BOARD OF SELECTMEN
Minutes
June 5, 2019 – 6:15 PM
Town Hall

**Vision Statement** - The Town of Ashland will be a prosperous and fiscally sound community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe and attractive environment for residents and visitors.

**Mission Statement** - The Ashland Board of Selectmen is dedicated to promoting responsible fiscal management, advocating for sustainable development & growth and providing excellent municipal services which will enhance the quality of life in our diverse community. The Ashland Board of Selectmen is committed to providing clear goals and objectives for Town management and creating effective engagement and public participation with residents, state legislators and other elected officials in order to achieve our mission.

**Call Meeting to Order**
Rob Scherer called the Executive Session to order at 6:15 pm.
Executive Session - Pursuant to G.L. c. 30A sec 21(a)(6) to consider the purchase, exchange, lease or value of real property identified as 0 Tri Street in which the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Rob Scherer called the general Board of Selectmen meeting to order at 7:00 pm. Present at the meeting were Chair Rob Scherer, Vice Chair Steve Mitchell, Yolanda Greaves, Joe Magnani, Brandi Kinsman, Town Manager Michael Herbert and Assistant Town Manager Jenn Ball.

Rob Scherer asked Mark Dassoni to lead the Board in the Pledge of Allegiance.

**Citizen’s Participation**
Kate Jurczyk received a demand on her car and her husband’s car and was concerned that she did not receive the initial bill and found that others had not either. She said that she was told by the Treasurer’s Office that the demand fee cannot be removed.

Carl Reiss explained that he also received a demand bill but was informed the fee was increased and it now does not allow the Treasurer to waive the fee. He said he never received the bill and feels that the town needs to find a solution for this situation.

Leslie Glickman received a demand on two of her vehicles, and she said that she was told to take it up with the Post Office and feels that answer was foolish.

Michael Herbert thanked everyone for being patient and willing to be part of this discussion. Michael explained that the mailing process is and how commitments are sent out. The first commitment consisted of 16,000 bills and 1,934 demands were issued. The demands represent 12 % of the bills.

Carl Reiss explained that he understands that a demand has been added but wants to be sure that the next step isn’t taken before the

Katie Juriss appreciated that the matter is being investigated and asked if each recipient should pay the bill or wait. Michael asked everyone to pay their bills so to be sure there are no additional actions.

Steve Mitchell asked that appropriate customer service is provided to residents.
Karen, 53 Teller Drive thanked the board for their service and understands that the board is looking to change its name to something gender neutral. She provided several titles that have changed over the years to a title that is gender neutral.

Katie Juriss Rodman Road raised concern about the Hall House. Kate requested that the Hall House is not declared as surplus.

Chuck Lidz climate change thanked the board for everything they have done on the Eversource Project.

Mark Dassoni welcomed Joe back to the board and welcomed Brandi. Additionally, Mark explained that he taped a show on the Eversource Project, and he hopes everyone gets a chance to see it and he hopes the towns work together on a solution.

Carl, 218 Myrtle Street explained that he is very concerned with vehicular speeds and he would like someone to address this issue.

**Scheduled Hearings/Appearances**

**Middlesex Auto Reconditioning Transfer of License**

Rob Scherer read the legal ad to open the public hearing on the transfer of license for Middlesex Auto Reconditioning.

Steve Mitchell made a motion to suspend the hearing. This motion was seconded by Yolanda Greaves with a unanimous vote of 5-0-0.

Steve Mitchell made a motion to open the public hearing. This motion was seconded by Yolanda Greaves.

Gus Rocha explained that the has been working in the family business for 5 years and thanked the town for their support. Gus would like to have the business transferred into his name.

Yolanda Greaves made a motion to close the public hearing. This motion was seconded by Steve Mitchell with a unanimous vote of 5-0-0.

Yolanda Greaves made a motion to approve the Transfer of Middlesex Auto Reconditioning Class II License to Gustavo Rocha. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

**Board Re-organization**

Brandi Kinsman thanked everyone that voted and supported her. She said she is honored and humbled to serve on the board. She noted that she is only the seventh women to be elected to the board.

Joe Magnani thanked Rob for the chairing the board for the past year. He said that it is an honor to serve and is grateful for everyone that supported him.

Steve Mitchell thanked and welcomed Joe and Brandi to the board.

Yolanda Greaves thanked Joe for running for a third term and welcomed Brandi.

Rob congratulated Joe on returning to the board and welcomed Brandi. Additionally, Rob said that we have a great board with a good management team and staff and feels that many initiatives that will get done. He mentioned initiatives that are being worked on such as the Upper Charles trail, the Eversource strategic plan, action on climate change to name a few.
Yolanda Greaves made a motion to nominate Steve Mitchell as Chair. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

Joe Magnani made a motion to nominated Yolanda Greaves as Vice Chair. This motion was seconded by Brandi Kinsman with a unanimous vote of 5-0-0.

Yolanda Greaves made a motion to nominated Joe Magnani as Clerk. This motion was seconded by Rob Scherer with a unanimous vote of 5-0-0.

Steve and Joe summarized that during their terms they would like the town and the community to continue to support those in need.

**Eagle Scout Project**
Rob St. Germain, member of the Forest Committee and Sam Clancy, Eagle Scout, reviewed a proposed project plan to repair the stone building located in the Town Forest. Sam further explained that cleaning up site and shoring up and securing the structure is the focus of his project and he will work with a mason that will assist him and repair the chimney. He will also clear the brush on the path and away from the structure. With the funding he is seeking, Sam said he will purchase a bench, lumber and masonry supplies.

Brandi asked how long Sam expects the project to take. Sam responded approximately 20 hours and that he has been able to rally others to help.

Yolanda Greaves made a motion approve the request for funding in the amount not to exceed $750.00 from the Selectmen’s Gift Account. This motion was seconded by Brandi Kinsman with a unanimous vote of 5-0-0.

**FY18 External Financial Audit**
Ed Boyd is representing Melanson & Heath explained that he will deliver the results of the June 30, 2018 External Financial Audit. Overall the audit went very well and thanked those that assisted in the audit process.

Ed reviewed financial highlights, key metrics and general feedback. The General Fund Unassigned Fund balance was $8.7 million, an increase of $1.0 million over the prior year, which shows good budget decisions. We continue to see investments in funding capital with existing resources and free cash. Eighty-nine percent of debt burden is being paid off in a 10-year period and that is better than the average. Ed explained that our unfunded Other Post-Employment Benefits (OPEB) liability, which is retiree health insurance, is $32 million and continues to be an area to work on. Ed said that we have a plan in place to address pensions which is a step in the right direction. He advised the community to continue to be active, so we do not have to be reactive.

Ed remarked that recommendations are outlined in the management letter and includes the following. Improving internal control on departmental receipts and developing an accounting manual that documents guidelines and policies. In FY18 the town resolved single audit changes regarding federal awards and documented how the cash and procurement is being handled. Ed suggested documenting the right off policy for uncollected receipts so the steps that need to be taken are clear. Resolving yearend timing issues and reconcile in a quicker manner. Police detail records should be reconciled at yearend so to ensure the deficit at yearend is made whole. Lastly, Ed recommended that access to financial systems and software is restricted to ensure access is limited to only those who truly need it for their role.

Michael suggested continuing with Malanson & Heath as the town’s external auditing firm.
Yolanda Greaves made a motion to appoint Malanson & Heath as the external financial auditors for a 3-year term, with the understanding that there is a new principal at least every three years. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

**Board of Selectmen/Town Manager Priority Project Update**

**Rail Transit District**

Michael reported that ConCom and Joel Arbeiterman completed a walk-through on the portion of the Upper Charles Trail near trolley brook to assess its condition.

Michael mentioned that Thom Powers has reached out to the board on behalf of UGC regarding their proposed development. Thom has invited anyone interested in viewing the site to walk the property on Sunday. Michael suggested the board define what the 20-24 acres should look like and propose the design to UGC including a larger buffer.

The members discussed whether they should develop a plan to present to UGC that outlines their expectations concerning the acreage to retain for a buffer, open space, the trail location, as well as the number of units and percentage of affordable, and doing so before the developer appears at the next meeting and before the Planning Board. Michael also asked that feedback is obtained from abutters.

**Public Safety Building**

Michael reported that the Public Safety Building project timeline for design and engineering has slated construction to begin in the summer of 2020.

**Downtown Improvements**

Michael reported that soil probes have not revealed any issues or contamination. In addition, MassDOT raised concern with the conceptional plans that place bike lanes in the quiet zone, as it will affect the location of the track gates.

Roberta Soolman urged the board hold off on making decisions that could impact the bike route without first meeting with the Upper Charles Trail Committee.

Michael also reported that the bids for the water main work on Main St. and Summer St. came in $500,000 lower than expected and the work is scheduled to begin in July. Michael explained that he met with several of the businesses that could be impacted by the project and their feedback was that ongoing communication about the project will be extremely important.

The Riverwalk bid came in much higher than expected and as a result DPW will do some of the site prep work. A reduced scope bid has gone out and are due next week.

**Town-wide Strategic Plan**

Michael said that the housing section of the plan is in progress and that the open space parcel analysis will be included but should be completed in cooperation with the Open Space Committee.

**Warren District**

Michael Herbert explained that the Warren District was approved by the board in January. He reviewed the proposed restoration plans for 22 Elliot Street, the Warren Barn, 433 Chestnut Street and the Chestnut Street Barn. He said that he and Jen Ball met with Framingham State University (FSU) to explore a plan to work jointly to meet the requirements set by the National Registry of Historic Places. In addition, Michael said FSU proposed creating a dog park and is also interested in collaborating with Ashland to complete that project.

Steve asked for comments from the audience.
Kate Jurczyk asked that the affordable component is included in the RFP. Yolanda Greaves recalled a tour she took of the building and said that it needs significant work therefore making it affordable would be unfeasible.

Jenn Ball mentioned that an RFP for the designer for the Warren Barn is out and is due on January 19th.

**Valentine Property**

Michael reported that the Veteran’s Construction team has completed repairs on the chimney. More information concerning this project will be available in July.

**Consent Agenda**

A. Approve Minutes from May 20, 2019 Scholarship Sub-Committee.
B. Accept donation of 20.00 which was found and deposited into Misc. Revenue.
C. Accept donation in the amount of 219.99 from Koduvayur Narayana to purchase a freezer which will store vaccines.
D. Accept donation in the form of a check in the amount of 100.00 in memory of Alexander Divaris
E. Waive 15-day waiting period with respect to the Town Manager’s appointment of Joshua Morse to Cemetery, Parks and Trees Department.
F. Declare 433 Chestnut Street as surplus property
G. Declare 1999 Ford F350 1FDWF36S9XEC11029 as surplus.
H. Appoint Cynthia Livingstone as Acting Town Clerk to serve during the absence of the Town Clerk
I. Appoint Vincent Alfano to the Public Safety Building Committee until completion

Motion to pull the item that requests to declare 433 Chestnut Street as surplus property.

Joe Magnani made a motion to accept the Consent Agenda minus 433 Chestnut Street. This motion was seconded by Yolanda Greaves with a unanimous vote of 5-0-0.

**Old / New Business**

**Selectmen Meeting Dates**

Steve explained that the board will meet on July 24th and will meet on July 17th if needed. Additionally, the board will meet on August 7th with an additional meeting on August 21st if needed.

**Selectmen Scholarship Recipients**

Joe Magnani and Yolanda Greaves explained that they received about 20 applications and the board provided $1,000 scholarships to Jessica Rose and Kevin Rabidou.

**Discuss Name Change for the Board**

Rob Scherer explained the resolution he provided the board on changing the name of the board to a gender-neutral name.

Michael Herbert said that from a legal perspective the resolution is good, but to consider changing the section concerning the Charter Review Committee process.

Brandi Kinsman explained her view of the importance of a name that reflects inclusiveness and said she surveyed several residents, and nobody was opposed to change. She said she supports changing the name to Select Board.

Joe Magnani explained that when the name change was first proposed he asked Yolanda if she felt slighted by the name. Joe explained that Yolanda said that a name is just a name and she did not take offense to the name Board of Selectmen.
Yolanda Greaves said that conversation is interesting but has never felt a title would prevent anyone from running for office based on name. Yolanda she is not fully in favor of Select Board and does not want to move forward with the resolution piece of it.

Rob St. Germain suggested that the board consider changing its name to the Executive Board.

Rob Scherer said the resolution should be voted on and that the board should not delay action as it was proposed over a year ago. He also said the resolution would be for staff to use when referring to the board.

Karen wants to urge board members to use a gender-neutral term.

Robert Soolman said that during the last Charter Review meeting there were no concerns raised about changing the terms or the board’s name to a gender-neutral name.

Mark Dassoni said that the current Board of Selectmen should be changed to Select Board.

Joe Magnani made a motion to amend the resolution to remove #3. This motion was seconded by Joe Magnani with a vote of 2-3 (Mitchell, Kinsman, Scherer).

Rob Scherer made a motion to approve the resolution as presented to change the name from “Board of Selectmen” to “Select Board” with the change that the Charter Review Committee is urged to reflect these gender-neutral terms at the next revision. This motion was seconded by Brandi Kinsman with a vote of 3-2 (Greaves and Magnani).

**Ashland Capital Plan Bonds**

Michael Herbert asked to authorize the Clerk of the Board to sign documents associated with the Ashland Capital Plan Bonds in the amount of $9,286,000.00 and vote that the maximum useful life exceeds 15 years on fire truck and modular classrooms.

**VOTE OF THE BOARD OF SELECTMEN**

I, the Clerk of the Board of Selectmen of the Town of Ashland, Massachusetts, certify that at a meeting of the board held June 5, 2019, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

**Voted:** that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the $1,321,000 portion of the borrowing authorized by the vote of the Town passed May 1, 2019 (Article 4) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Borrowing Amount</th>
<th>Maximum Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warren School Modules</td>
<td>$711,000</td>
<td>15 Years</td>
</tr>
<tr>
<td>Fire Pumper Truck</td>
<td>$610,000</td>
<td>15 Years</td>
</tr>
</tbody>
</table>
I further certify that the vote was taken at a meeting open to the public, that the vote was not taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

This motion was seconded by Yolanda Greaves with a unanimous vote of 5-0-0.

**FY19 End of Year Department Transfers**
Michael Herbert explained that the Finance Committee met last night and approved the transfers of funds, which are transfers from salary contingency into different personnel based on COLA adjustments or settling contracts in the amount of $405,000. Review request for FY19 End of Year Department Transfers Per MGL Chapter 44

Yolanda Greaves made a motion to approve the FY19 End of Year Transfers Per MGL Chapter 44 as requested and presented. This motion was seconded by Rob Scherer with a unanimous vote of 5-0-0.

**Eversource Update**
Michael Herbert explained that the reply brief is due tomorrow June 6th and he thanked Diane and others who were involved in providing the facts sheet. Rob asked whether hiring an energy expert to review the accuracy of the information provided should be considered.

**Town Counsel Appointment**
Michael Herbert asked the board to vote to appoint Mead, Talerman & Costa LLC as Town Counsel for a term of 1 year beginning July 1, 2019.

Yolanda Greaves made a motion to appoint Mead, Talerman and Costa as Town Counsel for the Town of Ashland for a term that runs from July 1, 2019 to June 30, 2020. This motion was seconded by Brandi Kinsman with a unanimous vote of 5-0-0.

**Town Manager Report**
Michael mentioned that the MetroWest Daily News is changing their business model, which will eliminate beat reporters associated with specific towns and moving to a topical format. Michael said he will inquire what the press release process the town should follow going forward

**Board Reports**

**Brandi Kinsman**
Brandi took part in the Memorial Day services and parade.

Last Thursday Brandi attended the Exile on Main Street conference in Boston with Beth Reynolds and Jenn Ball. The conference was about economic development and solutions to address empty store fronts.

Last night she attended the ABA and they provided two $1,500.00 scholarships, and on Saturday she is attending the MMA conference.

The Friends of the Upper Charles Trail is hosting a walk on Sunday at 2:00 pm.
Rob Scherer
Rob attended the Memorial Day Parade and said it is always a great event and urges everyone to try to attend next year.

Rob asked Michael about the status of the recycling contract. Michael explained that the current contract does not end until 2022. Rob asked that the Sustainability Committee get involved in the process in the future. Michael said that we are looking to have a Sustainability Coordinator on staff by the end of the summer.

Rob reported the board received a letter from the BAA thanking the board for its cooperation with this year’s marathon.

Rob explained that he had received a survey from Foundation for MetroWest he wanted to be sure that others were connected in with the organization.

Yolanda Greaves
Yolanda thanked Joe for representing the board at graduation and congratulated all the graduates.

Yolanda attended the MAPC annual meeting and represent Ashland and was re-elected to their Executive Board and she is looking to work with Tara on the census initiative.

MMA Policy Meeting yesterday and is in her 2nd term on the 2-year appointment. The discussion was on marijuana social consumption and distribution and how to address both at a local level.

Yolanda reported that on Sunday at the YMCA in Hopkinton there is a K-9 5K Fun Run. Also, she suggested that the police provide a refresher on the four-way stop sign, because the public is not sure how to handle the intersection.

Joe Magnani
Joe thanked everyone that supported him and elected him to his 4th term.

Joe thanked Brett Walker for his speak at the Memorial Day Ceremony.

Joe congratulated Maryann and Ozzie larussi on the 70th Wedding Anniversary.

Joe sent out his condolences to the Duca Family on their loss of Sam Duca.

Steve Mitchell
Steve reported that he will be participating in the 5K.

Steve would like to stay on task with having boards and committees come before the board and provide updates. He wants to expand the description information on the agenda. In addition, update the 2019 Policy and Procedures.

Steve reported that he and Michael went met with the MBTA in Boston last week and as a result the MBTA will address the Ashland Commuter Rail station improvements.

Steve mentioned an article in the Globe that discussed housing and how zoning is controlled by local government and is that the best way to handle it.

Steve reminded all that the Farmer’s Market on Saturday is opening day.

Steve expressed his condolences to the River’s Family on their loss.
He announced the next meeting is scheduled on June 19, 2019.

**Adjournment**

Yolanda Greaves made a motion to adjourn. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

Meeting Materials:
This agenda is subject to change and includes those items reasonably anticipated by the Chair to be discussed at the meeting. Not all agenda items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
May 16, 2019

Name
Street
State

Please be advised that the Board of Selectmen will be holding a public hearing to discuss the transfer of a Class II Dealers License. A Class II License allows the holder to sell used cars. Additional details retailing regarding the hearing are listed below.

Legal Notice
Public Hearing Notice

Notice is hereby given that the Board of Selectmen will conduct a hearing regarding a change of ownership for a Class II License. A Class II License allows the sale of used cars and the current location:

Middlesex Auto Reconditioning
220 Eliot Street
Ashland, MA 01721

A public hearing will be held on the matter at the Ashland Town Hall, 101 Main Street Ashland, MA on Wednesday June 5, 2019 at 7:30 P.M.

Persons wishing to be heard on this matter are invited to attend the public hearing at the date and time noted above. Interested parties who are unable to attend the hearing may submit written comments to the Selectmen’s Office, Town Hall 101 Main Street, Ashland, MA 01721 or by e-mailing Susan Robie at srobie@ashlandmass.com

Rob Scherer, Chairman
Board of Selectmen
BOARD OF SELECTMEN, LICENSING BOARD
TOWN OF ASHLAND, MASSACHUSETTS

APPLICATION FORM FOR CLASS II LICENSE

Business Name: Middlesex Auto Reconditioning

Address of Business: 220 Elliot St Ashland MA 01721

Business Telephone: 508-881-

Name of Owner: Gustavo Rochea

Address of Owner

Owners Telephone:

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state and local tax returns and have paid all state and local taxes required under law.

* Signature of Individual or Corporate Name

By: Corporate Officer (If applicable)

** Social Security # or Federal Tax ID #

Date

* This license will not be issued unless this certification clause is signed by the applicant.

** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. General Laws, Chapter 62C, §49A.
BOARD OF SELECTMEN, LICENSING BOARD
TOWN OF ASHLAND, MASSACHUSETTS

Hours of Operation

Business Name: Middlesex Auto Reconditioning

Address of Business: 220 Eliot St #3 Ashland MA 01721

Business Telephone: 508-881-

Name of Owner: Gustavo Rocha

Address of Owner:

Owners Contact Telephone:

Hours of Operation: Sun Closed Mon 9-5 pm Tues 9-5 pm
Wed 9-5 pm Thurs 9-5 pm Fri 9-5 pm Sat 9-2 pm

I Certify under the penalties of perjury that the information I have provided is correct to the best of my knowledge.

[Signature]

* Signature of Individual or Corporate Name By: Corporate Officer (If applicable)

** Social Security # or Federal Tax ID #

* This license will not be issued unless this certification clause is signed by the applicant.

** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. General Laws, Chapter 62C, §49A.
CERTIFICATE OF PAYMENT OF TAXES

This is to certify that, pursuant to Massachusetts General Laws; Chapter 62C, Section 49A, all tax returns have been filed and all taxes paid to the Commonwealth of Massachusetts and, where applicable, all taxes and other charges have been paid to the Town of Ashland.

The above certification is signed under the pains and penalties of perjury, this 13th day of May, 2018.

Gustavo Rocha owner
Name and Title of Person Signing Application

Middlesex Auto Reconditioning
Name of Business

Federal Tax ID Number of Business

Social Security Number of Person Signing

02/20/1993
Date of Birth
Ashland Town Forest Stone Building – Project Overview and Goals

From a general perspective, my project consists of cleaning and conducting stabilization repairs to a dilapidated stone building site in the Ashland Town Forest, immediately off the Winter Street, Red Trail entrance. Once complete, a historical plaque and a bench will be placed at the site.

Initially, the site comprised a rusted-out metal tank, a crumbling stone building, innumerable vines and assorted vegetation, and a lot of trash. The three major elements of the project are:

1. Removing the cylinder and various other metal and building debris,
2. Removing dead trees and other brush, exterminating the bittersweet vines present at the site,
3. Shoring up the chimney and other loose building stones. The chimney, in particular, having fallen into severe disrepair, is unsafe and in danger of collapse.

Subsidiary goals included shoring up the windows openings, clearing overgrown vegetation from the site, removing various trees, outlining the path with tree trunks, cleaning up stones from the ruin, disposing the ubiquitous trash and scrap metal, and erecting a bench.

Work has already begun and of these objectives, the path has been outlined, the tank removed, and much trash, debris and vegetation eliminated. The masonry work cannot commence until July, on account of the mason's schedule and the need of funding. The bittersweet vines at the site have been cut but removal is near impossible due to their proximity to the building and the nature of the plant. [Mr. St. Germain is working the Board of Health to determine if we can treat the plant with herbicide.]

We have met with Mr. Cliff Wilson, president of the Ashland Historical Society. His research has uncovered a significant quantity of information concerning the history of the site [see below]. He also informed us that the Historical Society will fund a historical plaque at the site.

An estimated $500 of funding is required for lumber, mortar and masonry supplies. I also need to find a donor for the bench.
The History of the Site

Although some particulars are still unknown, Mr. Wilson's research on the site has revealed much information about its past. According to tax records, in 1912 a young woman named Margaret Pitman, a Boston stenographer originally from Providence, purchased the property, and by 1920 had erected a building there termed a "stone bungalow" in the records. A 1912 newspaper article discussed how, after spending time as a teacher in rural Kentucky, Pitman had resolved to develop the property into a farm, intending to provide an opportunity for the poor she had worked with in that state to learn useful skills. In 1913, Pitman married Henry G. Chamberlain.

On May 5, 1942, Henry Warren, the inventor of the synchronous electric clock, purchased the entire property, and on May 8th, he deeded the major portion of it to the town to be added to the town forest.

On July 22, 1942 Warren sold a four-acre parcel, including the buildings, to Dr. Carl Walter, his physician and friend. Dr. Walter was one of the founders of the Fenwal Company (now Kidde-Fenwal), along with Henry Warren, T. Legare Fenn and Wilfred Turenne. Turenne had invented the Thermo-Switch which Dr. Walter felt would be useful in sterilizing his medical instruments. During Walter's ownership, the building was apparently used to test fire detection equipment. It caught fire, was partially burned and fell into disuse. In 1973 that portion of the property passed to the Warren Benevolent Fund and from there to the Town as part of the Town Forest.
Photos

The back of the building.

The side of the building.
The front of the building.

A more comprehensive view of the back of the building.
Historical Links

A newspaper article about Pitman's marriage.
https://onedrive.live.com/?authkey=%21ACzeFwzBpz2OPbI&cid=6A61F4DC7580F74D%21593&parId=6A61F4DC7580F74D%21150&o=OneUp

Pitman's obituary.
https://onedrive.live.com/?authkey=%21AIkn6jeu3cOKIL&M&cid=6A61F4DC7580F74D%21592&parId=6A61F4DC7580F74D%21150&o=OneUp

Part I of a newspaper article about Pitman and her development of the property.
https://onedrive.live.com/?authkey=%21AHleL25BglzMSWg&cid=6A61F4DC7580F74D%21595&parId=6A61F4DC7580F74D%21150&o=OneUp

Part II.
https://onedrive.live.com/?authkey=%21ADHLYFJUUIxjxa4I&cid=6A61F4DC7580F74D%21596&parId=6A61F4DC7580F74D%21150&o=OneUp

Part III.
https://onedrive.live.com/?authkey=%21ABn8fnqDcKJPRAFo&cid=6A61F4DC7580F74D%21597&parId=6A61F4DC7580F74D%21150&o=OneUp

Part IV.
https://onedrive.live.com/?authkey=%21AMjTyh70qk9aXIo&cid=6A61F4DC7580F74D%21598&parId=6A61F4DC7580F74D%21150&o=OneUp

The complete version of the divided article above in one document.
https://onedrive.live.com/?authkey=%21ABAMpxLyD_pQ6Y0&cid=6A61F4DC7580F74D%21599&parId=6A61F4DC7580F74D%21150&o=OneUp

A copy of the deed transferring the property to Pitman.
https://1drv.ms/b/s!Ak33gHXc9GFqhErdjrtFPH_8Q1FU

A copy of the deed transferring the property from Chamberlain to Warren.
https://1drv.ms/b/s!Ak33gHXc9GFqhEvA_EflJ30IrNoe

A copy of the deed transferring the property from Warren to the Town of Ashland.
https://1drv.ms/b/s!Ak33gHXc9GFqhExIoTKBNgpleXWe

A copy of the deed transferring the property from Warren to Walter.
https://1drv.ms/b/s!Ak33gHXc9GFqhE054qy_5U4iirE!

A copy of the deed transferring the property from Walter to the Warren Benevolent Fund.
https://1drv.ms/b/s!Ak33gHXc9GFqhE4zguEXWx1Bu59N
Bench Alternatives

Home Depot 6 ft. surface mount $493 free shipping

Home Depot 6 Ft Cedar or Green colored $798
   pCommercial Park Bench
      Recycled Plastic with Back, Surface Mounted
Belson (Online) Model PB4-TRA
Recycled Plastic Backless Bench 6 foot $510
Shipping $291

Belson model P-261 6 Ft. $271
Shipping ??
Town of Ashland, Massachusetts

Management Letter

For the Year Ended June 30, 2018
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<th>INTRODUCTORY LETTER</th>
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## STATUS OF PRIOR YEAR RECOMMENDATIONS:

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2. Prepare for Single Audit Changes                        3

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To the Board of Selectmen  
Town of Ashland, Massachusetts

In planning and performing our audit of the basic financial statements of the Town of Ashland, Massachusetts as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Town’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town’s internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The Town’s written responses to our comments and suggestions have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.
The purpose of this communication, which is an integral part of our audit, is to describe for management and those charged with governance, including those overseeing the financial reporting process, the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Melanson Heath

January 2, 2019
STATUS OF PRIOR YEAR RECOMMENDATIONS:

1. Improve Internal Controls Over Departmental Receipts

Prior Year Issue:
In the prior years, we recommended the Town address certain specific departmental receipt weaknesses, as well as provide departments with formal documented departmental receipt policies and procedures. This would provide department personnel with a resource to properly and consistently maintain receipts and records.

Current Year Status:
The Town continues to improve controls over department receipts based on prior year recommendations. In the current year, the Town Accountant's office performed seven internal departmental reviews. However, the Town is still in the process of developing an accounting policies and procedures handbook.

Further Action Needed:
We continue to recommend the Town work toward strengthening current controls by implementing formal (written) policies and procedures over departmental receipts.

Town's Response:
The Town of Ashland agrees with this recommendation. These controls will be included within a policies and procedures manual. As previously mentioned, this manual will require a substantial investment of time and effort to develop. Most department heads or staff within departments have developed their own control procedures which the Town intends to review to ensure they are strong internal controls. The Accountant's office is still in the process of conducting internal audits of each department. The estimated time to complete the manual is December 31, 2019.

2. Prepare for Single Audit Changes

Prior Year Issue:
In the prior year, we recommended that the Town prepare for the Single Audit changes by training staff and establishing the documented policies and procedures to ensure compliance under Uniform Guidance.

Current Year Status:
As a result of additional training, the Town created an internal control manual for federal grants that establishes rules and procedures that will be used to administer federal funds. The manual describes in detail the Town's financial management system, including cash management procedures, procurement policies, inventory management protocols, procedures for determining the
allowability of expenditures, time and effort reporting, record retention, and subrecipient monitoring responsibilities.

Further Action Needed:
No further action is required.

3. Establish a Town-Wide Receivable “Write-off” Policy

Prior Year Issue:
The Town bills and collects fees for various non-tax/utility receivables (ambulance, police and fire). In the prior year, we noted that no formal written policies and procedures exist over the “write-off” of uncollectible accounts. As a result, there is an increased risk that the receivable balance could be adjusted (reduced) inappropriately or without due consideration of whether the account is actually uncollectible. We recommended the Town establish formal policies and procedures over the “write-off” of uncollectible accounts.

Current Year Status:
The Town Accountant’s office is in the process of developing an accounting policies and procedures handbook, which will address write-offs.

Further Action Needed:
We continue to recommend the Town establish formal policies and procedures over the “write-off” of uncollectible accounts. This should result in improved controls over receivables by ensuring that accounts to be written off are appropriately supported and authorized.

Town’s Response:
The Accounting Department is working on an accounting policies and procedures handbook, which will include a policy surrounding write-offs. A write off policy itself has been created; however, it has not yet been implemented.

4. Resolve Year-End Timing Issues

Prior Year Issue:
During the fiscal year 2017 closing process, we noted year-end timing differences between the general ledger and Treasurer records. Specifically, with respect to the Town’s OPEB plan, the accounting (general ledger) posting of year-end activity differed from the Treasury (bank account) activity. We recommended that the Town minimize timing issues between the general ledger and Treasurer records when closing the fiscal year.

Current Year Status:
During the current year, we noted steps being made to minimize year end timing issues. However, with respect to the Town’s OPEB plan, the accounting (general ledger) posting of year-end activity differed from the
Treasury (bank account) activity. While the timing issues can be resolved after year-end, the reconciling items can result in less clarity of the Plan’s year-end Net Position, which is used to determine the net OPEB liability under GASB Statement 74 and Statement 75. A similar situation continues to exist with the Town’s stabilization reporting.

Further Action Needed:
We continue to recommend that the Town minimize timing issues when closing the fiscal year. Implementation will result in a more streamlined closing process, as well as minimize any potential confusion of year-end balances.

Town’s Response:
The Treasurer/Collector and Town Accountant are working together to minimize any year-end timing issues.

5. **Reconcile Police Detail Records with General Ledger**

Prior Year Issue:
The Town’s police department provides outside detail services for various purposes. The fees for these services are billed and collected by the Town’s police department. The Town pays the officers upon completion of the details, which is typically in advance of the actual collection of fees. In the prior year, we noted that the Town had a receivable balance of $85,573, however, the receivable did not cover the police detail deficit fund balance by approximately $16,000. We recommended that the Town take steps to reconcile Police detail billing records with payroll records on at least a quarterly basis to ensure the accounting records are complete and accurate.

Current Year Status:
As of June 30, 2018, the Town had a receivable balance of $72,828 that was due to the Town for police details. However, as illustrated below, the receivable still did not cover the Town’s deficit fund balance in the police detail revolving fund:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Police detail fund balance deficit</td>
<td>(88,099)</td>
</tr>
<tr>
<td>Police detail receivable</td>
<td>72,828</td>
</tr>
<tr>
<td><strong>Adjusted Police detail fund balance deficit</strong></td>
<td><strong>(15,271)</strong></td>
</tr>
</tbody>
</table>

Further Action Needed:
We continue to recommend that the Town take steps to reconcile Police detail billing records with payroll records on at least a quarterly basis. This will strengthen internal controls over police detail activity and ensure that the accounting records are complete and accurate.
Town's Response:
The Town investigated this variance in fiscal year 2018; however, we were unable to identify where the error occurred. Our plan is to investigate this account even further to include prior years to determine where the error occurred.

**CURRENT YEAR RECOMMENDATIONS:**

6. **Improve Financial Software Access Controls Procedures**

The Town currently does not have a formal system in place to ensure that software access and permission levels that are assigned to employee’s are based on current job descriptions and that former employees are deactivated timely.

We recommend the Town work towards implementing a formal process to strengthen current controls by establishing formal (written) policies and procedures over software access controls. This could include establishing a formal access control form that documents any change in an employee’s status (e.g., new hire, termination, change of role). This will ensure that appropriate permissions levels are assigned and help prevent unauthorized access.

Town’s Response:
The Town of Ashland agrees with this recommendation and will work towards ensuring software access and permission levels are accurate based upon the employee’s current job description.
Framingham State University and The Town Of Ashland

Together We Can Document History

June 4, 2019
May 2, 2019

Mr. Ben Healy
National Register Assistant
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125

Dear Mr. Healy:

This letter is to acknowledge and support a request to add the following location to the National Register. The sites are:

- 22 Eliot Street
- 433 Chestnut Street (Yeager-Hall homestead) and
- 528 Chestnut Street (Henry Warren Milking Barn).

The Town of Ashland is committed to recognizing the significant contributions of Henry Warren and their impact on this community and others. Acknowledging these sites and adding them to the National Register, we will share and secure his legacy for future generations.

Thank you for you consideration on behalf of the Board of Selectmen

Michael Herbert
Ashland Town Manager
THE NATIONAL REGISTER OF HISTORIC PLACES:
EFFECTS AND BENEFITS OF LISTING

The National Register of Historic Places is the nation’s official list of historic places worthy of preservation. Listing in the National Register (NR) recognizes historic properties that are significant to our communities, our state, and our nation. The NR is a federal program of the National Park Service, administered in Massachusetts by the Massachusetts Historical Commission (MHC). The NR recognizes unique and irreplaceable historic resources that give a sense of time and place to our downtowns, neighborhoods, village centers, and rural landscapes, and contribute to our communities’ character, making Massachusetts a special place.

NR listing is an important preservation planning tool that encourages preservation, but it does not guarantee that listed properties will be preserved. The NR is not a design review program, but it does provide limited protection from state and federal actions, as well as eligibility for certain matching state restoration grants (when available) and certain tax benefits for certified rehabilitation projects.

STATE REGISTER OF HISTORIC PLACES:
Properties listed in the NR are automatically listed in the State Register of Historic Places as well. The State Register is a compendium of properties with historic designations, listed by municipality, and serves as a reference guide, helping to determine whether a state funded, permitted, or licensed project will affect historic properties. The State Register review process helps ensure that listed properties will not inadvertently be harmed by activities supported by state agencies. The State Register is published annually and is available through the Statehouse Bookstore.

EFFECTS OF NR LISTING FOR PRIVATE PROPERTIES:
NR status in itself places no constraints on what owners may do with their property when using private funding, unless state or federal funds, permits, or licensing are used, or when some other regional or local bylaw, ordinance, or policy is in effect. NR listing does not impose additional restrictions to already existing local regulations or ordinances, nor does listing eliminate regulations currently in effect. Please be aware, however, that certain local ordinances, including demolition delay, may reference NR designation as a condition triggering review. NR-listed buildings may qualify for exemptions from some aspects of the State Building Code. Owners of private property listed in the NR have no obligation to open their properties to the public, to restore them, or even to maintain them. Owners can do anything they wish with their private property provided that no federal or state funding, licensing, permitting, or approval is involved. If owners use state or federal funds to alter their property or need state or federal permits, the proposed alteration will be reviewed by MHC staff. The review is triggered by the funding or permitting source, not by the historic designation. Local funding and permitting do not trigger MHC review. Owners may affix plaques to their listed properties, if they choose, but it is not required. MHC does not provide or review plaques. City or town sign ordinances should be consulted.
EFFECTS OF NR LISTING FOR PROPERTIES OWNED BY MUNICIPALITIES AND NONPROFIT ORGANIZATIONS:

All NR properties that are owned by municipalities and nonprofits are eligible to compete for grants from the Massachusetts Preservation Projects Fund (MPPPF), a state-funded competitive matching grant program that supports the preservation and maintenance of properties and sites listed in the State Register. These may include buildings, parks, landscapes, cemeteries, sites, objects, and archaeological locations. Eligible projects may include: pre-development projects; such as pre-construction documents or feasibility studies; development projects; for construction activities including stabilization, protection, rehabilitation, and restoration; and acquisition projects; specifically allocated for endangered listed properties.

Municipalities may erect markers identifying National Register historic districts, but this is not required. MHC does not provide or review markers.

EFFECTS OF NR LISTING FOR INCOME-PRODUCING PROPERTIES:

Certain federal tax provisions may apply for NR-listed income-producing properties. The federal tax code contains a variety of incentives to encourage capital investment in historic buildings and to spur revitalization of historic properties. These incentives encourage the preservation and rehabilitation of historic commercial, industrial, and rental residential buildings listed in the NR. The federal tax incentive program has encouraged private investment and rehabilitation of historic properties since 1976 and has been particularly valuable to Massachusetts. This program allows owners of applicable NR buildings to qualify for a 20% Investment Tax Credit; in effect a 20% rebate, based on rehabilitation costs. These credits help pay for the unique costs associated with rehabilitation of historic properties.

The National Park Service certifies the rehabilitation, and the MHC Technical Services staff advises and assists owners during the application and review process. The rehabilitation must be deemed substantial and must meet the U.S. Secretary of the Interior's Standards for Rehabilitation. Applications should be submitted to MHC before rehabilitation work begins in order to receive the most useful advice and best results.

Under the Massachusetts Historic Rehabilitation Tax Credit Program, a certified rehabilitation project on an income-producing property is eligible to receive up to 20% of the cost of certified rehabilitation expenditures in state tax credits. There is an annual cap, so there are selection criteria that ensure the funds are distributed to the projects that provide the most public benefit. The MHC certifies the projects and allocates available credits. Properties on the NR, or those eligible for listing, may be eligible to receive the credits. As with the federal program, rehabilitation under the Massachusetts tax credit program must meet the Secretary of the Interior's Standards for Rehabilitation. The state rehabilitation tax credit may be used in tandem with the federal investment tax credit.

The Federal tax code also provides for federal income, estate, and gift tax deductions for charitable contributions of partial interest in historic property, principally easements. Whether these provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Individuals should consult their legal counsel or the appropriate Internal Revenue Service office for assistance in determining the tax consequences of these provisions.

FURTHER INFORMATION REGARDING ALL THE PROGRAMS MENTIONED ABOVE MAY BE OBTAINED THROUGH MHC'S WEB SITE (WWW.SEC.STA.../MHC) OR BY contacting MHC AT 617-727-8470.
THE NATIONAL REGISTER CRITERIA

Criteria: The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. That are associated with events that have made a significant contribution to the broad patterns of our history; or

B. That are associated with the lives of persons significant in our past; or

C. That embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. That have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations: Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

A. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

B. A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

C. A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or

D. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

E. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

F. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or

G. A property achieving significance within the past 50 years if it is of exceptional importance.
April 22, 2019

David C. Foster
101 Main Street
Ashland, MA 01721

Dear Mr. Foster:

This letter is in response to the materials you sent to request evaluation of several properties for National Register eligibility on behalf of the Town of Ashland. Upon reviewing the materials, we have concluded that we will need more information before we can provide opinions of eligibility.

In addition to some of the issues described in the following paragraphs, we were not aware until receiving the materials that the desire of the town was to create a National Register historic district of properties associated specifically with Henry Ellis Warren, which creates additional questions and requirements that must be addressed before making a determination of eligibility. First and foremost, districts must be contiguous; the current properties, as presented for evaluation, are not contiguous and thus could not comprise a historic district unless properties associated with Warren but now owned by others are included to connect the town-owned properties to each other.

Beyond the issue of the discontinuous nature of the parcels, more importantly, we have insufficient information to be able to evaluate all three properties, and, as noted above, it is clear that other properties not owned by the town will have to be considered either as part of a potential Warren Historic District or as part of individual National Register nominations because of their associations with him. Despite the fact that the town only owns the milking barn and silo that were part of Warren's farmstead, we need to consider the surrounding resources, including Warren's house and any other outbuildings, because a historic district designation does not only consider the properties owned by one owner if related properties exist in the vicinity, which is the case here. Has the town approached Northeastern University about inclusion within a potential National Register district? At the very least, given the Warren family's association with the creation of this conference center on the property in WHEN, and the fact that Warren's house is part of this venue, we will also need more information about that. We will need some photographs of representative buildings associated with Warren's farm as well as the center, along with information regarding their approximate age(s) and use(s).

Also regarding the milking barn, according to the inventory form for Warren's house, the milking barn that MHC has been asked to evaluate is not where he experimented and worked on clocks. Rather, that barn is the barn behind the Yeager-Warren house, but no photos nor any information about that barn was provided. When submitting inventory forms, all buildings/structures/sites/objects on each parcel need to be photographed and described. We also need to know if there are associated resources on adjacent parcels that may contribute to a historic district (we may conclude that a potential historic district does not exist, but we need to have the information in order to determine this). Without this information, determining eligibility for the National Register is not possible. It would seem that this barn is significant in the story of Warren as a clockmaker, so as much information as possible as well as comprehensive photography will need to be supplied to determine...
the Yeager-Warren house and barn's eligibility for the National Register, either alone or as part of a district (do also note if anything is left in the barn related to clock-making).

Regarding the Yeager-Warren House, we also would like to know what function the house served when owned by Warren. If he lived in the larger house to the south, why did he experiment in this barn and not one in the immediate vicinity of his house? Before Warren established a lab in the basement of the Yeager-Warren House in 1943, what was its use for during his ownership? We also have questions about the land now owned by Framingham State but until recently associated with this property. Is Framingham State supportive of listing in the National Register? If MHC were to conclude that the property or properties are best listed as a historic district, this land as well as the land owned by Northeastern University to the would need to be included—this would be necessary in order for there to be the contiguous parcels required for a historic district to connect the milking barn to the Yeager-Warren House, as well as to 22 Elliot Street.

The maps and acreage amounts included with the information submitted are a little confusing and some clarity would be helpful. We understand they are based on existing maps, but the boundaries do not seem to match the text in all cases. The milking barn and silo, for instance, are not shown on a separate parcel on the map provided, although it is our understanding that this is the case. 22 Elliot Street, too, is noted on the inventory form as being 29 acres, but the parcel map shows it and the garage on a small parcel surrounded by a larger one. Is the larger parcel that surrounds it also considered an associated property? Does it plus the house parcel make up the 29 acres noted on the inventory form? Did Warren own all of this land? What was Warren's connection to the house aside from owning it? Who lived in it when he owned it? Were there previous outbuildings on the property that no longer survive, like a barn? We also need a photograph of the garage.

We understand that you are undertaking this work on behalf of the town, but it would be helpful to have a letter from the town manager or administrator, or from the select board, noting town support for pursuing National Register listing of these properties.

Once these issues have been addressed, we will be able to continue with our National Register evaluation. Please note that if the properties are found eligible by MHC staff, that does not place them on the National Register; it simply means that a nomination can commence, for which we strongly recommend the town engage the services of a preservation consultant. We can discuss this process following evaluation if the properties are determined eligible.

Please do not hesitate to contact me if you have any questions at 617 727 8470.

Kind regards,

Ben Haley
National Register Assistant
Massachusetts Historical Commission

cc: Chair, Ashland Historical Commission
    Robert K. Scherrer, Chair, Ashland Board of Selectmen
May 14, 2019

David Foster
95 Metropolitan Avenue
Ashland, MA 01721

Dear David:

This letter is in reply to your letter of May 6, 2019, and phone call on May 13, 2019, regarding town-owned properties in Ashland associated with Henry Ellis Warren for which a request to evaluate for the National Register of Historic Places had been made on March 29. The Massachusetts Historical Commission responded to this request for evaluation with a request for more information on April 22.

As I noted on our call, MHC is unable to evaluate the milking barn at 528 Chestnut Street and the Yeager-Hall house at 433 Chestnut Street for the National Register of Historic Places because the evaluation requests are for portions of larger complexes and the National Register must consider all associated resources when determining eligibility. As you noted on the call, Northeastern University and Framingham State, the institutions that own associated portions of the historic Warren properties, are not interested in being listed in the National Register. Nevertheless, the associated portions under their ownership would have to be considered as part of any evaluation of these resources.

MHC feels that it would be able to evaluate the property at 22 Eliot Street if more information can be provided about previous owners and their occupations (from the construction of the house until approximately 1970), thus giving us insight into their roles in the history of the town of Ashland. We wish to caution, however, that simply because the house is old does not automatically make it eligible for listing in the National Register. It should also have demonstrated significance. (I have enclosed a one-page informational sheet about the National Register criteria that may be useful, as well as a sheet about the effects and benefits of listing. It may be the case that it is an unusually well-preserved house of its type in Ashland, making it potentially significant under Criterion C. Or it may be that it holds historical significance for its role in the history of the town, making it potentially significant under Criterion A. We also need a letter from the town administrator requesting evaluation. A note about such a letter being enclosed was noted in the May 6 letter, but it does not seem to have been included as we do not have it.)
Regarding the milking barn, we cannot evaluate it for the same reason as the Yeager-Hall house, in that it is a piece of a larger complex and its significance is inherently tied to those other buildings and structures that were once part of the same property. We are also not able to evaluate the barn given the timeline for demolition—since the process of listing in the National Register takes around two years, we cannot work on listing a demolished building. As I mentioned on the phone, if the town is interested in rebuilding the barn as it was and is interested in a professional preservation-informed reconstruction, please read the Secretary of the Interior’s Standards for Reconstructions (searchable on Google)—these have been the guiding principles for professional preservationists on this matter for decades.

As you also informed me, the town is considering selling the houses at 433 Chestnut Street and 22 Eliot Street but there is concern about their future if they are sold out of town ownership. As I mentioned, there are two options to preserve these houses should they be sold to private owners: one is to establish single-building local historic districts for each of them. This would allow a town-appointed historic district commission to review proposed changes to the exteriors of these buildings that are visible from a public way and also prevent their demolition. If you or anyone at the town of Ashland has questions about local historic districts, contact my colleague Chris Skelly at MHC. A more thorough preservation measure would be to place preservation restrictions on the properties. These would be established with the assistance of a lawyer and run with the deed and be customized by the town to ensure certain features of the property cannot be removed/altered by subsequent owners. Many institutions in Massachusetts, including MHC, hold preservation restrictions on properties. For more information, contact Michael Steinitz at MHC.

If you have any further questions, please do not hesitate to contact me at 617 727 8470.

Thank you and best wishes.

Ben Haley
National Register Assistant
Massachusetts Historical Commission

cc: Michael Herbert, Ashland Town Manager
Chair, Ashland Historical Commission
Can a property be designated both as part of a National Register District and as a part of a Local Historic District?

Yes, in this case property owners receive all the benefits from the federal listing and the assurance that the local bylaw or ordinance will protect the historic area from inappropriate alteration.

If my property is within a National Register District, will it eventually be designated a Local Historic District as well?

Not necessarily. An M.G.L. Chapter 40C Local Historic District is established only by a two-thirds majority vote of your city council or town meeting. It is a completely separate local process.

State Register of Historic Places
Properties within Local Historic Districts and National Register Districts are automatically included in the State Register of Historic Places.

Listing in the State Register:

- provides limited protection from adverse effects by state-involved projects.
- when available, provides owners of municipal or private non-profit properties opportunity to apply for 50% matching state grants through the Massachusetts Preservation Projects Fund.

If you would like more information on historic district designation, contact either your local historical commission or the Massachusetts Historical Commission, 220 Morrissey Boulevard, Boston, MA 02125 (617) 727-8470, www.state.ma.us/mhc.

There's a Difference!

Local Historic District
Granby Local Historic District

National Register District
Sumner Hill Historic District, Jamaica Plain: a National Register Historic District

Massachusetts Historical Commission
William Francis Galvin
Secretary of the Commonwealth
There is a difference...

There are substantial differences between a Local Historic District and a National Register District. This brochure has been prepared by the Massachusetts Historical Commission to help clarify these differences.

National Register Districts
A National Register District is part of the National Register of Historic Places. The National Register of Historic Places is the list of individual buildings, sites, structures, objects, and districts, deemed important in American history, culture, architecture, or archaeology. It is a federal designation and is administered by the Secretary of the Interior through the Massachusetts Historical Commission at the State Historic Preservation Office.

Listing in the National Register:
- recognizes that the area is important to the history of the community, state, or nation.
- allows the owners of income-producing properties certain federal tax incentives for rehabilitation.
- provides limited protection from adverse effects by federal or state involved projects.

If there is no state or federal involvement in a project (such as federal licenses, permits, or funding) and no pertinent local or regional regulations (such as a local historic district), then listing in the National Register of Historic Places does not in any way limit an owner's handling of the property.

There are over 900 National Register Districts in Massachusetts.

The National Register of Historic Places, begun in 1966, promotes an appreciation of our diverse cultural heritage. Communities with National Register Districts take great pride in this federal designation.

Note: A National Register District cannot be listed if a majority of the property owners submit notarized objections. Every owner of record of private property has the opportunity to comment and/or object to the nomination, and has one vote regardless of whether they own a single property, multiple properties, or a portion of a property.

Local Historic Districts
In general, local historic districts are far more effective at preventing inappropriate changes than a National Register District. In a local historic district, a locally appointed Historic District Commission reviews proposed changes to exterior architectural features visible from a public way. For instance, if a building addition is proposed in a local historic district, the property owner must submit an application to the Historic District Commission. The Historic District Commission holds a public hearing and makes a determination on whether the new addition is appropriate. If the addition is deemed appropriate, the Historic District Commission issues a Certificate, allowing the work to progress. Many Historic District Commissions have prepared Historic District Design Guidelines that clarify how proposed projects should respect the existing historic character.

Local Historic Districts in Massachusetts were first established on Beacon Hill and Nantucket in 1955. There are now over 200 local historic districts in Massachusetts. Local Historic Districts have been very effective at saving historic structures, neighborhoods, and villages from inappropriate alteration and demolition.

Following the steps outlined in Massachusetts General Laws Chapter 40C, Local Historic Districts are established by a two-thirds majority city council or town meeting vote.

By establishing a local historic district, a community recognizes the importance of its architectural heritage and how vulnerable it is to inappropriate alterations without this local regulation.

Many proposed changes are exempt from review. In a local historic district, there is no review of interior features. In addition, a variety of exterior features are often exempt such as air conditioning units, storm doors, storm windows, paint color, and temporary structures. The decision on which features are exempt from review depends on how the local bylaw or ordinance is written and passed by your city council or town meeting vote.

This brochure has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior. This program receives Federal financial assistance for identification and protection of historic properties. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender, or disability in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to Office of Equal Opportunity, National Park Service, 1849 C Street NW, Washington, DC 20240.
August 26, 2013

The Devil's Advocate Guide to National Register Listing

By:
Guest Writer

by Aaron M. Dougherty, Will Interpret for Food [Link: http://willinterpretforfood.blogspot.com/]
Historic Patten House (1898) in Palatine, Ill.

If you’re a preservation enthusiast, inclusion in the National Register of Historic Places [Link: http://www.nps.gov/nr/] comes with a lot of perks. (Read a quick primer here [Link: /stories/10-tips-to-build-your-national-register-knowledge] .) If you’re not, you may think that George Washington’s inconsiderate decision to sleep in the 300-year-old farmhouse you just inherited is going to cause you a lot of headaches.

I’m not here to tell you about all the great things that will happen for you if you get registered. I’m here to play devil’s advocate: to tell you that if don’t want this kind of attention, the worst thing that could happen with federal registration is that you just ... keep on keeping on.

Why should your house be on the National Register? Well, why not?
"I don’t want the government telling me what I can do with my property."

Fight the power!
There are a lot of horror stories about government intervention in historic properties. A lot of these are tales of good policy gone bad, of well-intentioned people following their passion for cultural resources farther than is socially acceptable or maybe even necessary. (Example: insisting that refurbished 18th-century walls mix a certain percentage of Welsh-pony hair in their plaster.)

But, the National Register is not going to give you these problems. Preservation initiatives get their strongest support and win their greatest victories at the state and local levels. As far as the Feds are concerned, your status on the NR is largely honorific.

The only time the federal government can meddle in the affairs of an NR-listed property is if the owner takes preservation tax credits. This is to keep owners from using preservation money to knock their building down. If you don’t want government interference in your use of your historic property, simply don’t take their money.

[Ed. note: Clarification/correction! National Register eligibility and listing does not affect owners doing work on their own properties, and only triggers a review]
process if the federal government undertakes or licenses a project on the property. Federal preservation tax credits are **not** currently available for homeowners, but can be used by owners of income-producing properties if they abide by preservation standards.

[Link: https://nthrop-savingplaces.s3.amazonaws.com/2015/07/31/15/42/02/144/130826_blog_photo_nr-plaque.jpg]

*National Register plaque for the Nott House of Kennebunkport, Maine.*

"**I won’t be able to get my building insured.**"

Some insurance companies don’t differentiate between "historic" and "decrepit," and may assume that National Register-listed structures are in a state of disrepair. Prove them wrong!
As with any property, archaic plumbing, gas, and electrical systems will result in difficulties with your insurance company. But if you’re maintaining your historic structure anyways, you might as well get the recognition for it, right?

If repairs don’t fix your insurance problems, National Trust Insurance Services [Link: http://nationaltrust-insurance.org/] offer historic property coverage for pretty much any property that “exhibits historical character, materials, and workmanship [...] whether certified or not.”

“I don’t want to post a sign or a plaque.”

It’s commonly misunderstood that by accepting recognition on the National Register, you’re forced to post educational signage and waysides. This type of signage draws people like ants to spilled sugar. But if you’re not a big fan of gawkers or ants, rejoice! The NR doesn’t require properties to post anything, or even to identify themselves outside of the usual address on the mailbox. The commemorative plaques that you see constantly in older places like Boston, Philadelphia, and Charleston aren’t even automatically provided upon the listing of your property. Not only are these signs completely voluntary, you have to purchase one if you choose to display it.
So, order one if you want. Or don’t. It’s your house.

"I don’t want to give tours or let tourists on my property."

Again, this is a case of owner preference. Some people like the attention and recognition that comes from a historically significant site, and some don’t. If you’re the type of person who likes dressing up in stockings and a tricorn hat and lecturing school groups about Colonial living, you’re welcome to invite people onto your private property. If you don’t, then there are trespassing laws in effect.

[Link: https://nthsavingplaces.s3.amazonaws.com/2015/07/31/15/42/02/836/130826_blog_photo_nr-modern.jpg]

Lake Morton Historic Home and Garden Tour. Lakeland, Fla., 2012.
"I can’t dispose of my property however I want."

Some people may consider your house to be a national treasure, but it’s still your house. You can rent it out, lease it, transfer it, will it away, or dispose of it in any way that tickles your fancy. [Ed. note: We at the National Trust sincerely hope you do not dispose of your house through demolition. Instead, consider listing it on Historic Properties for Sale [Link: http://historicrealestate.preservationnation.org/] to find a preservation-minded buyer.]

"I DON’T WANT TO BE LISTED AS A HISTORIC PROPERTY."

Blunt, unapologetic, and to the point. We’ve been sitting here this whole time with a big elephant in the room, and you just punched him in the trunk.

If your mind is made up, there’s not much that I can do to change your mind. BUT ... if you’re just a tiny bit tempted to be listed (or indifferent), but worry you might later regret your decision, consider section 60.15 of the National Register Federal Program Regulations, appropriately titled “Removing properties from the National Register [Link: http://www.nps.gov/nr/regulations.htm#6015]."
Reason #1 for removal? "The property has ceased to meet the criteria for listing in the National Register because the qualities which caused it to be originally listed have been lost or destroyed, or such qualities were lost subsequent to nomination and prior to listing." In other words, it's not necessarily forever.

National Register listing is meant to be a no-strings-attached honor. Just do your homework, get your plaque, and everything will be fine.

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The original version of this post appeared on HistPres.com, a website and job board for preservationists.

Aaron M. Dougherty is a history professional and preservation enthusiast. He holds an MA in History and a double BA in History and Writing from Eastern Michigan University. His interest in history extends into the related field of historical architecture, and the recognition, research, adaptive reuse and protection of our historic buildings. Aaron currently resides in Massachusetts.

Have a story idea that might be interesting and engaging for a national audience? Email us at editorial@savingplaces.org.
Time Line Warren Woods District

Yeager/Hall Homestead
- June 5th meeting selectmen will declare property surplus
- RFP for the property goes out early June
- Pre bid will take place on June 10th
- July 8th bid opening
- PNS will be drafted
- Town meeting action needed to release property
- See list

Warren Milking Barn
- RFQ is out at this time for architectural firm
- Demolition contractor on board with a 45-60 day delay till firm is in place
- See list

22 Eliot Street
- Electrical contractor is installing fire alarm panel will be completed within two weeks
- See list

Valentine Estate
- Dumpster will be delivered in June
- House will be cleaned out in June
- Lot to be cleared on the left hand side in June
- See list
Warren District Project List

22 Eliot Street

- House painted inside and out
- New roof
- New porch
- New bulkhead
- Furnished
- Garage wiring and nightlights updated
- New furnace
- New Water Heater
- Front porch and cellar windows redone
- Original Warren Farm tractor resurrected
- Fire Extinguishers added
- CO detectors added
- Knox-box installed
- Emergency Exit Signs added
- Application for National Historic Register was submitted
- Central alarm system being installed

Warren Milking Barn

- Barn was condemned
- Fence erected around site for safety
- RFP’s went out and accepted for the demolition of barn and small shed
- Pre-bid viewing was held
- Application for National Historic Register was submitted

Yeager/Hall House

- Application for National Historic Register was submitted
- Trees were cut down in front yard
- Drafting RFP for the selling of property
- Property is being maintained

133 West Union

- Barn cleaned out
- Tarp was secured to roof of barn
- Windows were boarded up
- Back barn door was closed
- Secured the house with locks
- Some land clearing has happened more to come
- Gate erected at driveway
- Re-pointing chimney on house is completed
- Property is being maintained
BOARD OF SELECTMEN
Scholarship Sub-Committee
AGENDA
May 20, 2019 – 2:00 PM
Town Hall

Open the Meeting
Monday, May 20th 2pm to 2:30pm

In attendance: Yolanda Greaves and Joe Magnani
Meeting called to order

Discussion Items

Review Scholarship Applications and Pick the Recipients
Reviewed all the scholarship applications we received.

Determined who we wanted to give the scholarships to.

Joe made a motion and Yolanda seconded that the female scholarship would be given to Rebecca Rose, unless she would be receiving the Farmers Market Scholarship and then it would go to Leah Kukle.

Approved 2 – 0

Joe made a motion and Yolanda seconded that the male scholarship would be given to Kevin Rabidou.

Approved 2 – 0

Yolanda made a motion to approve meeting mins, Joe seconded. Approved 2 -0

Joe made motion to adjourn, Yolanda seconded. Approved 2 – 0

Minutes submitted by Yolanda Greaves

Meeting Materials: Scholarship Applications

This agenda is subject to change and includes those items reasonably anticipated by the Chair to be discussed at the meeting. Not all agenda items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
Dear Mr. Morse:

We were impressed with your skills and accomplishments and feel your background and experience is a good match for our present needs. It is with great pleasure that the Town of Ashland offers you the position of Light Equipment Operator for the Cemetery, Parks, & Trees Department, with the following compensation package. This offer is contingent upon a successful pre-employment screening including: (1) a DOT physical and drug test (to set up the physical, please contact the HR Director, at 508-532-7910), (2) driver’s license report (provided by you), (3) CORI check (see attached form and authorization), and (4) employment eligibility verification.

☒ The position is full-time, 40 hours/week, non-exempt and is offered at Grade HO3 Step 3 rate of $19.0745/hr.
☒ You will be subject to the agreement between the Town of Ashland and Massachusetts Laborers District Council on behalf of Local Union 1156 of the Laborer’s International Union of North America AFL-CIO. Under this agreement, you will have a six-month probationary period.
☒ DPW staff schedule as follows: Monday through Friday, 6:30 am – 2:30 pm
☒ Annual COLA and Performance-based step increases, based on an positive annual review;
☒ Sick and Vacation Paid Time Off (PTO) per the Union contract, and Town-paid holidays;
☒ Insurance benefits, if selected; participation in Middlesex County Retirement System.

We will plan for a starting date of Tuesday, May 28; please contact us if this needs to change. On your first day, Roy Correia, Deputy Director, will meet you at the DPW office. Prior to your start date, please be in touch with Kathy Arsenault, Payroll Coordinator, to complete employment forms. Kathy will let you know the appropriate documentation you need to bring for the completion of your new hire forms, including proof that you are presently eligible to work in the United States for I-9 purposes. Failure to provide appropriate documentation will result in immediate termination of employment in accordance with the terms of the Immigration Reform and Control Act. Feel free to contact my office with any questions.

If you are in acceptance of this employment offer, please sign below and return to Human Resources at your earliest convenience. I will request for consent from the Board of Selectmen at their next meeting for this appointment. If you have any questions, please feel free to contact me.

Congratulations and we look forward to having you as part of our team!

Sincerely,

Michael

cc: Lisa Ugialoro, HR Director

Doug Small, DPW Director

Dan Maurer, General Foreman, Union Rep
Resolution on Gender Neutral Titles Referring to the Ashland Board of Selectmen

The following measures are hereby resolved:

1. Use of terms. Effective immediately Ashland’s governing board will be referred to as the Ashland Select Board, and members as Select Board Member. The presiding officer of the Board shall be referred to as Chair. These terms shall be used in correspondence, in communications of all types, in public address and on the town letterhead. Exceptions to this practice will be made only for documents or communication which require the use of the legal term Selectman or Board of Selectmen.

2. Town Bylaws and Regulations. To further enact this change in terms, the Town Manager is directed to prepare a Warrant article or articles containing appropriate changes to bylaws and other relevant municipal regulations for consideration at the next Town Meeting.

3. Charter. The next Charter Committee is hereby directed to reflect these gender-neutral terms in the next revision of the Town Charter.
May 20, 2019

Brianne Susel
Assistant Vice President
UniBank Fiscal Advisory Services, Inc.
49 Church Street
Whitinsville, MA 01588

Dear Brianne:

(Ashland Capital Plan Bonds)

We have examined the papers submitted to us relating to the issuance of the following bonds by the Town of Ashland, Massachusetts:

$9,286,000* Capital Plan Bonds, the $6,300,000 portion allocable to street improvements and the $90,000 portion allocable to recreation improvements payable within 15 years from their dates, the $1,321,000 portion allocable to departmental equipment payable within 5 years from their dates, or payable within such period of time, not to exceed 20 years from their dates, based upon the maximum useful life of the equipment as determined by the Board of Selectmen, and the $75,000 portion allocable to technology upgrades payable within 10 years from their dates all under G.L. c.44, §7(1) and the $1,500,000 water utility upgrades payable within such period of time as may be permissible under G.L. c.44, §8 and/or G.L. c.29C and a vote of the Town passed May 1, 2019 (Article 4),

* The par amount of the bonds is subject to change. The vote authorizing the bonds provides for the Town to apply any premium or accrued interest received upon delivery of bonds or notes (less the cost of preparing, issuing and marketing them) towards project costs, thereby reducing the amount authorized to be borrowed.
and to complete our examination we shall need the following papers:

1. With respect to the Town’s new Home Rule Charter, adopted pursuant to Chapter 409 of the Acts of 2018:

   a) A certified copy of the two-thirds vote of the town meeting adopting the new charter.

   b) A certificate of the Town Clerk, stating, if such is the case, that there has been no litigation challenging the validity of the procedures whereby the charter was adopted. (If such is not the case, we shall need copies of the papers filed in any such litigation.)

   c) A certified copy of the Attorney General’s opinion to the Town Manager relating to the proposed charter required by G.L. c.43B, §10 as to any conflict between the proposed charter and the Constitution and laws of the Commonwealth.

2. A certified copy of each amendment of or addition to the Code of the Town of Ashland, adopted May, 1993 with amendments through November 10, 2009, since last certified to us on December 10, 2018 affecting the authorization, sale or issuance of bonds, including the calling and conduct of town meetings, or the use of assessments or other charges imposed to pay for any project financed by bonds. If there are no such amendments or additions to the Town’s bylaws, please provide a certificate of the Town Clerk indicating there have been no such amendments or additions.

3. A certified copy of the warrant for the May 1, 2019 annual town meeting, together with a certified copy of the return of service showing how and when notice of the meeting was given.

4. Certified extracts from the minutes of the May 1, 2019 annual town meeting showing: (a) the time and place at which the meeting convened; (b) the presence of a quorum; and (c) the text of the vote authorizing the bonds and its passage by a two-thirds vote. (We have received a photocopy of the text of the vote authorizing the bonds, however, we will need a manually certified copy for our records.)

5. A certified copy of a town bylaw or a certified copy of a vote adopting a rule for the May 1, 2019 annual town meeting permitting the moderator to declare a vote passed by two-thirds pursuant to G.L. c.39, §15 as amended.

6. A certificate of the Town Clerk stating, if such is the case, that there was no motion for reconsideration with respect to Article 4 under which the bonds were authorized.

7. A letter from an appropriate Town official describing the $1,500,000 water utility project in more detail so that we may determine the appropriate statutory borrowing authority.

8. If the term of any of the $1,321,000 portion of the bonds allocable to the purchase of departmental equipment is to exceed 5 years, a certified copy of the vote of the Board of Selectmen determining the maximum useful life of the equipment to be
9. With respect to the portion of the bonds allocable to the $1,500,000 water utility projects, for any borrowing from the Massachusetts Clean Water Trust (the "Trust"), a certified or photographic copy of the loan agreement with the Trust and the project regulatory agreement with the Department of Environmental Protection.

10. A copy of any extensions, amendments of or additions to the contract between the Town and Woodard & Curran, Inc. for management of its water system. Please also advise if such contract is no longer in place.

11. Other than the water contract described in the item above, a certified copy of any leases, contracts or other arrangements with third parties presently in effect or contemplated by the Town relating to any aspect of facilities being improved with the proceeds of the bonds. If no such agreements are in place, we will need a certificate from an appropriate Town official stating that the Town has no contract or other arrangement not applicable to the general public under which a party (other than the Commonwealth, but including the Federal government and any non-profit entity) is to have the use of the facilities being improved with the proceeds of the bonds. If the Town is contemplating entering into such an arrangement, please advise us of the nature of its terms (purpose, payment options, etc.) and, if available, provide a copy of the current draft agreement. (Examples of such agreements include, but are not limited to, use of the bleachers by youth sports groups, leases of the departmental equipment, or any arrangement relating to the placement of solar panels or wireless equipment.)

12. A debt statement in the enclosed form dated as of May 1, 2019.

13. A draft of the offering material for the bonds, or any notes issued in anticipation of the bonds, including the notice of sale and accompanying financial and descriptive information concerning the Town. Although we take no responsibility for the accuracy or adequacy of the offering material, we request an opportunity to see it substantially in advance of its use. (This item will not be necessary in connection with any borrowing from the Trust.)

Examination of these items may reveal the need for additional papers.

We assume that the Town has not voted to exempt debt service payments on the bonds from the tax limits of Proposition 2½. We also assume that no federal or state aid is expected in connection with any of the projects except for aid from the Trust with respect to the water utility project. We should be advised promptly if this assumption is incorrect.

Under federal tax law bonds may be private activity bonds (the interest on which may be taxable) where benefits and costs of the project being financed are substantially transferred to commercial, industrial or other private users or if certain contracts or special arrangements exist for the use of any project financed by the bonds or its output. For this reason, we assume and plan to confirm in the closing documents to be signed at the time the bonds are issued, that:
(a) Other than as provided to us in response to this letter, the Town does not have or plan to have any contract or other arrangement not applicable to the general public under which a party (other than the Commonwealth or a local governmental unit) agrees to take (or pay for) water from a particular source financed by the bonds, or is to have the use of a particular project financed by the bonds, or is to make payments based on costs of the project.

If this is not the case, we should be promptly advised so that we can explore the matter further.

If any funds are to be advanced for any of the projects and reimbursed from bond proceeds, please note the requirements of G.L. c.44, §20A and the guidelines issued by the Director of Accounts. We assume that no funds to be reimbursed from bond proceeds were advanced for any of the projects prior to the adoption of the vote authorizing the bonds. In addition, federal tax law contains rules regarding when the use of bond proceeds to reimburse a borrower for expenses previously incurred will be treated as an expenditure of bond proceeds for tax purposes. Generally, the Town must issue bonds or notes for the purpose of reimbursement of expenditures previously made by the later of either (a) 18 months after the expenditure was paid or (b) 18 months after the project financed by the expenditure was placed in service, but in no event later than 3 years after the original expenditure. Unless we are otherwise advised, we assume and plan to confirm in the closing documents that:

(b) None of the proceeds of the bonds are being used to reimburse the Town for expenditures previously made from funds other than proceeds of a borrowing and no expenditures to be reimbursed with bond proceeds were made prior to the adoption of the vote authorizing the bonds.

If this is not the case, we should be promptly advised of the Town’s intent to use proceeds of the issue for reimbursement and of the date of the earliest expenditure for each project.

We are also making the following assumptions which we plan to confirm by including appropriate statements in the closing documents:

(c) The Town has not amended its home rule charter adopted on January 9, 2019 and the Town has not amended or repealed any special law relating to the Town through the use of home rule procedures except by adoption of the charter.

(d) Other than as provided in response to item 2, the following bylaws are the only bylaws or standing votes of the Town affecting the authorization, sale or issue of the bonds, including the calling and conduct of town meetings, or the use of assessments or other charges imposed to pay for any project financed by the bonds and there has been no amendment or addition thereto affecting those matters in any way except as indicated:


(e) Other than the town meeting called pursuant to G.L. c.39, §10 at which the bonds were authorized, all proceedings essential to the issue of the bonds will have been taken at meetings open to the public; notice of each meeting will have been filed and posted in the time and manner set forth in the General Laws, as amended (Chapter 30A, §§18-25) or, if applicable, in accordance with an alternative method of notice prescribed
or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b); no
deliberations, decisions or votes relating to the bond issue will have been taken in
executive session and no vote was taken by secret ballot; and the official record of each
meeting will have been made available to the public as set forth in G.L. c.30A, §§18-25.

(f) The Town has not established any development districts pursuant to
G.L. c.40Q.

If any of these assumptions is incorrect or becomes incorrect before the bonds are issued, we
should be notified promptly.

Enclosed is a copy of a memorandum entitled “Role of Bond Counsel”, which describes our
services. It should be forwarded to the Town Treasurer with a copy of this letter. As noted in
the memorandum, we would be pleased to discuss it if the Town Treasurer has any questions
concerning it.

For our final opinion we shall need the usual signature, no litigation and official statement
certificate, tax certificate, continuing disclosure certificate, IRS Form 8038-G, and selectmen’s
vote and an opportunity to examine a bond as executed. For any borrowing from the Trust we
shall need the usual documentation required by the Trust. We will provide you with the forms of
necessary closing documents prior to the closing of each bond issue.

Yours faithfully,

/s/ Maureen C. Sullivan

Maureen C. Sullivan

Enclosures
cc: Cynthia Cincotta, Treasurer
DEBT STATEMENT

of the

Town of Ashland, Massachusetts

(A) Equalized valuation under G.L. c.58, s.10C as of January 1, 2018 $ 2,809,780,000

(B) Debt limit (5%) $ 140,489,000

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total outstanding debt</td>
<td>$</td>
</tr>
<tr>
<td>Debt authorized but not yet incurred, including this issue</td>
<td>$</td>
</tr>
<tr>
<td>Gross debt</td>
<td>$</td>
</tr>
<tr>
<td>Amount of outstanding debt which is outside the debt limit (Itemized on page 2)</td>
<td>$</td>
</tr>
<tr>
<td>Amount of authorized but not yet incurred debt which is outside the debt limit (Itemized on page 2)</td>
<td>$</td>
</tr>
<tr>
<td>Outstanding debt outside the debt limit plus authorized but not yet incurred debt outside the debt limit (D plus E)</td>
<td>$</td>
</tr>
<tr>
<td>Net debt subject to the debt limit including this issue (C minus F)</td>
<td>$</td>
</tr>
<tr>
<td>Remaining borrowing capacity under debt limit (B minus G)</td>
<td>$</td>
</tr>
</tbody>
</table>

I certify that the foregoing financial statement is true as of May 1, 2019.

Title:
Itemized list of the amount of the outstanding debt which is outside the debt limit, with reference to statute providing that such debt is outside the debt limit:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Statute</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
</tbody>
</table>

(D) Total outstanding debt which is outside the debt limit (Enter on page 1 of form) $_______

Itemized list of the amount of authorized but not incurred debt which is outside the debt limit, with reference to statute providing that such debt is outside the debt limit:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Statute</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
<tr>
<td></td>
<td>Chap. ___ of ___ $</td>
</tr>
</tbody>
</table>

(E) Total authorized but not yet incurred debt which is outside the debt limit (Enter on page 1 of form) $_______
VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Ashland, Massachusetts, certify that at a meeting of the board held __________, 2019, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the $1,321,000 portion of the borrowing authorized by the vote of the Town passed May 1, 2019 (Article 4) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Borrowing Amount</th>
<th>Maximum Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warren School Modules</td>
<td>$711,000</td>
<td>___ Years</td>
</tr>
<tr>
<td>Fire Pumper</td>
<td>$610,000</td>
<td>___ Years</td>
</tr>
<tr>
<td>Truck</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I further certify that the vote was taken at a meeting open to the public, that the vote was not taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: ________________, 2019

Clerk of the Board of Selectmen
Memo

To: Finance Committee
   Board of Selectmen

From: Brittany Iacaponi, Finance Director/Town Accountant
       Michael Herbert, Town Manager

Date: May 29, 2019

Re: Reserve Fund Transfer and Year End Transfers Request

---

**Reserve Fund Transfer Request:**
We are requesting approval of the following transfers from the Reserve Fund:

**From:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Fund</td>
<td>01132</td>
<td>$283,265.74</td>
</tr>
</tbody>
</table>

**To:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow &amp; Ice</td>
<td>01423</td>
<td>$283,265.74</td>
</tr>
</tbody>
</table>

**Budgetary Transfer Requests:**
Per Massachusetts General Law, Chapter 44, Section 33B - The selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.

Based upon projections for the remainder of the fiscal year, we are requesting approval of the following transfers on the following page:
From:

<table>
<thead>
<tr>
<th>Department</th>
<th>Account #</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Contingency</td>
<td>01960</td>
<td>$184,000.00</td>
<td>Budgeted to cover cost of living adjustments for staff</td>
</tr>
<tr>
<td>Inspections</td>
<td>01241</td>
<td>5,000.00</td>
<td>Savings in other salaries line item – less inspections in FY19 than in previous years</td>
</tr>
<tr>
<td>Other Insurance</td>
<td>01945</td>
<td>90,000.00</td>
<td>Savings due to rewards credits</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>01915</td>
<td>100,000.00</td>
<td>Savings due to lower than expected increase in rates</td>
</tr>
<tr>
<td>Unemployment</td>
<td>01913</td>
<td>26,000.00</td>
<td>Savings in line item</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td><strong>01900</strong></td>
<td><strong>$405,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>Department</th>
<th>Account #</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Manager</td>
<td>01123</td>
<td>$39,000.00</td>
<td>2% COLAs for Personnel/Financial Assistant and Executive Secretary, adjust Assistant Town Manager’s salary to market, and re-negotiation of Town Manager’s contract</td>
</tr>
<tr>
<td>Town Accountant</td>
<td>01135</td>
<td>7,000.00</td>
<td>2% COLA for Assistant to FD/TA, adjust salary of FD/TA due re-negotiation of her contract</td>
</tr>
<tr>
<td>Assessor’s Office</td>
<td>01141</td>
<td>2,000.00</td>
<td>2% COLAs for staff</td>
</tr>
<tr>
<td>Treasurer</td>
<td>01145</td>
<td>1,500.00</td>
<td>2% COLAs for staff</td>
</tr>
<tr>
<td>Data Processing</td>
<td>01155</td>
<td>10,500.00</td>
<td>2% COLAs for staff</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>01161</td>
<td>7,000.00</td>
<td>2% COLAs for staff</td>
</tr>
<tr>
<td>Conservation</td>
<td>01171</td>
<td>1,500.00</td>
<td>2% COLA for Conservation Agent</td>
</tr>
<tr>
<td>Human Resources</td>
<td>01180</td>
<td>4,500.00</td>
<td>2% COLA for staff and salary increase for HR Director</td>
</tr>
<tr>
<td>Economic Development</td>
<td>01182</td>
<td>7,000.00</td>
<td>2% COLA for Director and to cover social media intern pay</td>
</tr>
<tr>
<td>Public Buildings</td>
<td>01192</td>
<td>25,000.00</td>
<td>Cover $5,000 COLA for staff, and $20,000 in contracted services</td>
</tr>
<tr>
<td>Cemetery, Parks, and Trees</td>
<td>01491</td>
<td>7,500.00</td>
<td>2% COLA for staff</td>
</tr>
<tr>
<td>Health</td>
<td>01510</td>
<td>3,500.00</td>
<td>2% COLA for staff</td>
</tr>
<tr>
<td>Fire</td>
<td>01220</td>
<td>30,000.00</td>
<td>2% COLA for union and non-union</td>
</tr>
<tr>
<td>Veteran’s</td>
<td>01543</td>
<td>10,000.00</td>
<td>Cover projected benefits payments through year end.</td>
</tr>
<tr>
<td>Library</td>
<td>01610</td>
<td>3,000.00</td>
<td>2% COLA for staff</td>
</tr>
<tr>
<td>Police</td>
<td>01210</td>
<td>50,000.00</td>
<td>Union contract has not settled; however, requesting transfer in case the contract is settled before year end – the $50k represents an approximate 3% increase</td>
</tr>
<tr>
<td>Description</td>
<td>Code</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
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</tr>
<tr>
<td>Debt Service</td>
<td>01710</td>
<td>91,000.00</td>
<td>Paydown of Bond Anticipation Note (BAN)</td>
</tr>
<tr>
<td>Telephone Expense</td>
<td>01138</td>
<td>10,000.00</td>
<td>Additional cell phones for employees, police data cards for laptops in cruisers, switching from flip phones to data phones, and a wireless communications system in both ambulances</td>
</tr>
<tr>
<td>Town Counsel</td>
<td>01151</td>
<td>95,000.00</td>
<td>To cover approx. $12k in labor counsel through year end, $32k in general legal services, $13k for the legal costs associated with the West Union street purchase, $13k for legal costs associated with RTD land purchase, and approx. $25k to pay expert consultant in Eversource case.</td>
</tr>
<tr>
<td>Total Transfers</td>
<td></td>
<td>$405,000.00</td>
<td></td>
</tr>
</tbody>
</table>