

ASHLAND BOARD OF SELECTMEN
MEETING MINUTES
May 7, 2012

Call to Order

Chairman Stewart called the Ashland Board of Selectmen (Board) meeting to order at 7 PM.

Roll Call - present Jeanette I. Stewart, Daniel Golden, Phil Preston

Others present - TA Branscombe, Pat Crowell, members of the public

Approvals -

Minutes of April 16, 2012 - No changes to minutes. Phil Preston moved to accept minutes as written. Dan Golden seconded. All in favor.

Payroll & Accounts Payable Signing - The Selectmen reviewed the manifests and signed them.

Old Business

- Employee Job Descriptions/Employee Performance Evaluations - TA Branscombe said that most of the job descriptions are up-to-date. He still needs Office Assistant and Finance Director. Selectman Preston would like more time to go over. Chairman Stewart said that all will be discussed at the next week work session.
- Investment Policy - TA Branscombe said that this document needs to be adopted each year. Chairman Stewart motioned to adopt policy of 2007. Golden seconded. All in favor.
- Special Events Application - The Chairman explained what the application is for. The Selectmen should set the fee plus Town expenses such as Police and cruisers. Preston would like to think about this. Chairman Stewart said that it will be brought up at the next worksession.
- Personnel Policy - Needs updating. A committee should consist of Electric and Water & Sewer Commissioners. The Chairman said that she thinks that Ray Dow, Union Representative should also be on the committee. Lee Nichols asked about a part of the policy that deals with response time. He said that response time should be 15 minutes not 30 minutes. Phil Preston and the Chairman will be on the committee. Other members are: Pat Tucker, Tim Paquette, Jim Gleich, Ray Dow, and Don Marren. The Commissioners will be asked who will join the committee.

- Fire Station Roof - TA Branscombe recommended that Linda Perry come to the next worksession. She will bring core samples of the roof. Mr. Golden commented that the roof needs to be done right.
- CIP Committee - Chairman Stewart motioned to appoint Elliot Dupuis to the CIP Committee. Preston seconded. All in favor.

New Business

- Jeff MacDonald - "Rock the Park" Asked if the town had a "Tulip Program" for insurance. This is not a town event. Chief Randall asked about crowd control, traffic, and parking. Mr. MacDonald will check for sponsors.
- Heating System at the Fire Station - Chief Heath said that the heating system has not worked properly since it was installed. Matt Wendelboe has looked at the system, as has a heating company. Wendelboe will do the work for free, just the cost of materials, replacing the vents on the top of the heaters. Money to do that is in the Chief's budget. All the Selectmen said that he should go ahead and have Wendelboe do the work.
- Town Shooting Range - Chief Randall and Public Works Director Tim Paquette recommend that it be closed to the public. There has been vandalism of about \$3000. Questions about the gate and if the range was posted as a shooting range. Tim Paquette said that Public Service, the "farmer", and the Town have keys. Mr. Branscombe said that the attorney said that the Town would be liable if anything happened at the shooting range. Several residents talked about the shooting range and why it should be left open. Chairman Stewart said that there are many concerns and this topic will be brought up at the worksession. More discussion followed.

Town Administrator Report

- TA Branscombe commented on the HEAL grant that Ashland received.
- In regards to Operation Seek Shelter, there will be a "Code Red" notification the morning of June 16th.
- The Ashland Revitalization Alliance (ARA) will soon be a non-profit committee. They are working on a few projects including signage, banners, and wreaths.
- "Got Lunch" program to kick off this week with a lunch at the Common Man. Patty Heinz has put this program together.
- A sample 3-season banner will be placed on a pole on Main Street by the end of this week.

Department Head Reports

- Police - Chief Randall

- Fire - Chief Heath
- Public Works - Director Tim Paquette
- Electric - Lee Nichols commented on the new billing system which should be up and running in August or September.
- Water & Sewer - Bob Boyle said that engineers have been contacted regarding a septic receiving station. Mr. Branscombe read Rusty Cross's report.
- Parks & Recreation - Jim Gleich
- Health & Welfare - Bob Hicks said that the welfare budget is down from this time last year. He answered some questions from citizens.
- Treasurer - Paul Branscombe (for Linda Guyotte) mentioned that there is no freeze this year, but the department heads were asked to be careful with spending.
- Library - Sara Weinberg

Selectboard Items

- Chairman Stewart thanked all the department heads for their reports.
- Abatements signed
- Selectman Preston said that he attended "Selectmen School" and asked if the Town had a Snow & Ice Policy. He said that he learned that we should have one.
- Selectman Golden asked if the meetings could start at 6:30 instead of 7 o'clock so that the manifests can be signed. The Chairman said that it didn't take very long to do. Selectman Preston said that he didn't care.
- Sandra Coleman asked the Chairman if any meetings had been scheduled with the Union regarding the Health Insurance. The Chairman said that she is waiting to hear back from the Union representative.
- Ray Poitras asked about the sand being put behind the Transfer Station gate. It was changed there so that only Ashland residents could use it, and they wouldn't be able to drive their truck up to the pit and fill it up.
- Lee Nichols said that he feels that there has been a misunderstanding with the Personnel Policy and the Safety Manual. He said that the Electric Dept. have their own Safety Manual not Personnel Policy. He also asked that someone come down to the next meeting of the Electric Commissioners and explain the proposed new phone system. Mr. Nichols also said that North Ashland Road will go out to bid in August of this year and will hopefully be done sometime next year. Chairman Stewart asked if they had the money in their budget to finish the road. Mr. Nichols said it should be and then he said he believes it is in there.
- Ingrid Heidenrich asked Bob Hicks how much money has been spent on Welfare last month and how much of that is spent on non-Ashland

residents. Mr. Hicks said that there have not been any non-residents recently.

- Eli Badger asked about Welfare reimbursement. Jane Felton and Cheryl Thompson also asked about this.

There being no further business Chairman Stewart motioned to adjourn the meeting at 9:38 PM. Selectman Preston seconded. All in favor.

Taken by Patricia Crowell