

ASHLAND HOUSING STANDARDS BOARD
November 13, 2013, 4:00 PM
Ashland Fire House

Attendees: Eli Badger, Chair, , Katie Maher, Secretary, Fran Newton, Ashland Health Officer, Steve Heath, Ashland Fire Chief | Kendal Hughes, Vice Chair joined meeting at 4:16PM
Absent:

AGENDA ITEMS

1. Call Meeting to Order 4:04PM
2. Roll Call
3. Minutes Review
 - a. Motion to approve minutes Fran Newton, Second Katie Maher, all in favor
4. New Business
 - a. AHSB does not need to hold Emergency Meetings as it is not enforcement body.
 - b. AHSB is an advisory body that creates rules and policies for the town of Ashland related to rental properties and holds Regular Meetings to discuss issues and concerns and how they will impact current and future policies.
 - c. AHSB needs to talk to the BOS about the plans to notifying landlords of inspections and an increased effort to inspect all rental properties every three years
 - d. AHSB needs assistance in identifying rental properties in Ashland
 - e. AHSB will meet the second Wednesday of every month and will post its 2014 meetings
5. Old Business
 - a. Letter to Landlords
 - i. Add NFPA1 to Life Safety 101 reference
 - ii. Change second bullet to indicate 'required standards'
 - iii. Include this letter and RSA information in the tax bill
 - iv. What is the procedure for notifying the town that you now have a rental property??
 - b. Updated Complaint Form
 - i. Add building owner name and contact information
 - ii. Add Fire Safety check box
 - iii. Tenant will have to print and sign form
 - iv. Pictures documenting the issues will be taken at the time of inspection
 - v. As a reminder, during the complaint process tenants must still pay their rent
 - c. Complaint Protocol
 - i. Three ways to receive a complaint - from a tenant, through Health Officer and/or Fire Chief or as a result of a Health 101 Audit
 - ii. Complaint form received from town office by AHSB Chair within three (3) business days
 - iii. Chair notifies all parties involved (Tenant, Landlord, Health Officer and/or Fire Chief) and notifies AHSB members within one business day
 - iv. AHSB Chair calls a meeting if appropriate
 - v. Check with town office to review property card to identify current registered owner of that property and/or the assigned management company
 - vi. All parties will coordinate a site inspection to review issues identified by tenant on the complaint form
 - vii. Pictures will be taken of inspection
 - viii. AHSB will keep all parties informed as the review proceeds with the intention to close the complaint in a timely fashion

- ix. Follow up with tenant within one month to confirm all issues are resolved
 - d. Rental Unit Self Inspection Check List Life Safety 101
 - i. Put on the Ashland web site by Steve Heath
 - ii. For Landlords to use to check their property
 - e. Health hazards in plain view during HSB Complaint visit
 - i. There is no health inspection form
 - ii. Fran may post her form on line
- 6. Non---Public Session (If Necessary)
- 7. Adjournment at 5:08PM

Next meeting scheduled for December 11th at 6PM at the Ashland Fire House.

Respectfully Submitted by Katie Maher, Secretary.