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**TOWN OF ASHLAND**  
**BOARD OF SELECTMEN MEETING**  
**MONDAY, NOVEMBER 7TH, 5:30PM**  
**UTILITY OFFICE CONFERENCE ROOM**  
**6 COLLINS STREET, ASHLAND**

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**I. CALL TO ORDER** – Chairman Letourneau called the meeting to order with the Pledge of Allegiance. Selectmen Alan Cilley, Andy Fitch, Ann Barney, and Rebecca Hartley were in attendance.

11 **MOTION:** Rebecca Hartley

12 *To approve the minutes of October 17<sup>th</sup> as written*

13 **SECOND:** Andy Fitch

14 **VOTE:** 5-0

15 **MOTION PASSED**

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**II. NEW BUSINESS**

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**a. MEETING WITH TOWN TRUSTEES** – The Town Trustees attended the meeting to address a prior question asked by the Board about a withdrawal on one of the cemetery accounts. The \$225 withdrawal done in 2021 that was reported on the MS-9 was for a management fee that is typically 1%. The Board thanked the Trustees for attending and providing the information.

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**b. YIELD TAX MEL LAND TRUST \$21,226.71 & YIELD TAX MEL LAND TRUST \$10,616.45** – The Board was presented the forms to sign to assess the taxes on a timber cut.

28 **MOTION:** Andy Fitch

29 *To assess the yield taxes to Mel Land Trust in the amount of \$21,226.71 for a*  
30 *lumber cut*

31 **SECOND:** Ann Barney

32 **VOTE:** 5-0

33 **MOTION PASSED**

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35 **MOTION:** Andy Fitch

36 *To assess the yield taxes to Mel Land Trust in the amount of \$10,616.45 for a*  
37 *lumber cut*

38 **SECOND:** Ann Barney

39 **VOTE:** 5-0

40 **MOTION PASSED**

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**c. REIVEW OF 2023 SEWER DEPARTMENT BUDGET** – Water and Sewer Superintendent Andrew Benton presented the proposed Sewer budget for 2023. The decrease changes in the budget came from the Monitor Wells lines which was dropped \$3,500 due to a permit that is only needed every 5 years, the fuel line was decreased now that the budget is split with Water, the new equipment line

47 decreased by \$30,000 due to the tractor purchase that happened in 2022, the  
48 remaining requested amount will go towards a trench box to help maintain the life  
49 of equipment. Increases to the Sewer Budget were seen in the phone lines due to  
50 added work cell phones for the department, pump station maintenance increased  
51 by \$3,000 due to the need for replacement as many of the electronics are 20+  
52 years old. Some lines were add/clarified in the budget such as a new line for PPE  
53 some funds previously allocated in another line have been pulled out to define  
54 their purpose, and a heat line was added.  
55

56 d. **REVIEW OF 2023 WATER DEPARTMENT BUDGET** – Mr. Benton  
57 presented the proposed changes to the Water budget. Decreases came in lines  
58 such as the building maintenance line due to there not being a roof installed next  
59 year. Increases were seen in the computer line, and the fuel line to be split evenly  
60 with Sewer, distribution maintenance saw an increase due to increase cost of  
61 products the increase is \$3,000, meter maintenance went up \$1,200 due to  
62 replacing old meters, and corrosion is up due to trucking pricing increasing.  
63

64 e. **REIVEW OF ELECTION & REGISTRATION BUDGET** – Town Clerk &  
65 Tax Collector Patricia Tucker presented the proposed budget for election and  
66 registration. Mrs. Tucker requested a 4% increase which is split amongst 4 lines  
67 in the budget 2 salary lines and 2 lines for longevity. Training saw a small  
68 increase by \$50 due to increase in costs, as well as the line for ads which saw a  
69 \$50 increase as well, the clerk expense line saw a \$200 increase, that line is used  
70 for dog tags and software, postage saw a \$50 increase, and the ballot coding line  
71 saw a \$2,000 decrease due to only one election next year.  
72

73 Chairman Letourneau added that a new ballot machine will be used as testing  
74 during the election tomorrow.  
75

76 f. **REVIEW OF FINANCIAL ADMINISTRATION BUDGET** – Mrs. Tucker  
77 presented her portion of the finance budget. Mrs. Tucker asked the Board to  
78 consider putting in \$10,000 for the deputy Town Clerk and Tax Collector position  
79 for her to hire a part time person to work one day a week. The amount is to be  
80 split between the election budget and the finance budget. The tax collector  
81 training line saw an increase of \$50, postage saw a \$200 increase, and the tax  
82 collector expense line stayed the same.  
83

84 Mrs. Tucker also wanted to add that the Supervisors of the Checklist are fantastic.  
85

86 Finance Director Marissah Gallien presented the remaining lines in the finance  
87 budget. Increases were seen in the salary line and the software line which is used  
88 for the payroll services. The audit line saw a decrease.  
89  
90  
91

- 92 g. **REVIEW OF PROPERTY TAXATION – ASSESSING BUDGET** – Ms.  
93 Gallien presented the property taxation and assessing budget. The assessing  
94 expense saw a \$2,000 decrease, the tax map update saw an \$3,000 increase, and  
95 the property revaluation for the final year of the contract is \$33,000. Ms. Gallien  
96 provided the Board with the pricing that was given from both the assessing  
97 company and the tax map company.  
98
- 99 h. **REVIEW OF PLANNING BOARD AND ZONING BOARD BUDGET** –  
100 Mardean Badger and Charles Bozzello presented the planning and zoning board  
101 budget. The budget stayed the same as the 2022 budget.  
102
- 103 i. **REVIEW OF LIBRARY BUDGET** – Alice Staples presented that the proposed  
104 library budget was based off of the new library location. Chairman Letourneau  
105 stated that they cannot put in a budget for a building that they do not own yet.  
106 Mrs. Badger asked how the financing would work and Chairman Letourneau said  
107 that they would need to address it at the deliberative session.  
108
- 109 j. **REVIEW OF GENERAL GOVERNMENT BUILDINGS BUDGET** – Ms.  
110 Gallien presented the changes to the GGB budget. Increases were seen in the  
111 electric line for an added \$300 due to staff being there regularly, propane  
112 increased \$1,700 due to rising costs, the general expense line increased by \$600  
113 this line is used for monitoring costs and taxes paid on the New Hampton property  
114 the Town owns as well as general expenses for the building. The cleaning contract  
115 line saw an increase of \$200 this line pays for the cleaning of both the Town Hall  
116 and Police Department, safety equipment saw an increase of \$500 which was  
117 asked for by the Joint Loss Safety Committee, and the office supplies line saw an  
118 increase of \$50 for the Staples subscription. A new line was added to this budget  
119 for postage which has been removed from the executive budget and the postage  
120 lines for the DPW, Police and building inspector to make a combined line.  
121
- 122 k. **REVIEW OF CEMETERY BUDGET** – Ms. Gallien presented that the  
123 cemetery budget decreased by \$49, leaving \$1 in to keep the line available.  
124
- 125 l. **REVIEW OF ECONOMIC DEVELOPMENT BUDGET** – Ms. Gallien stated  
126 that the economic development budget has stayed the same at \$1 to keep the line  
127 available.  
128
- 129 m. **REVIEW OF EMERGENCY MANAGEMENT BUDGET** – Ms. Gallien  
130 presented that the emergency management budget has stayed the same at \$1,000.  
131
- 132 n. **REVIEW OF PATRIOTIC PURPOSES BUDGET** – Ms. Gallien presented the  
133 patriotic purposes budget with a \$100 increase due to the increase in cost of the  
134 Memorial Day flags.  
135  
136

- 137 o. **REVIEW OF CONSERVATION COMMISSION BUDGET** – Ms. Gallien  
 138 presented that the conservation budget stayed the same at \$1 to keep the line  
 139 available.  
 140
- 141 p. **REVIEW OF DEBT SERVICE, LONG TERM BONDS, AND TAX**  
 142 **ANTICIPATION NOTE BUDGET** – Ms. Gallien presented the budgets. The  
 143 debt service and long-term bonds were set to \$0 as the Bonds were moved into the  
 144 Sewer Department’s budget. The Tax Anticipation Note budget stayed at \$1.  
 145
- 146 q. **QUESTION OF APPROVING THE PURCHASE OF A POLICE CRUISER**  
 147 **\$36,507** – Police Chief Ulwick asked for the Boards permission to purchase a new  
 148 police cruiser, he believed that the authorization had been previously granted,  
 149 however the minutes of which could not be found. This cruiser would replace the  
 150 2017 vehicle.  
 151
- 152 **MOTION:** Rebecca Hartley  
 153 *To authorize the purchase of the Police Department package 2023 Dodge*  
 154 *Charger for \$36,507*  
 155 **SECOND:** Andy Fitch  
 156 **VOTE:** 5-0  
 157 **MOTION PASSED**  
 158
- 159 r. **REMOVAL OF TREES AT THE WWTF, TOO CLOSE TO THE E115**  
 160 **NEWLY REBUILT LINE FOR SAFETY** – Town Manager Fred Welch  
 161 provided the Board with an email from Eversource asking for permission to  
 162 remove trees that are on the West side of the lagoons, the removal will be at no  
 163 cost to the Town.  
 164
- 165 **MOTION:** Andy Fitch  
 166 *To authorize Eversource for tree removal on the Westerly side of the E115 line*  
 167 *rebuild project at the Wastewater Facility*  
 168 **SECOND:** Rebecca Hartley  
 169 **VOTE:** 5-0  
 170 **MOTION PASSED**  
 171
- 172 s. **ANNUAL TOWN REPORT** – Ms. Gallien gave the Board options for binding  
 173 of the Town reports. Minuteman Press the printers that are used for the Town  
 174 reports gave options in the form of a perfect bind, and in multiple sizes. The  
 175 Board decided on keeping the current wire binding.  
 176
- 177 t. **UNASSIGNED FUND BALANCE REQUEST TO BE USED TO LEVEL**  
 178 **TOWN TAX RATE** – Mr. Welch submitted a memo to the Board that should  
 179 they wish to level the Town’s portion of the tax rate, it would take \$135,000 from  
 180 the unassigned fund balance. This would not level the County or School taxes,  
 181 only the Town’s portion.  
 182

183 **MOTION:** Robert Letourneau  
 184 *To approve the sum of \$135,000 from the unassigned fund balance to level the*  
 185 *Town's portion of the tax rate*

186 **SECOND:** Rebecca Hartley

187 **VOTE:** 5-0

188 **MOTION PASSED**

189

190 **u. SELECTMEN & FINANCE OFFICES WILL BE CLOSED NOVEMBER**  
 191 **16<sup>TH</sup> & 17<sup>TH</sup> FOR NHMA CONFERENCE** – The Board made an  
 192 announcement for the closure.

193

194 **III. OLD BUISNESS**

195 **a. QUESTION OF SIGNING AN AMENDED P&S FOR 41 SCHOOL**  
 196 **STREET** – Mr. Welch presented the Board with the official purchase and sales  
 197 agreement.

198

199 **MOTION:** Robert Letourneau

200 To sign the purchase and sales agreement for 41 School Street – the former  
 201 Elementary School building

202 **SECOND:** Rebecca Hartley

203 **VOTE:** 5-0

204 **MOTION PASSED**

205

206 **b. QUESTION OF BIDDING FOR INSPECTION SERVICES FOR 41**  
 207 **SCHOOL STREET** – Mr. Welch asked the Board for authorization to put a bid  
 208 out for professionals that can do these kinds of inspections and that can inspect a  
 209 historical building.

210

211 **MOTION:** Rebecca Hartley

212 *To give the Town Manager the ability to put a bid out for 41 school street for*  
 213 *inspections*

214 **SECOND:** Andy Fitch

215 **VOTE:** 5-0

216 **MOTION PASSED**

217

218 **c. QUESTION OF CHANGES TO BUILDING PERMIT FEES** – Chairman  
 219 Letourneau discussed with the Board a memorandum that Mr. Welch presented  
 220 the Board with to help with the process of changing the building permit fees.  
 221 Chairman Letourneau discussed the amount of \$800 being too low for someone  
 222 doing work on their home before needing a building permit and added that his  
 223 suggestion is to move it up to \$2,500 and said that it should be review every few  
 224 years. Selectman Fitch asked the Building Inspector Devon Thibeault what his  
 225 feeling was on this subject. Mr. Thibeault confirmed that the last time the figure  
 226 was adjusted was 2018 and stated that building materials have not tripled in price  
 227 but have about doubled however it does depend on where materials come from.  
 228 The dollar amount is to allow us to be made aware of work that people are doing

229 for tax assessments, however this dollar amount applies to things that the code  
 230 says you don't need a permit for (replacing doors and windows) unless the  
 231 purchased amount goes over the \$800. His opinion is that having a dollar amount  
 232 actually makes more of a burden for people than if the amount was rescinded  
 233 altogether because even if the dollar amount was changed, the requirement for a  
 234 building permit would still apply if the work is structural, electrical, mechanical,  
 235 plumbing and added that there is an entire list of items that need a building  
 236 permit.

237  
 238 Chairman Letourneau give the example of a leaking water tank and the time it  
 239 would take to get a building permit to fix it. Mr. Thibeault cited the International  
 240 Code Council under which the building codes exist and stated that if it's a leak  
 241 then there is plenty of time to obtain a building permit, if it's an emergency then a  
 242 person can replace the water tank and would need to file the permit on the next  
 243 business day. The Board discussed possible solutions and the possibility of not  
 244 changing it at all. The Board did not make any decisions on the permit fees and  
 245 said that they would discuss it again another time.

246  
 247 d. **NOISE REGULATION REGARDING TIMBERING, NOISE ORDINANCE**  
 248 **AMENDMENT** – Chairman Letourneau discussed the noise issues from the  
 249 timber cut on Thompson Street and is looking for consideration to change the start  
 250 time for timbering from 6am to 7am. Public Works Director Craig Moore shared  
 251 concern about the start time for some construction as changing the time could also  
 252 affect work by the Town. The Board discussed moving the start time to 7am more  
 253 so to affect the start time for timbering. The Board did not make any decisions  
 254 about the potential warrant article to change the noise ordinance.

255  
 256 e. **BROADBAND FIBER-OPTIC HIGH-SPEED INTERNET** – Mr. Welch put  
 257 before the Board the potential opportunity for the Town to install broadband. Mr.  
 258 Welch was looking to see if the Board is interested in pursuing finding out the  
 259 details of how the Town would go about installing broadband. The consensus of  
 260 the Board was that they were in favor of looking into the details of broadband.

261  
 262 f. **QUESTION OF SOLID WASTE DISPOSAL, TOWN PARTICIPATION** -  
 263 Mr. Welch discussed with the Board that the current landfill that the Town uses in  
 264 Bethlehem will be closing in 6 years and the Town will need to find a new place  
 265 to go, which may mean transporting to New York or further. Mr. Welch discussed  
 266 the possibility of the Town building an incinerator that would be waste to energy  
 267 which could potentially offset electrical costs for the Town in the future. At the  
 268 district meeting that was held to discuss the closing of the landfill the idea was  
 269 shared and there was no opposition to Ashland looking into building an  
 270 incinerator.

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275                   **MOTION:** Robert Letourneau  
276                   *To authorize the Town Manager to investigate waste disposal in Ashland*  
277                   **SECOND:** Rebecca Hartley  
278                   **VOTE:** 5-0  
279                   **MOTION PASSED**

280  
281   **IV.   SELECTBOARD ITEMS - None**

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283                   **MOTION:** Bob Letourneau  
284                   *To enter into a non-public session pursuant to 91A:3 II (c), (d), & (e) at 7:50pm*  
285                   **SECOND:** Rebecca Hartley  
286                   **VOTE:** 5-0  
287                   **MOTION PASSED**

288  
289                   **MOTION:** Andy Fitch  
290                   *To seal the minutes of the non-public session*  
291                   **SECOND:** Rebecca Hartley  
292                   **VOTE:** 5-0  
293                   **MOTION PASSED**

294  
295                   **MOTION:** Robert Letourneau  
296                   *To adjourn the meeting at 8:59pm*  
297                   **SECOND:** Rebecca Hartley  
298                   **VOTE:** 5-0  
299                   **MOTION PASSED**