

ASHLAND HOUSING STANDARDS BOARD
AUGUST 21, 2013, 4:30 PM
TOWN HALL CONFERENCE ROOM

Attendees: Eli Badger, Kendal Hughes, Katie Maher, Fran Newton, Ashland Health Officer, Steve Heath, Ashland Fire Chief

Absent:

AGENDA ITEMS

1. Call Meeting to Order 4:40PM
2. Reorganization of the Board
 - a. Eli Badger nominated Chair by Fran Newton, second by Katie Maher, Motion Passed
 - b. Kendall Hughes nominated Vice Chair by Katie Maher, second by Fran Newton, Motion Passed
 - c. Katie Maher nominated Secretary by default, Motion Passed
3. Tenant Complaint: Case 2013-001
 - a. Tenant at Ashland Rental Property, property owned by the Landlord/Owner filed a complaint dated 8/15/2013 alleging that fire damage caused by a kitchen fire on 6/16/2013 had yet to be repaired
 - b. Fire Chief Steve Heath reported that Ashland Fire Department responded to a building fire with medical on 6/16/2013 at Ashland Rental Property. Owner was on scene. Grease fire on kitchen stove. Tenant attempted to extinguish using water. Fire was contained by Ashland Firefighters. Fire resulted in destruction of stove and microwave above stove and included some soot damage. Test holes were made in several areas on the wall to confirm fire was contained. Ashland Fire Department cleared out smoke and allowed tenants to return to building. On 6/17/2013 Chief Heath received call from Insurance investigator to get report on fire for insurance claim. In a later contact with the tenant Chief Heath informed them that they could file a complaint with the Ashland Housing Standards Board if they desired and a link to the on line complaint form was forwarded to Tenant.
 - c. Fran Newton, Ashland Health Officer reported that she received a call from tenant approximately six weeks later regarding unrepaired kitchen damage. Health Officer Newton inspected the damage, determined there was no immediate health hazard and advised tenants partner that they should call the owners who had indicated they would reimburse tenants for Servepro clean up costs and to schedule this ASAP. Health Officer Newton also provided the web link to the Ashland Housing Board on line complaint form.
 - d. Eli Badger reported that Tenant contacted him on 8/15/2013 to file a complaint which he delivered to Tenant's office on the same day. Completed complaint was received on 8/16/2013. Eli Badger had a subsequent call on this date, 8/21/2013 at 7:30AM from Landlord/Owner who indicated that they had called ServePro and cleaning has been scheduled and a carpenter will quote repairs needed in kitchen, closet and bedroom. Landlord/Owner was further advised that the Ashland Fire Department and the Health Officer would require a full inspection of the property prior to renting property to any new tenants.
 - e. DETERMINATION: After reviewing the complaint, reports from Health Officer and Fire Chief, various conversations with the Tenant and the Landlord/Owners and discussion among the Housing Standards Board, it has been determined that as repairs are underway, no further action should be taken.
 - f. FOLLOW UP: The Ashland Fire Department will undertake a final inspection of repairs to insure compliance with all rental property ordinances prior to a new

tenant being allowed on the property. The Health Officer will undertake a final inspection of repairs to insure that there are no health hazards.

4. Other Business
 - a. Steve Heath, Fire Chief, advised that an Ashland Rental Property was being investigated regarding a concern that 12 to 14 individuals were living on property which may not comply with density ordinances.
 - b. Board Chair will compile a package of documents for committee members including relevant State, County and Local laws and ordinances which impact Housing Standards Boards.
 - c. Board agreed to reactive efforts to inform Ashland landlords to be informed of and comply with NH Title III Chapter 48-A Housing Standards Section 48-A:14, Ashland Landlord/Tenant Ordinances and Life Safety 101.
 - i. Board agreed that a standard check list should be established for Rental Property Owners in Ashland detailing the compliance requirements for health and safety.
 - ii. Fire Chief and Health Officer will begin compiling a draft for presentation at next meeting.
 - iii. Board Chair will contact Patsy Tucker, Town Tax Clerk, to obtain a listing of all rental properties and owners.
 - iv. Board Chair will investigate whether a notification can be sent with
5. Non---Public Session (If Necessary)
6. Adjournment at 5:38 PM

Next meeting scheduled for September 25th at 4:30PM at the Ashland Fire House.