARD OF SELECTMEN MEETING
MONDAY, DECEMBER 6TH, 5:30PM
UTILITIES BUILDING CONFERENCE ROOM
6 COLLINS STREET, ASHLAND, NH**

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

MOTION: Bob Letourneau

To approve the minutes from the November 15th meeting as corrected.

**Correction to line 168 – “Fun” to “Fund”.*

SECOND: Ann Barney

MOTION PASSED

II. **NEW BUSINESS**

- a. **LIBRARY TRUSTEES** – Library Trustee Alice Staples spoke to the Board about the recent public hearing that was held for the library to accept an anonymous donation of \$400,000 for the purchase of the old school building. Ms. Staples cited three possibilities of next moves to which she looked to the Board for guidance – the first would be for the Board to vote to purchase the building, the second would be for the Board to put the purchase on the ballot for Town Meeting, and the third option would be for the library to submit a petitioned warrant article for Town Meeting. Part of accepting the funds would require the building that would house the new library to be named after Elaine Vaillant. The Board discussed with Ms. Staples the potential upkeep costs of the new library; the library estimated an additional \$17,000 above the current operating costs. The library estimates \$50K-\$75K for renovations including a circulation desk and an additional estimation of \$90K-\$100K for furnishings. The Board also inquired if the building has been certified for housing the weight of the books. Ms. Staples said that it has not officially been certified for the weight of the books, but it is thought to not be a problem with the current collection. Ms. Staples also presented information about the current library, stating that it is in need of renovations that has been estimated at \$1.2 Million.

MOTION: Ann Barney

For the Library trustees to put in a warrant article for the Town’s people to decide on the proposed library.

SECOND: Alan Cilley

VOTE: 5-0

MOTION PASSED

A representative from Tri-CAP was in attendance and shared the deed of the old school building with the Board as well as information about some of the restrictions including but not limited to the school having the first refusal on the building.

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- b. **ASHLAND TAP SIDEWALK CLOSEOUT** – Town Manager Fred Welch has received certification that the sidewalk project is complete. It has been brought to the Board for signature from the Chairman.

51 **MOTION:** Andy Fitch

52 *To sign off on the completion of the Tap Grant.*

53 **SECOND:** Bob Letourneau

54 **MOTION PASSED**

55
56 Chairman Eli Badger shared his thanks to those involved in getting the TAP Grant
57 and the completion of the project including Susan MacLeod, David Toth, Mardean
58 Badger and Craig Moore.

- 59
60 c. **LETTER TO THE TOWN TRUSTEES CONCERNING CAPITAL RESERVE**
61 **FUNDS** – Mr. Welch presented the Board with a letter to the Trustees of the Trust
62 Funds requesting funds to be reimbursed to the Town for previously voted on items.
63
64 d. **APPROVAL OF 2022-2023 ASSESSING CONTRACT** - Mr. Welch presented the
65 Board with the contract from Commerford, Nieder and Perkins that was previously
66 negotiated, but not signed off on. The Board approved the contract and signed it.
67
68 e. **CAI TECHNOLOGIES CONTINUING PROJECT GIS** – Mr. Welch discussed
69 with the Board on what they would like to do as next steps with CAI for the tax maps.
70 The Board would like to have maps for internal use that have layers for water and
71 sewer lines, fire hydrants as well as utility poles. The Board would like to move
72 forward with the original proposal from CAI with the first priority being getting the
73 website done.
74
75 f. **APPOINTMENT TO LRPC TAC ALTERNATE CRAIG MOORE** – Craig
76 Moore has volunteered as the alternate for the TAC committee which will help with
77 getting funds to get some of the needed projects done.

78
79 **MOTION:** Bob Letourneau

80 *To appoint Craig Moore as the alternate to the LRPC Tac committee.*

81 **SECOND:** Andy Fitch

82 **VOTE:** 5-0

83 **MOTION PASSED**

- 84
85 g. **2026 CLOSURE OF CASELLA LANDFILL** – Mr. Welch discussed with the
86 Board about the closure of the Casella landfill which the Town uses. Mr. Welch
87 inquired as to what the Board would like to do. Mr. Welch said that there is about two
88 years before they really have to be involved. The Board made no action at this time.
89
90
91

92 **h. DRAFT PURCHASING POLICY AND PROCEDURES** – Mr. Welch presented
93 the Board with a proposed purchasing policy as one of the suggestions from the Audit
94 is to implement and follow a purchasing policy. Mr. Welch also guided the Board on
95 if they should vote to implement the new proposed policy, they should repeal all other
96 policies that have previously been in place so that it is clear which policy to follow.
97 The Board commented that it is a lengthy policy and would need to be simplified.
98

99 **MOTION:** Bob Letourneau

100 *To adopt the Town of Ashland Purchasing Policy by Fred Welch as of December 6th,*
101 *2021.*

102 **SECOND:** Alan Cilley

103 **ROLL CALL VOTE:** 3-1, Andy Fitch – No, 1 Abstention – Ann Barney

104 **MOTION PASSED**

105
106 **MOTION:** Bob Letourneau

107 *To repeal all prior purchasing policies prior to December 6th, 2021.*

108 **SECOND:** Alan Cilley

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

110 **MOTION PASSED**

111
112 **i. DRAFT WARRANT ARTICLES**

113 The Board was presented with draft Warrant Articles that are to appear on the ballot
114 for Town vote.

115
116 1. Final Payment of the 5-year lease for the Mini-Loader for \$27,142

117
118 **MOTION:** Andy Fitch

119 *To accept the final payout of \$27,142 for the Mini-Loader.*

120 **SECOND:** Bob Letourneau

121 **VOTE:** 5-0

122 **MOTION PASSED**

123
124 2. To raise and appropriate the sum of \$125,000 to be deposited into the Road and
125 Bridges Capital Reserve Fund that was established in 2012.

126
127 **MOTION:** Bob Letourneau

128 *To raise and appropriate the sum of \$125,000 to be deposited into the Road and*
129 *Bridges Capital Reserve Fund.*

130 **SECOND:** Andy Fitch

131 **VOTE:** 5-0

132 **MOTION PASSED**

137 3. To raise and appropriate the sum of \$20,000 to be deposited into the Police
138 Department Capital Reserve Fund established in 2012.

139
140 **MOTION:** Andy Fitch
141 *To raise and appropriate the sum of \$20,000 to be deposited into the Police*
142 *Department Capital Reserve Fund.*

143 **SECOND:** Bob Letourneau

144 **VOTE:** 5-0

145 **MOTION PASSED**

146
147 4. To raise and appropriate the sum of \$25,000 to be deposited into the Fire
148 Department Capital Reserve Fund established in 2013.

149
150 **MOTION:** Bob Letourneau
151 *To raise and appropriate the sum of \$25,000 to be deposited into the Fire*
152 *Department Capital Reserve Fund.*

153 **SECOND:** Andy Fitch

154 **VOTE:** 5-0

155 **MOTION PASSED**

156
157 5. To raise and appropriate the sum of \$25,000 to be deposited into the Public Works
158 Capital Reserve Fund established in 2016.

159
160 **MOTION:** Bob Letourneau
161 *To raise and appropriate the sum of \$25,000 to be deposited into the Public Works*
162 *Department Capital Reserve Fund.*

163 **SECOND:** Alan Cilley

164 **VOTE:** 5-0

165 **MOTION PASSED**

166
167 6. To raise and appropriate the sum of \$25,000 to be deposited into the Library
168 Capital Reserve Fund established in 2015.

169
170 **MOTION:** Eli Badger
171 *To raise and appropriate the sum of \$25,000 to be deposited into the Library Capital*
172 *Reserve Fund.*

173 **SECOND:** Alan Cilley

174 **VOTE:** 4-1, Bob Letourneau - No

175 **MOTION PASSED**

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182 7. To raise and appropriate \$10,000 to be deposited into the Building Maintenance
183 and Repair Capital Reserve Fund.

184
185 **MOTION:** Bob Letourneau

186 *To raise and appropriate the sum of \$10,000 to be deposited into the Building*
187 *Maintenance and Repair Capital Reserve Fund.*

188 **SECOND:** Andy Fitch

189 **VOTE:** 5-0

190 **MOTION PASSED**

191
192 8. To establish a contingency fund for unanticipated expenses that may arise and
193 further to raise and appropriate \$25,000 into the fund. This sum is to come from the
194 unassigned fund balance and no amount to be raised from taxation. Any unused funds
195 would return to the unassigned fund balance.

196
197 **MOTION:** Andy Fitch

198 *To establish a contingency fund and raise and appropriate \$25,000.*

199 **SECOND:** Ann Barney

200 **VOTE:** 5-0

201 **MOTION PASSED**

202
203 9. To establish the Compensation Leave Trust Fund for payment to vacation and sick
204 time buyouts in accordance with the personnel ordinance.

205
206 Mr. Welch expanded his explanation of the Compensation Leave Trust Fund to
207 included that should an employee leave a department, the payout from personnel
208 separation could drain a department budget. The funds would be added from the
209 remainder in the sick buyout line.

210
211 **MOTION:** Bob Letourneau

212 *To establish the Compensation Leave Trust Fund for payment of vacation and sick*
213 *time buyouts in accordance with the personnel ordinance, the funds of which are to*
214 *come from the remainder in the sick buyout line.*

215 **SECOND:** Andy Fitch

216 **VOTE:** 5-0

217 **MOTION PASSED**

218
219 10. To discontinue Parkway, formerly known as Hill Street in accordance with the
220 provision of RSA 231:43, subject to the continued reserve of existing utility
221 easements in accordance with the provisions RSA 231:46. Parkway being a two-lane
222 road approx. 228 feet in length beginning at the intersection with the right-of-way of
223 Mill Street and ending at the intersection with the right-of-way of Depot Street.

224
225 Mr. Welch informed the Board that although this has come up in the past, it did not
226 previously comply with the statute. In addition to the draft Warrant Article, it would
227 require notices to the abutting properties.

228 **MOTION:** Eli Badger
 229 *To discontinue Parkway, formerly known as Hill Street.*

230 **SECOND:** Any Fitch

231 **VOTE:** 5-0

232 **MOTION PASSED**

233

234 11. To raise and appropriate \$167,988 for purchase of a sidewalk tractor.

235

236 Mr. Welch discussed with the Board that there a number of ways to handle the
 237 purchase of a new sidewalk tractor, it could be done as a lease, bond, or
 238 appropriation. Craig Moore was in attendance and spoke to the need of the
 239 replacement as the current tractor does not function properly and that he has been
 240 unable to find a repair person for the existing tractor. The attachments that Public
 241 Works currently has for the existing tractor would fit the newly proposed tractor.

242

243 The Board decided to table the discussion at this time and would like to see the
 244 purchase be done as a lease payment not to exceed \$50,000 per year. The Board will
 245 decide on the proposal at their next meeting.

246

247 12. To raise and appropriate the sum of \$5,000,000 for the purpose of providing
 248 wastewater upgrades to the Ashland wastewater treatment plant and the sum of which
 249 is to be raised by issuance of bonds or notes for a period not to exceed 30 years in
 250 accordance with the Municipal Finance Act RSA 33.

251

252 Mr. Welch informed the Board that this proposed Warrant Article comes from new
 253 governmental regulations. State aid has already been filed for \$250,000 to start phase
 254 1. This Warrant Article is phase 1 of 2, the second of which is to take place in about 5
 255 to 6 years, the funds of which could be of similar amount or more. The Board
 256 inquired about the consequences of turning down the warrant article, Mr. Welch
 257 explained that the State could come in and complete the work and assess the full \$5
 258 Million on the taxes.

259

260 **MOTION:** Bob Letourneau

261 *To table the proposed Warrant Article of \$5 Million for upgrades to the wastewater
 262 treatment plant.*

263 **SECOND:** Andy Fitch

264 **VOTE:** 5-0

265 **MOTION PASSED**

266

267 **III. OLD BUISNESS – None**

268

269 **IV. SELECTBOARD BUSINESS**

270 a. Bob Letourneau followed up with the Board about the previous request from
 271 Senator Bob Giuda to attend an upcoming Board meeting. Senator Giuda will be
 272 attending the January 17th meeting to present information from Concord.

273

274 b. Andy Fitch commented that when he was at the Transfer station 2 weeks
275 previously on Saturday and saw a truck pull up with no effort to sort recycling
276 and emptied his truck bed which was almost all bottled. Craig Moore said that he
277 would look into it.

278
279 At this point the Board motioned to move into a non-public session.

280
281 **MOTION:** Andy Fitch
282 *To move into a non-public session pursuant 91A:3 (C) & (D)*
283 **SECOND:** Bob Letourneau
284 **ROLL CALL VOTE:** 5-0
285 **MOTION PASSED**

286
287 The Board once out of non-public made a motion to seal the minutes.

288
289 **MOTION:** Bob Letourneau
290 *To seal the minutes of the non-public session pursuant 91A:3 (C) & (D)*
291 **SECOND:** Andy Fitch
292 **VOTE:** 5-0
293 **MOTION PASSED**

294
295 The meeting was adjourned at 7:30pm.

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