

**ASHLAND BOARD OF SELECTMEN WORKSESSION
MONDAY, JUNE 16, 2014
ELEMENTARY SCHOOL LIBRARY
7:00 PM**

MINUTES

Chairman DeWolfe called the meeting to order at 7:01 with a roll call. Steve Felton, Jeanette Stewart, Fran Newton, Normand DeWolfe present. Phil Preston absent with notice.

Others Present: Paul Branscombe, Pat Crowell and members of the Public.

OLD BUSINESS

- a) Leavitt Hill catch basin/drainage decision** - Chairman DeWolfe explained that the Board had an emergency meeting to discuss Leavitt Hill. Mike Latulippe started the project last Wednesday.
- b) Board/Committees vacancies update** - The Chairman said that there are currently two openings on the Planning Board, one full and one alternate member needed for the Zoning Board, and four openings on the Economic Development Committee. There are also two alternate openings on the Conservation Commission. Susan MacLeod has submitted a letter of interest for the Economic Development Committee. Newton moved to appoint Susan MacLeod to the Economic Development Committee. Stewart seconded. All in favor
- c) Economic Development Committee** – Steve Felton updated the Board on what’s been happening. Jill White, a resident of Holderness who works at the Meredith Village Savings Bank, is interested in being on the committee. He said that he would like to invite businesses in surrounding areas and the public to a meeting. Stewart suggested he check with Bristol. Will also contact Lakes Region Chamber of Commerce. Felton moved to appoint Jill White to the Economic Development Committee. Newton seconded. All in favor
- d) Posting Assessor questions/answers on website** – The Board decided to post some questions that the assessor, Phil Bodwell, had answered at a previous meeting. Branscombe will email a copy of this to Phil before putting them on the website. Thank you to Mardean Badger for editing the copy.
- e) Northern Pass** – Branscombe explained the recent meeting he attended with other communities and the law firm that will work the towns. There will be a fee of \$225/hr.
- f) Unanticipated Funds** – Newton moved to accept HEAL grant funds of \$85. DeWolfe seconded. All in favor Stewart moved to accept FEMA grant money in the amount of \$7350 which came in February. DeWolfe seconded. All in favor
- g) USDA Rural – Town Hall improvements – update from TA** - Branscombe spoke with Anne Getchel of USDA Rural Development. We are postponing any improvements until next year.
- h) Recap/review Concerned Citizens Log** – Branscombe showed the Board the new form which Patsy Tucker worked on. It has a place for a signature and other improvements. The Board were appreciative. The Chairman asked Tim Paquette to speak about the potholes and rocks on Owl Brook Road. Paquette explained. The Board said that it will be discussed at the next meeting. Also, Branscombe explained about the Booster Club kitchen. Mr. Gleich will ask

Jenn Lyford to start cleaning the kitchen. He will also have an agreement for the people that use the kitchen at the Booster Club to clean it thoroughly before they leave. Stewart asked about the floor. Gleich will get some estimates to see if it can be refinished or if we need a new floor.

i) Ashland Properties – Many questions including what are the liabilities and what can the town do? Does the Town want to take the Mill? Need to define liabilities and the cost of insurance.

j) July 4th updates – DeWolfe updated the Board on what is going on. Volunteer forms are to go to Branscombe. Branscombe said that the permits are all set.

k) BOS to TA requests for follow up: 1) Letter to Plymouth Water & Sewer for reciprocal agreement – Letter has been sent. Waiting for answer. **2) Update from TA regarding meeting with Utility Partners** – The meeting is June 26th at 9AM **3) Nest step for Smith Hill Road** – DeWolfe mentioned that there were no conclusions at the last meeting. Tim Paquette reviewed project with the Board. Newton said that the whole road needs to be done. Paquette agreed. Paquette will talk with Don Latulippe and get more information.

NEW BUSINESS

a) Ambulance Contract – Felton moved to accept the contract with premium expiring. Stewart seconded. All in favor

b) Karen Potter Plaque – Beth Bartlett had sent an email to Branscombe stating that Karen Potter had donated the benches in the garden out front of the Town Office. She suggested that the Town put a plaque on the benches.

c) Inventory of Taxable Property Form for 2015 – DeWolfe said that there are benefits to sending out the form. He said maybe not on a yearly basis. Will ask Phil Bodwell about this.

d) Labor Law – Wage and Hour recommendations – Branscombe attended a seminar and said that the town needs to start putting time in and time out on time cards.

e) Acceptance of Deeds – Newton moved to accept the deed for CF Investments. Stewart seconded. All in favor. Stewart moved to accept the deed for Curtis Heirs parcel 005-001-005. DeWolfe seconded. All in favor.

f) HealthTrust – Update from TA – Branscombe will prepare packets of information received from HealthTrust regarding alternatives to the current plans that the Town has.

g) Primex – update from TA – Instead of being billed on a fiscal year, the Town will now be billed on a calendar year which will make it easier for budgeting purposes. Stewart asked if committees were covered. After some discussion, it was decided that Branscombe will get an update in writing and will send membership agreements to the Board. Felton read part of policy about who is covered. It said that the committees are covered.

h) Land Use Review Focus Group – DeWolfe asked what that meeting was all about. Newton explained that it was a time to get the Building Inspector, Health Officer, Fire Dept, Assessing, Planning, Zoning Board together on the “same page”. DeWolfe mentioned that the Town Ordinances need to be up to date.

i) Budget development process/timelines/Department reviews – Felton said that he would like a calendar of when forms are due to DRA. He would like to see on the calendar a timeline for budget purposes. The Board would like to meet with the Department Heads before they meet with the Budget Committee. Stewart said that the Town Administrator also needs to have a calendar of when he will be out of the office. Felton mentioned that the BMSI forms are workable. Branscombe will relay that information to Finance Officer.

Selectboard Items

a) CIP Updates – Felton explained where the committee is at regarding meeting with department heads. Next meeting will be September 10th. He mentioned having a financial forum to invite the public. Discussion followed in regard to letting people know about the forum.

b) Financial Reports - The Chairman explained the summary report. Felton said to keep an eye on lines that could get overspent. Branscombe mentioned that the legal line is in danger of that. He said that the Land Use legal line is already overspent. Much discussion.

c) Plumbing Inspector – Branscombe has left message for him. Next step is to send a certified letter to him. The Chairman said that it will be brought up at the next meeting.

d) Newton attended the last Selectmen’s meeting in Holderness. The Chairman will write a letter to their chairman requesting a meeting between the two boards. She asked about the log which she created regarding some ideas to lower taxes. The log would be a place to track ideas. Branscombe will maintain the log. Newton also mentioned that an “outlook” calendar can be maintained for deadlines, due dates, and for Branscombe to manage his time and keep it updated on a weekly basis.

e) Stewart would like the form that the town uses for reviews emailed to her. Reviews will be done in August. Branscombe will follow through with department heads. She also mentioned that the Selectmen’s book with the minutes needs to be updated. The May minutes have been put on the website already. The files in the office for the Selectmen are kept current.

f) Felton asked if the Building Inspector was up to date with inspections. He would like to see reports on a regular basis.

g) Branscombe would like a consensus of the Board for Request for Proposal for computer company for the town.

h) After some discussion, the board signed the Timber Tax Yield bill for M. E. Latulippe.

i) Stewart will be in charge of sending thank you cards. She asked who did the flower boxes on the bridge. Tim Paquette said that Lee Huckins did the clamps for the boxes.

There being no further business, Chairman DeWolfe moved to go into Non-Public pursuant to RSA 91-A:3 II (e) with a roll call vote. Felton seconded. All in favor 4-0

Respectfully Submitted,

Pat Crowell
6-20-14