Town of Amherst, NH
BOARD OF SELECTMEN AGENDA

MONDAY, JUNE 28, 2021 6:30 PM

Barbara Landry Meeting Room
2 Main Street, Amherst NH

1. Call to Order

2. Public Hearing

2.1. Public Hearing - Unanticipated Revenue

3. Citizens' Forum

4. Scheduled Appointments

4.1. Scott Courtemanche, request for the Green for a Republican Party Cook-Out

4.2. Chris Buchanan, Bike/Ped Committee: Federal RAISE Grant opportunity

5. Administration

6. Staff Reports

6.1. Amherst School District, Souhegan Cohortative School District, and Town Of Amherst Facility Use Agreement

6.2. A-EMT (Advanced EMT) Hiring

6.3. Purchase of Personal Protective Clothing (PPE).

6.4. Breathing Apparatus (SCBA)

6.5. Line Striping RFP Bid Award

6.6. Budget Transfer to Landfill

6.7. Truck Purchase

6.8. FY 21 Encumbrances

6.9. FY 21 Budget Status Report, Budget Transfers & Police Renovation Overage

7. Approvals

7.1. Hawker & Vendor Permit - Bella Fresh Fuel, LLC

7.2. Annual Dog Warrant

7.3. Assessing

7.4. AP, Payroll and Minutes Approvals

8. Action Items

9. Old/New Business

Adjournment

Next Meeting: July 12, 2021

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Public Hearing - Unanticipated Revenue

Department: Finance Department

Meeting Date: June 28, 2021

Staff Contact: Laurie May

BACKGROUND INFORMATION:

The Town is in receipt of $250,140.51 from the State for COVID related expenses through the GOFERR Fund and through a DHHS grant.

BUDGET IMPACT:

(Include general ledger account numbers)

An additional $250,140.51 in revenue that can be spent this fiscal year. Perhaps on the Police Station Renovation overage.

POLICY IMPLICATIONS:

In 1994 the Board was granted authority to accept and spend unanticipated funds without further action of the legislative body through RSA 31:95-b. If accepted, this will allow the Board to spend this money during this fiscal year.

DEPARTMENT HEAD RECOMMENDATION:

To accept the unanticipated revenue from the State in the amount of $250,140.51

SUGGESTED MOTION:

I move to accept the unanticipated revenue in the amount of $250,140.51

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Unanticipated Revenue

General Ledger
Chart of Accounts Maintenance

User: LaurieMay
Printed: 6/9/2021 3:16:40 PM

JE Nun	JE Date	Peric	Yea	DR Am	CR Amo	Syste	Description	Last Batch	Proof List
43	10/13/202	4	202	$0.00	$231,968.2	GL	ACH DEP - GOFERR REIM #3 10-13-2020	ceastman	http://ssi.net?action=report&object=netparams&id=ca24e5cc-3e34-499e-8db7-8d7
54	11/6/2020	5	202	$0.00	$8,845.90	GL	ELECTIONS COVID GRANT - PRIMARY E	ceastman	http://ssi.net?action=report&object=netparams&id=e06b0f3b-6db9-4b56-8848-9b
125	12/18/202	6	202	$0.00	$400.00	GL	DEP#507 Cambridge transfer from CRF- Witn	pwalz	http://ssi.net?action=report&object=netparams&id=2e7931a8-9d1e-4332-bb31-67
141	12/18/202	6	202	$0.00	$400.00	GL	DEP#849 State of NH Witness fees 12-09-202	pwalz	http://ssi.net?action=report&object=netparams&id=b4137b87-edb0-4553-a34d-3b
109	1/6/2021	7	202	$0.00	$18,172.28	GL	DEP #507 State COVID Grant	pwalz	http://ssi.net?action=report&object=netparams&id=86f2d30f-c810-4a8e-a8e9-341

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Amherst School District, Souhegan Cohortative School District, and Town Of Amherst Facility Use Agreement

Department: Parks & Recreation Department

Meeting Date: June 28, 2021

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The attached document is the renewal of the lease agreement between ASD, SCSD, and the Town of Amherst. The only real change to this document from previous agreements is the term. We are asking for a five year term on the proposed lease. This document has been seen by Amherst Town Council and he had not remarks other than finding a typo. We request that the BOS sign three copies of this agreement so all parties will have one.

BUDGET IMPACT:

(Include general ledger account numbers)

Significant loss in revenue if the document isn't signed.

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

I recommend the BOS sign the 5 year lease agreement with the school districts mentioned above. This agreement has made for a great working relationship between all parties.

SUGGESTED MOTION:

I move to approve the five year lease agreement between the Amherst School District, Souhegan Cooperative School District, and the Town of Amherst as written.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None

LEASE AGREEMENT
BETWEEN
AMHERST SCHOOL DISTRICT
AND
SOUHEGAN COOPERATIVE SCHOOL DISTRICT
AND
THE TOWN OF AMHERST

Agreement made and entered into between the Amherst School District with its principal offices located at 1 School Street, Amherst, NH (hereinafter referred to "ASD") and the Souhegan Cooperative School District with its principal offices located at 1 School Street, Amherst, NH (hereinafter referred to as "SCSD") and the Town of Amherst located at 2 Main Street (hereinafter referred to as "The Town").

Whereas The Town is desirous through its recreation commission and other appropriate agencies to use certain indoor facilities owned by ASD and to improve, maintain and use certain properties owned by ASD for Outdoor Recreation for the benefit of the general public; and

Whereas ASD is willing to authorize The Town to improve, maintain and use certain properties owned by ASD for Outdoor Recreation for the benefit of the general public.

Whereas ASD has leased SCSD certain properties and SCSD is willing to authorize The Town to use a portion of the properties leased to it for Outdoor Recreation for the benefit of the general public.

Whereas New Hampshire Revised Statutes Annotated RSA 35-B permits government agencies to make intergovernmental agreements in order to best utilize their respective powers for recreation and park purposes.

NOW, THEREFORE, in exchange for the mutual promises set forth herein, and other good and valuable consideration, ASD, SCSD, and The Town agree as follows.

1. Premises: In accordance with and subject to the limitations contained in this Agreement, at such times as ASD determines (in its sole discretion) that its facilities are available for use by the Town (in accordance with paragraphs 6 and 7 below), ASD will temporarily demise and let to the Town of Amherst to allow it to schedule the use of outdoor recreation facilities including but not limited to the following described premises situated in Amherst, County of Hillsborough and State of New Hampshire:

    a. Upper, Lower and Front Wilkins
    b. Spalding Fields
    c. Tennis Courts
    d. Bean Fields
    e. Amherst Middle School Fields
    f. Birch Park

    Hereinafter known as the "ASD Outdoor Facilities".

In accordance with and subject to the limitations contained in this Agreement, at such times as ASD and SCSD determine (in their sole discretion) that their facilities are available for use by the Town (in accordance with paragraphs 6 and 7 below) ASD and SCSD will temporarily demise and let to the Town of Amherst to allow it to schedule the use of outdoor recreation facilities, including but not limited to the following described premises situated in Amherst, County of Hillsborough and State of New Hampshire:

a. Field 1- nearest Boston Post Road and la — (nearest SHS)
b. Field 2 —Simeon Wilson
c. Field 3 —Calvetti Field
d. Field 4 — Baseball (field 1 & field 2- back area)
e. Field 5 — Discus Area

Hereinafter known as the "SCSD Outdoor Facilities".

In accordance with and subject to the limitations contained in the Agreement, at such times as either ASD or SCSD determine (in their sole discretion) that their respective facilities are available for use by the Town (in accordance with paragraphs 6 and 7 below) ASD and SCSD agree to temporarily demise and let to the Town of Amherst to allow it to schedule the use of certain indoor facilities of ASD and SCSD. These facilities include:

a. Clark School Gym/Multi-Purpose room (ASD)
b. Wilkins School Gym/Multi-Purpose Room (ASD)
c. Amherst Middle School Gym (ASD)
d. Amherst Middle School Cafeteria (ASD)
e. Souhegan High School Gym (SCSD)
f. Souhegan High School Cafeteria (SCSD)
g. Amherst Middle School Maker Space Facilities (ASD – see appendix A)

Hereinafter known as the "Indoor Facilities"

2. Ownership: ASD and SCSD and The Town agree that this temporary lease agreement for periodic use of school property at such times as that property is not used exclusively for school purposes and it does not convey ownership rights of the ASD Outdoor Facilities, the SCSD Outdoor Facilities, or the Indoor Facilities, which are the subject of this Agreement to The Town.

3. Term, Modifications, and Early Termination: The term of this lease shall be for five (5) years beginning on July 1, 2021 and ending on June 30, 2026. At the end of the term of this Agreement, said Agreement will automatically renew on an annual basis unless one of the parties gives notice of intention to non-renew; such notice of non-renewal shall be a minimum of one year in advance of the termination of this Agreement. Notwithstanding the above, either party may request at any time to renegotiate this Agreement if there are changes to the school facilities, premises, or the needs of either party. If the parties fail to negotiate mutually acceptable changes, this Agreement may be terminated by either party upon thirty (30) days written notice.

4. Rental Fee: The rental fee, which The Town shall provide to ASD, shall be the sum of One Dollar for the term of this Agreement. The rental fee, which The Town shall provide to SCSD, shall be the sum of One Dollar for the term of this Agreement.

   The parties acknowledge that The Town maintains ASD Outdoor Facilities and that SCSD maintains its own Outdoor Facilities. The Indoor Facilities are maintained by ASD and SCSD. In recognition of the above, The Town shall reimburse the SCSD for field maintenance in an amount equal to eighty percent (80%) of the monies The Town collects from user fees and revenues from rental of all SCSD Outdoor Facilities. The Town shall pay the said rental fee to the Souhegan Cooperative School District on a seasonal basis.

   The parties agree to collaborate to establish hourly rates for the rental of the Calvetti Field. The Town shall be responsible for setting all user fees and rental rates.

5. Improvements: Although the Town may desire to improve or construct playground and recreational facilities of an appropriate nature and type normally associated with such uses and related parking areas, no improvements or construction shall be undertaken without prior consent of ASD for ASD Indoor and Outdoor Facilities and no improvements or construction shall be undertaken without prior consent of SCSD for SCSD Indoor or Outdoor Facilities. Plans for the construction or improvements shall be presented to the appropriate school district for written approval in advance of construction. These improvements shall be at The Town's sole and exclusive expense on the demised premises and be conditioned on such insurance and other terms as are satisfactory to the parties. When completed, all construction and improvements shall immediately, on written acceptance, become the property of ASD and SCSD under its lease respectively. The Town shall make no improvements to the Indoor Facilities owned by ASD and SCSD.

6. Use of All Facilities: The requirements of the schools of ASD for the use of the ASD Outdoor Facilities shall preempt the use of the ASD Facilities by The Town. The requirements of the schools of SCSD and ASD for the use of the SCSD Outdoor Facilities shall preempt the use of the SCSD Outdoor Facilities by the Town. The requirements of the schools of SCSD and ASD for the use of the Indoor Facilities shall preempt the use by the Town. Also, the Director of Buildings and Grounds may at any time, after consultation with the Recreation Director, limit usage of any of the ASD Facilities, the SCSD Facilities and/or the Indoor Facilities in order to maintain the facilities. It is the understanding of ASD and its employees, agents and servants and SCSD and its employees, agents and servants and the Town and its employees, agents and servants that ASD and SCSD and The Town shall cooperate in every way to accommodate each other's respective requirements with regard to the usage and the maintenance of the ASD Outdoor Facilities, the SCSD Outdoor Facilities, and the Indoor Facilities.

7. Scheduling: The Town shall manage the scheduling of the ASD Outdoor Facilities at any time that the Schools of ASD do not require the use of the ASD Outdoor Facilities. ASD may at any time preempt the use of the ASD Outdoor Facilities for the purpose of functions of ASD when, as, and if required by ASD, which right to preempt shall not be unreasonably exercised, except in an emergency situation in which it is simply not possible to provide notice, ASD shall provide the Town with a minimum notice of 24 hours of such preemption. However, ASD reserves the right

to disallow any third party use of the facilities authorized by The Town for the use of the ASD Outdoor Facilities. If the ASD Outdoor Facilities are damaged by the Town or a sub-lessee of The Town, ASD reserves the right to disallow or restrict use of the ASD Outdoor Facilities by The Town until the appropriate repairs are made.

The Town shall manage the scheduling of the SCSD Outdoor Facilities at any time that the Schools of SCSD and ASD do not require the use of the SCSD Outdoor Facilities. The Town shall have first right to use the SCSD Facilities for any time that the schools of SCSD and ASD do not require the use of the SCSD fields. Either SCSD or ASD may at any time preempt the use of the SCSD Outdoor Facilities for the purpose of functions of SCSD or ASD when, as, and if required by SCSD or ASD, which right to preempt shall not be unreasonably exercised, except in an emergency situation in which it is simply not possible to provide notice, SCSD shall provide the Town with a minimum notice of 24 hours of such preemption. However, SCSD and ASD reserve the right to disallow any third party lease entered into by The Town for the use of the SCSD Outdoor Facilities. If the SCSD Outdoor Facilities are damaged by The Town or a sub-lessee of The Town, SCSD and ASD reserve the right to disallow or restrict use of the SCSD Outdoor Facilities by The Town until the appropriate repairs are made.

The Administrators at each school shall schedule use of the Indoor Facilities. The requirements of the schools of SCSD and ASD for the use of the Indoor Facilities shall preempt the use by the Town. The School Administrators shall appoint a school representative at each school to schedule the usage of the Indoor Facilities.

8. Compliance with all Applicable Laws: The Town agrees that it shall comply with all laws, orders, ordinances, regulations, and other public requirements now or hereafter affecting its use of the premises, including but not limited to ASD or SCSD policies, the Safe and Drug Free Schools Act (RSA 193-D and RSA 193-B and RSA 126-K:7) prohibiting tobacco products on public education facilities grounds.

9. Indemnification and Insurance:
    A. To the maximum extent permitted by law, The Town agrees at all times to indemnify and hold the Districts (SCSD and ASD) SAU 39 and their respective officers, agents, employees, and volunteers harmless from any and all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in or about the Premises, or the Premises itself, arising out of or during The Town's use of the Premises resulting from any act done or omission by or through The Town, its agents, employees, invitees, licensees, or any other person by reason of The Town's use of the Premises or otherwise and any and all loss, costs, liability or expense resulting therefrom. This indemnification provision shall survive termination of this Agreement.

    B. The Town shall file a liability insurance certificate reasonably satisfactory to ASD and SCSD in the amount of the greater of $1 million or the maximum limit of liability per RSA 507-B:4 at the SAU office on July 1st of each year. Said certificate shall name the Districts (SCSD and ASD), SAU 39 and their respective agents, officers, employees, volunteers, and elected officials as additional insureds.

10. Maintenance: The Town shall maintain all the ASD Outdoor Facilities at The Town's cost unless otherwise agreed to. The Town agrees to use its best effort to address and work with ASD and SCSD to resolve any issues that arise from the use of the fields and Indoor Facilities including but not limited to issues of noise, trash removal and damage to school property. The SCSD Outdoor Facilities shall not be lined by The Town or any of its sub-lessee's without the permission of SCSD.

11. Expansion: ASD and SCSD reserve the right to build upon or otherwise utilize for school district purposes any of the Facilities outlined in this Agreement, and therefore disallow the use by The Town of such Facilities. If such a case occurs, the parties shall endeavor to renegotiate the terms of this Agreement to the extent the Facilities are affected by such development or expansion.

12. Damages to Property. The Town agrees that all property of every kind and description kept, stored, or placed in, on or about the Premises shall be at the sole risk and hazard of The Town and that ASD and SCSD shall not be responsible for any loss or damage of any such property whether or not resulting from the negligence of The Town or anyone for whom The Town is responsible.

13. Right of Inspection. The ASD and SCSD shall have the right to inspect the Premises at any time during the period that The Town is using the premises.

14. Relationship of Parties. Nothing in this Agreement shall be construed to create any partnership, joint venture, or other type of agency relationship between the parties. The Town agrees that it shall in no manner obligate ASD and SCSD to any debt, contract, or obligation, and shall not hold itself out to the public as having the authority and ability to do so.

15. Notice. All notices required or permitted under this Agreement shall be given in writing by actual delivery or by registered or certified U.S. Mail, postage prepaid, to the addresses of the parties as contained herein.

16. Further Action. The Town and ASD and SCSD agree to take such further action and to execute such additional instruments as may be necessary or appropriate to effectuate the purpose of this Agreement.

17. Assignment. No assignment of this Agreement shall be valid without each party's express written consent.

18. Governing Law. This Agreement is to be construed in accordance with and governed by the laws of the State of New Hampshire.

WITNESS our hands on this the _____ day of _____ , 2021

AMHERST SCHOOL BOARD
School Board Members

_____
Witness

By: _____

_____
Witness

By: _____

_____
Witness

By: _____

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Witness

By: _____

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Witness

By: _____

SOUHEGAN COOPERATIVE SCHOOL BOARD School Board Members

_____
Witness

By: _____

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Witness

By: _____

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By: _____

TOWN OF AMHERST
Selectman

_____ By: _____
Witness

_____ By: _____
Witness

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Witness

_____ By: _____
Witness

_____ By: _____
Witness

Appendix A

Amherst Maker Space

Usage and Logistics of AMS's I&D space

Summary:

The Amherst Makerspace provides the ultimate workshop for paying members to use State of the Art tools, share knowledge, attend community workshops, work on projects, network, and build things. Its model mimics that of a gym membership but for people who like to create things using machine tools.

The Amherst Makerspace is a community program, offered by The Town, through the Amherst Recreation Department. The Amherst Middle School provides its Innovation & Design wing, for use as a community makerspace, during non-school hours. The Amherst Makerspace is managed by a governing body of volunteer board members who are working in collaboration with the Amherst Recreation Department and the Amherst Middle School, to maintain the program.

The mission of the Amherst Makerspace is to help enhance the Amherst Middle School's Innovation & Design program, for our young students and then provide those very same resources to our adult community members. The Makerspace program is self-funded by monthly membership, club, and workshop fees and is able to provide its services without any tax impact upon the town residents. All the revenue generated is used to finance and grow the program and help the Amherst Middle School maintain and purchase new tools & equipment.

Revenue division is as follows:
70% - Makerspace program
15% - Amherst School District / Amherst Middle School
15% - Town of Amherst / Recreation Department

Premises:

The ASD agrees to allow The Town access to AMS's I&D wing during the hours 4:30pm-11:00pm on school days and from 7am-11:00pm on non-school days, with the understanding that ASD can preempt access as needed, with as much notice as possible.

The custodial staff of AMS will be expected to close and lock the gate to prevent students and un-vetted Makerspace members from co-mingling without school staff supervision.

Membership:

The Town will track and manage Makerspace membership and provide members with electronic access cards that only allow access during the permitted non-school hours.

The Town will require new members to sign an AUP and provide members shop orientation and basic tool safety, prior to issuing access to new members.

The Town will specify that member guests are required to sign-in at the door. Guest are not allowed to use any equipment or tools. A sign-in sheet will be provided at the Makerspace entrance.

The Town will utilize and maintain computer database and electronic badges for managing member access, vetting operation of the most dangerous or complex, machinery and tracking member training.

Tool Maintenance:

The Amherst Makerspace is comprised of tools and equipment that is owned by either the ASD or the Amherst Makerspace. A list of tools/equipment and respective ownership shall be maintained jointly by the AMS shop teacher and the AM board members.

Tools that require repair shall be made inaccessible or locked-out by the AMS shop teacher and notification to AM members will be posted.

Although one of the goals of the Makerspace is to help maintain school owned tools and equipment, the identified owner of any piece of equipment shall be ultimately responsible for its maintenance and repair. Complex repairs will be required by a qualified vendor.

Repair records will be maintained in a shared location of the Makerspace by the school's I&D shop teacher.

Donations:

Tool and material donations for the AM can be made directly to either The Town or to the ASD. Donations must be deemed safe and appropriate for use in the school by the school's Innovation and Design shop instructor with oversight by the school's administration.

Donations made to the ASD, must be accepted by the Amherst School Board and becomes property of the ASD. Donations made to The Town, must be accepted by The Town's Board of Selectmen.

Donations made to The Town specifically for the AM, becomes property of the AM program. If the AM ever becomes its own entity by separating from The Town, these items become the property of the AM organization.

Cash donations for the AM can be made to either The Town or to the ASD. Cash donations must be accepted by The Town board or the ASD board. The funding would then be made available for the AM program.

Indemnification and Insurance:

A. To the maximum extent permitted by law, The Town agrees at all times to indemnify and hold the District (ASD) SAU 39 and their respective officers, agents, employees, and volunteers harmless from any and all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in or about the Premises, or the Premises itself, arising out of or during The Town's use of the Premises resulting from any act done or omission by or through The Town, its agents, employees, invitees, licensees, or any other person by reason of The Town's use of the Premises or otherwise and any and all loss, costs, liability or expense resulting therefrom. This indemnification provision shall survive termination of this Agreement.

B. The Town shall file a liability insurance certificate reasonably satisfactory to ASD in the amount of the greater of $1 million or the maximum limit of liability per RSA 507-B:4 at the SAU office on July 1st

of each year. Said certificate shall name the Districts (ASD), SAU 39 and their respective agents, officers, employees, volunteers, and elected officials as additional insureds.

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: A-EMT (Advanced EMT) Hiring
Department: Fire Rescue
Meeting Date: June 28, 2021
Staff Contact: Matt Conley

BACKGROUND INFORMATION:
In order to continue our part time system of providing Emergency Medical Services the way AFR does, we periodically need to add to the staff. This is also to fill the gaps with the 24/7 - 365 schedule and for the replacement of those who have moved on from employment with AFR.

Kayla Haverfield has been recommended to AFR by current employees of AFR and of our neighboring department of Milford EMS.

BUDGET IMPACT:
(Include general ledger account numbers)
With the schedule set at 24/7 - 365 there is no change to adding another employee.

POLICY IMPLICATIONS:
None

DEPARTMENT HEAD RECOMMENDATION:
To continue with consistency on our operation I recommend adding this applicant to our roster.

SUGGESTED MOTION:
For the BOS to approve the hiring of Kayla Haverland, A-EMT to the current roster of part time providers for Amherst Fire Rescue at the recommendation of Chief Matthew Conley.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:
1. Haverfield.Kayla PAR FY21

TOWN OF AMHERST
PERSONNEL ACTION REQUEST
REQUEST FOR PERSONNEL ACTION

Name of Employee: Kayla Haverfield SS #:

	Pay Increase		Probation Completion		Leave without pay
	Bonus Pay		Promotion		FMLA Leave
XX	Hire **		Termination		Suspension without pay
	Transfer		Resignation		Other

** I-9 AND W-4 FORMS MUST BE COMPLETED AND SIGNED: Please initial and date:

I-9 form completed MC (Initial) 6/1/21 (Date) W-4 form completed MC (Initial) 6/1/21 (Date)

Current Position: (fill in all blanks)			Change to: (fill in only changed data)		
Department:	Fire Rescue		Department:		
Division:			Division:		
Position:	EMT – Advanced		Position:		
Grade:	Not assigned		Grade:		
Account:	01-4215-20-1115		Account:		
Account:			Account:		
Account:			Account:		
	Exempt	Non Exempt		Exempt	Non Exempt
Wages:		X	Wages		
Hourly	(per hour):	$18:36	Hourly	(per hour):	
Salary	(per week):		Salary	(per week):	

Effective date or period of action:: 06/14/2021

Reason For Action New Hire

Requesting Supervisor: Matthew Conley (Printed Name) Matthew Conley (Signature) 6/1/2021 (Date)

Approval of Department Head: (Signature) (Date)

X Approved ____ Disapproved ____ Amended as shown

Comments:

Authorized Signature: Date

I certify that I have received a copy of this PAR.

Employee Signature: Date 6/1/21

Original-PERSONNEL FILE copy to PAYROLL	DEPT HEAD	EMPLOYEE
Date	Date	Date

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Purchase of Personal Protective Clothing (PPE).

Department: Fire Rescue

Meeting Date: June 28, 2021

Staff Contact: Matt Conley

BACKGROUND INFORMATION:

At the start of the fiscal year we have a line for PPE with a budget total of $21,940.00 for the purchasing of new gear and repairs needed to existing gear throughout the year. Typically we look to purchase 5 to 6 complete sets which allows us to cycle out existing gear which has a recommendation for a 5 year service time.

This is also a sole source purchase.

BUDGET IMPACT:

(Include general ledger account numbers)

The monies for the purchase come from the fiscal budget line 01-4220-60-2616.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

PPE is recommended to be replaced after 5 years of service (can go longer depending on the number of calls a firefighter makes in that time period).

SUGGESTED MOTION:

To purchase Three (3) full sets of PPE @ $2,745.00 per set with a total cost of $8,235.00.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. PPE Quote 6.8.2021

FIRE TECH & SAFETY OF NEW ENGLAND, INC.
100 Business Park Dr., Unit 6
Tyngsborough, MA 01879
1-800-256-8700 Fax (978) 649-6833

Name / Address
AMHERST FIRE DEPT.-NH 177 AMHERST STREET P.O. BOX 1199 AMHERST, NH 03031

Estimate

Date	Quote #
6/8/2021	193124

Valid for 30 Days

Project	Terms	Rep
	Net 30	KK

Qty	Description	Unit Price	Total
1	LION METRO SPEC COAT, STANDARD	1,325.00	1,325.00
1	LION METRO SPEC PANT	1,035.00	1,035.00
1	HAIX FIRE HERO XTREME BOOT, SIZE 11.5 MEDIUM	385.00	385.00
	SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00

3 sets @ $2745.00 = $8,235.00

	Total	$2,745.00

Notice: One or more of the products listed above may contain PFAS. For detailed product information please call 800-256-8700.

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Breathing Apparatus (SCBA) **Department:** Fire Rescue
Meeting Date: June 28, 2021 **Staff Contact:** Matt Conley

BACKGROUND INFORMATION:

We start off the fiscal year with $26,500.00 for the purchasing of Self Contained Breathing Apparatus (SCBA). This line is also used for repairs, flow testing and hydrostatic testing of our SCBA. Once we get to the last quarter of the year we purchase new units to cycle out the older units that no longer meet the current standards.

This is also a sole source purchase.

BUDGET IMPACT:

(Include general ledger account numbers)

The monies for the replacement come from the line 01-4220-60-2651.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

As part of our annual plan it is recommended to replace SCBA's including the cylinders as they age and become out of compliance in accordance to the National Fire Protection Associations Code and Standards.

SUGGESTED MOTION:

To purchase three (3) sets of self contained breathing apparatus, each set @ $6,099.00 with a total cost of $18,297.00.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. SCBA Quote 6.10.2021

FIRE TECH & SAFETY OF NEW ENGLAND, INC.
100 Business Park Dr., Unit 6
Tyngsborough, MA 01879
1-800-256-8700 Fax (978) 649-6833

Name / Address
AMHERST FIRE DEPT.-NH 177 AMHERST STREET P.O. BOX 1199 AMHERST, NH 03031

Estimate

Date	Quote #
6/10/2021	189765

Valid for 30 Days

Project	Terms	Rep
	Net 30	KK

Qty	Description	Unit Price	Total
1	SCOTT X3 PRO 2018 EDITION 4.5 CGA	5,794.00	5,794.00
1	SCOTT AV3000 HT 4 1/2 STRAP, MEDIUM	305.00	305.00
1	SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00
	3 sets @ $6,099.00 ~~$18,297.00~~		

	Total	$6,099.00

Notice: One or more of the products listed above may contain PFAS. For detailed product information please call 800-256-8700.

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Line Striping RFP Bid Award
Department: Public Works
Meeting Date: June 28, 2021
Staff Contact: Eric Hahn

BACKGROUND INFORMATION:
We received 3 bids to our RFP for line striping. DPW desire to award to the low bidder and subsequently encumber the funds.

BUDGET IMPACT:
(Include general ledger account numbers)
$43,826.34 from the Highway 4312 budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:
Award the contract to the low bidder; Hi-way Safety.

SUGGESTED MOTION:
I move to award the line striping contract to Hi-Way Safety for $43,826.34 and to encumber this amount into FY22.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:
1. award Forms 09-21
2. 09-21 Bid
3. 09-21Industrial Traffic Lines
4. 09-21K5
5. 09-21Markings, Inc.

TOWN OF AMHERST

Town Department: DPW

Date: June 23, 2021

Line Item: 01-4312-40-2450

Budget Amount: 01-4312-40-2450 = $17,320
01-4312-10-1110 = $26.506.34

Bid #: 09-21 **Item: Line Stripping**

Date Bid To Be Awarded: June 28, 2021

VENDOR Name and Address	PRICE/UNIT Interest Rate	TOTAL	OTHER CONSIDERATIONS
1. Industrial Line Striping 3 Sanborn Rd. Londonderry NH	Double Yellow $42,794.62 Single White $1,528.48	$44,323.10	Per Linear Foot Double Yellow .11 Single White .08
2. Hi-way Safety 9 Rockview Way Rockland MA 02370	Double Yellow $42,794.62 Single White $1,031.72	$43,826.34	Double Yellow .11 Single White .054
3. Markings, Inc. 30 Riverside Dr. Pembroke MA 02359	Double Yellow $46,685.04 Single White $1,146.36	$47,831.40	Double Yellow .12 Single White .06
4. JDK Striping 52 Fitzgerald Dr. Jaffrey NH	No Bid		
5.			
6			

Recommend bid be awarded to: Hi-Way Safety $43,826.34

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.
Please forward, for review purposes, a copy of bids in excess of $10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317 Fax (603) 249-8857

ehahn@amherstnh.gov

BID NUMBER #09-21
"LINE STRIPING"

INVITATION TO BID

The Town of Amherst NH is inviting unit-pricing proposals for contract at the Town Hall, C/O Town Administrator, 2 Main Street, Amherst, New Hampshire, 03031, for **Line Striping** for various streets in Amherst.

Bidding Documents may be obtained, at no charge, at the Department of Public Works Office, 22 Dodge Road in Amherst, NH.

Review of roads can be by appointment with the Director of Public Works or his designee, 603-673-2317.

Bids will be received at the Town Hall, C/O Town Administrator, 2 Main Street, NH, 03031, until 11 am, Tuesday, June 22, 2021. **ALL SUBMITTED BIDS MUST BE SUBMITTED IN TWO (2) COPIES.** Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room, DPW, 22 Dodge Rd. Award will be by the Board of Selectmen at a regular board meeting.

The Town reserves the right to change the scope of work to coincide with available funds.

Each bid must be accompanied by BID SECURITY, payable to the Town of Amherst, in the amount of FIVE HUNDRED DOLLARS ($500.00)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

BID NUMBER #09-21 Line Striping

CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 09-21 Line Striping with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

Estimated length of 4" double-yellow
lined @ 389,042' linear feet. **PRICE PER LINEAR FOOT IN-PLACE:** _____

Estimated length of 4" single-white
fog line @ 19,106' linear feet **PRICE PER LINEAR FOOT IN-PLACE:** _____

Per yellow linear foot_____
(Written out)

Per white linear foot_____
(Written out)

Total bid using the given estimated lineal footage of both yellow & white lines in-place (figure):

_____

Total bid (written words):_____

_____
Print Bidder/Contractor's Name

_____	_____
Print Representative's Name and Title	Representative's Signature
_____	_____
Street	City, State and Zip Code
_____	_____
Telephone and FAX Number	Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

AGREEMENT

The Owner and Contractor agree as follows:

ARTICLE I
THE CONTRACT DOCUMENTS

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

1) Invitation to Bid.
2) General Provisions, Attachment A, dated May 28, 2021.
3) Specifications, Attachment B, dated May 28, 2021.
4) Contractor's Proposal.
5) Any issued addenda.
6) Performance-Payment Security.
7) This agreement signed by the Owner and the Contractor.
8) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE

The date of commencement shall be the date of this Agreement. The Contractor shall substantially complete the Work not later than September 3, 2021, subject to adjustment by Change Order.

ARTICLE III
CONTRACT SUM

Subject to additions and deductions by Change Order, the Contract Sum paid will be on the actual footage applied of each color in place according to the price per foot of each in the bid.

ARTICLE IV
PAYMENT

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals shall be for completed work only.
2. Submittals shall be for no more than two times in any calendar month.
3. Work shall be certified, and payment made within 15 days of the approved amount of the invoice.
4. Performance-Payment Security shall not be required.

ARTICLE V
INSURANCE

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment A
May 28, 2021

General Provisions

1. Each bid shall be submitted in two (2) copies, in a sealed envelope clearly identified with the Bidder's name and marked ***"Town of Amherst Bid # 09-21 Line Striping"*** and will be received at Town Hall, C/O Town Administrator, 2 Main Street, Amherst, NH, 03031, until 11 AM, Tuesday, June 22, 2021.

2. Shortly thereafter, bids will be publicly opened and read aloud at the Dept. of Public Works, 22 Dodge Rd., Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.

3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.

4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.

5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.

6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.

7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.

8. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.

9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.

11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town from any and all demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".

13. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.

    A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.

    B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:

        (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars ($500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars ($500,000) on account of one accident.

        (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars ($500,000) for damages on account of one accident or all accidents.

    C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.

    D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.

14. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.

15. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.

16. Work on this project shall commence as soon as the Town has roads prepared and after signing of the contract and shall be completed in its entirety prior to September 3, 2021. The Town of Amherst will make every effort to have projects ready for mid-July.

17. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security deposited with their bid.

18. The bidder will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the Town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto, and pay all expenses for any damage to work resulting therefrom. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether any defect is a defect in workmanship and/or materials, which is the bidder's responsibility.

19. The Contract Documents shall include the "Invitation to Bid", "General Provisions", "Specifications", "Proposal", any issued addenda, and the final executed "Contract Agreement".

    The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof.

    The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

20. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor also shall carefully examine the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.

21. The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor's invoice by the Town, the Town's agent shall inspect the premises and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) days of the approved amount of the invoice. Before final payment is made to the Contractor, it shall submit evidence satisfactory to the Board of Selectmen that all payrolls, material bills, and other indebtedness connected with the work have been paid.

22. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

    <u>CHANGE ORDERS</u>:

    A. The Town, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the

Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.

C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.

23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.

24. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be $500.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

25. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.

26. In determining the successful bidder, in addition to price, the following shall be considered:

a. The ability and skill of the bidder to perform the contract;
b. Whether the bidder can perform the contract promptly without delay or interference;
c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
d. The quality of performance of previous contracts for services.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment B
May 28, 2021

Line Striping

1. Scope of Work,

Centerline Pavement Markings shall be the pavement markings used to delineate the separation of traffic lanes that have opposite directions of travel on a roadway. They may not always be located in the geometric center of the road and they shall be yellow. Painted double center lines shall be four inches wide and shall be separated by discernible space.

Below, are listed total linear feet of each road scheduled to be repainted.
Example: Craftsman Lane – (2,236 feet long X 2= 4,472′ listed below)

Road name	length	color	Road name	length	color
Camp Rd.	4,200′	Yellow	Chestnut Hill Rd.	23,020′	Yellow
Horace Greeley Rd.	26,780′	Yellow	Mack Hill Rd.	21,690′	Yellow
Main St.	3,696′	Yellow	Foundry St.	2,400′	Yellow
Jones Rd.	4,276′	Yellow	Boston Post Rd.	42,118′	Yellow
Mont Vernon Rd.	10,560′	Yellow	Old Mont Vernon Rd.	5,280′	Yellow
New Boston Rd.	14,045′	Yellow	Ponemah Hill Rd.	8,712′	Yellow
Narragansett Rd.	1,676′	Yellow	Seaverns Bridge Rd.	10,032′	Yellow
Courthouse Rd.	3,448′	Yellow	Baboosic Lake Rd.	26,104′	Yellow
Spring Rd.	24,182′	Yellow	Thornton Ferry Rd. II	22,008′	Yellow
Stearns Rd.	12,460′	Yellow	Corduroy Rd.	9,504′	Yellow
Veterans Rd.	5,808′	Yellow	Windsor Dr.	5,798′	Yellow
County Rd.	14,254′	Yellow	Rescue driveway	278′	Yellow
Cross Rd.	4,224′	Yellow	North Hollis Rd.	1,056′	Yellow
Old Nashua Rd.	9,504′	Yellow	Old Manchester Rd.	15,766′	Yellow
Manchester Rd.	6,627′	Yellow	~~Amherst St.~~	~~40,360′~~	~~Yellow~~
Craftsman Ln.	4,472′	Yellow			
Christian Hill Rd.	9,490′	Yellow (Foundry to Eaton Rd)			
Walnut Hill Rd.	10,790′	Yellow (Not in the Narrows)			
Merrimack Rd.	24,760′	Yellow (Rte. 122 to Corduroy Rd.)			

Edge Line Pavement Markings, where indicated, shall delineate the right and left edges of a roadway. Edge line markings shall not be continued through intersections but shall not be broken for driveways. Painted edge lines shall be white in color and shall be four inches wide.

Road Name	Length	Color
Craftsman Lane	2,236′	White
Merrimack Rd.	12,670′	White
Camp Rd.	4,200′	White
Thornton's Ferry Rd. II	450′	White

A line through a particular road means it will not be done this year due to scheduled road reconstruction

2. Material

Quotes shall be based on use of a water-borne paint covering approximately 250 – 300 linear feet per gallon with retro-reflective glass beading added as sprayed. ***The spray equipment shall be calibrated to apply a minimum of eight (8) pounds of glass beads per gallon of paint applied.***

3. Equipment

Yellow center lines and outer edge fog lines both with applied glass beading shall be applied by means of a truck mounted spray unit.

4. Preparation

Road painting of any sort will only take place when the road is dry (free of moisture). When this is in doubt, the final decision rests with the Amherst Public Works Director or his designee. Road painting during night-time hours will require adequate notice to schedule overtime with Public Works employees. Where and when appropriate, traffic cones, and signage will be used to delineate fresh paint.

5. Performance

a. It is the intention of the Amherst Department of Public Works to recommend awarding this contract to the lowest bidder who can furnish satisfactory evidence that he or she has the ability and experience to perform this type of work, and that he or she has sufficient capital and equipment to enable him or her to complete the work successfully within the time frame named in the contract.

b. The contractor should be prepared to submit six successfully completed line striping jobs within the last year including contact names and phone numbers.

6. Traffic Control

a. For line striping preformed after 8:30 PM, the Town of Amherst will provide a guide and lighted vehicle to assist in performing this work.

b. For line striping preformed during daylight hours, the contractor shall supply adequate signage and safety cones (1 every 75 to 100 feet).

DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317 Fax (603) 249-8857

ehahn@amherstnh.gov

BID NUMBER #09-21
"LINE STRIPING"

INVITATION TO BID

The Town of Amherst NH is inviting unit-pricing proposals for contract at the Town Hall, C/O Town Administrator, 2 Main Street, Amherst, New Hampshire, 03031, for **Line Striping** for various streets in Amherst.

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Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

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Estimated length of 4" double-yellow (2 yellow Lines) Aprox. 73.68 miles
lined @ 389,042' linear feet. **PRICE PER LINEAR FOOT IN-PLACE:** 0.11

Estimated length of 4" single-white
fog line @ 19,106' linear feet **PRICE PER LINEAR FOOT IN-PLACE:** .08

Per yellow linear foot Four Thousand two Hundred Seven Hundred Ninty Four Dollars and 62/100
(Written out)

Per white linear foot ONE Thousand Five Hundred twenty eight Dollars And 48/100
(Written out)

Total bid using the given estimated lineal footage of both yellow & white lines in-place (figure):
Double yellow ($42794.62) white Single Line ($1528.48)

Total bid (written words): Fourty Four Thousand three Hundred twenty three and 10/100

Industrial traffic Lines
Print Bidder/Contractor's Name

Scott MASON
Print Representative's Name and Title

Representative's Signature

3 Sanborn Rd
Street

Londonderry N.H. 03053
City, State and Zip Code

603-552-3780
FAX 603-965-4380
Telephone and FAX Number

6/18/2021
Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

INDUSTRIAL
TRAFFIC LINES, Inc.
3 Sanborn Road
Londonderry, NH 03053

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

AGREEMENT

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3. Work shall be certified, and payment made within 15 days of the approved amount of the invoice.
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ARTICLE V
INSURANCE

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment A
May 28, 2021

General Provisions

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4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.

5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.

6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.

7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.

8. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.

9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.

11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town from any and all demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".

13. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.

    A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.

    B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:

        (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars ($500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars ($500,000) on account of one accident.

        (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars ($500,000) for damages on account of one accident or all accidents.

    C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.

    D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.

14. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.

15. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.

16. Work on this project shall commence as soon as the Town has roads prepared and after signing of the contract and shall be completed in its entirety prior to September 3, 2021. The Town of Amherst will make every effort to have projects ready for mid-July.

17. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security deposited with their bid.

18. The bidder will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the Town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto, and pay all expenses for any damage to work resulting therefrom. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether any defect is a defect in workmanship and/or materials, which is the bidder's responsibility.

19. The Contract Documents shall include the "Invitation to Bid", "General Provisions", "Specifications", "Proposal", any issued addenda, and the final executed "Contract Agreement".

    The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof.

    The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

20. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor also shall carefully examine the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.

21. The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor's invoice by the Town, the Town's agent shall inspect the premises and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) days of the approved amount of the invoice. Before final payment is made to the Contractor, it shall submit evidence satisfactory to the Board of Selectmen that all payrolls, material bills, and other indebtedness connected with the work have been paid.

22. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

    <u>CHANGE ORDERS</u>:

    A. The Town, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the

Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.

C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.

23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.

24. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be $500.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

25. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.

26. In determining the successful bidder, in addition to price, the following shall be considered:

a. The ability and skill of the bidder to perform the contract;
b. Whether the bidder can perform the contract promptly without delay or interference;
c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
d. The quality of performance of previous contracts for services.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment B
May 28, 2021

Line Striping

1. Scope of Work,

Centerline Pavement Markings shall be the pavement markings used to delineate the separation of traffic lanes that have opposite directions of travel on a roadway. They may not always be located in the geometric center of the road and they shall be yellow. Painted double center lines shall be four inches wide and shall be separated by discernible space.

Below, are listed total linear feet of each road scheduled to be repainted.
Example: Craftsman Lane – (2,236 feet long X 2= 4,472′ listed below)

Road name	length	color	Road name	length	color
Camp Rd.	4,200′	Yellow	Chestnut Hill Rd.	23,020′	Yellow
Horace Greeley Rd.	26,780′	Yellow	Mack Hill Rd.	21,690′	Yellow
Main St.	3,696′	Yellow	Foundry St.	2,400′	Yellow
Jones Rd.	4,276′	Yellow	Boston Post Rd.	42,118′	Yellow
Mont Vernon Rd.	10,560′	Yellow	Old Mont Vernon Rd.	5,280′	Yellow
New Boston Rd.	14,045′	Yellow	Ponemah Hill Rd.	8,712′	Yellow
Narragansett Rd.	1,676′	Yellow	Seaverns Bridge Rd.	10,032′	Yellow
Courthouse Rd.	3,448′	Yellow	Baboosic Lake Rd.	26,104′	Yellow
Spring Rd.	24,182′	Yellow	Thornton Ferry Rd. II	22,008′	Yellow
Stearns Rd.	12,460′	Yellow	Corduroy Rd.	9,504′	Yellow
Veterans Rd.	5,808′	Yellow	Windsor Dr.	5,798′	Yellow
County Rd.	14,254′	Yellow	Rescue driveway	278′	Yellow
Cross Rd.	4,224′	Yellow	North Hollis Rd.	1,056′	Yellow
Old Nashua Rd.	9,504′	Yellow	Old Manchester Rd.	15,766′	Yellow
Manchester Rd.	6,627′	Yellow	~~Amherst St.~~	~~40,360′~~	~~Yellow~~
Craftsman Ln.	4,472′	Yellow			
Christian Hill Rd.	9,490′	Yellow (Foundry to Eaton Rd)			
Walnut Hill Rd.	10,790′	Yellow (Not in the Narrows)			
Merrimack Rd.	24,760′	Yellow (Rte. 122 to Corduroy Rd.)			

Edge Line Pavement Markings, where indicated, shall delineate the right and left edges of a roadway. Edge line markings shall not be continued through intersections but shall not be broken for driveways. Painted edge lines shall be white in color and shall be four inches wide.

Road Name	Length	Color
Craftsman Lane	2,236′	White
Merrimack Rd.	12,670′	White
Camp Rd.	4,200′	White
Thornton's Ferry Rd. II	450′	White

A line through a particular road means it will not be done this year due to scheduled road reconstruction

2. Material

Quotes shall be based on use of a water-borne paint covering approximately 250 – 300 linear feet per gallon with retro-reflective glass beading added as sprayed. ***The spray equipment shall be calibrated to apply a minimum of eight (8) pounds of glass beads per gallon of paint applied.***

3. Equipment

Yellow center lines and outer edge fog lines both with applied glass beading shall be applied by means of a truck mounted spray unit.

4. Preparation

Road painting of any sort will only take place when the road is dry (free of moisture). When this is in doubt, the final decision rests with the Amherst Public Works Director or his designee. Road painting during night-time hours will require adequate notice to schedule overtime with Public Works employees. Where and when appropriate, traffic cones, and signage will be used to delineate fresh paint.

5. Performance

a. It is the intention of the Amherst Department of Public Works to recommend awarding this contract to the lowest bidder who can furnish satisfactory evidence that he or she has the ability and experience to perform this type of work, and that he or she has sufficient capital and equipment to enable him or her to complete the work successfully within the time frame named in the contract.

b. The contractor should be prepared to submit six successfully completed line striping jobs within the last year including contact names and phone numbers.

6. Traffic Control

a. For line striping preformed after 8:30 PM, the Town of Amherst will provide a guide and lighted vehicle to assist in performing this work.

b. For line striping preformed during daylight hours, the contractor shall supply adequate signage and safety cones (1 every 75 to 100 feet).

DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317 Fax (603) 249-8857

ehahn@amherstnh.gov

BID NUMBER #09-21
"LINE STRIPING"

INVITATION TO BID

The Town of Amherst NH is inviting unit-pricing proposals for contract at the Town Hall, C/O Town Administrator, 2 Main Street, Amherst, New Hampshire, 03031, for **Line Striping** for various streets in Amherst.

Bidding Documents may be obtained, at no charge, at the Department of Public Works Office, 22 Dodge Road in Amherst, NH.

Review of roads can be by appointment with the Director of Public Works or his designee, 603-673-2317.

Bids will be received at the Town Hall, C/O Town Administrator, 2 Main Street, NH, 03031, until 11 am, Tuesday, June 22, 2021. **ALL SUBMITTED BIDS MUST BE SUBMITTED IN TWO (2) COPIES.** Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room, DPW, 22 Dodge Rd. Award will be by the Board of Selectmen at a regular board meeting.

The Town reserves the right to change the scope of work to coincide with available funds.

Each bid must be accompanied by BID SECURITY, payable to the Town of Amherst, in the amount of FIVE HUNDRED DOLLARS ($500.00)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

BID NUMBER #09-21 Line Striping

CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 09-21 Line Striping with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

Estimated length of 4" double-yellow lined @ 389,042' linear feet. **PRICE PER LINEAR FOOT IN-PLACE:** .11

Estimated length of 4" single-white fog line @ 19,106' linear feet **PRICE PER LINEAR FOOT IN-PLACE:** .054

Per yellow linear foot fourty two thousand seven hundred ninety four dollars and sixty two cents
(Written out)

Per white linear foot one thousand thirty one dollars and seventy two cents
(Written out)

Total bid using the given estimated lineal footage of both yellow & white lines in-place (figure):

43,826.34

Total bid (written words): fourty three thousand eight hundred twenty six dollars and thirty four cents

K5 Corporation
Print Bidder/Contractor's Name

Kathy DeLong President
Print Representative's Name and Title

Representative's Signature

9 Rockview Way
Street

Rockland MA 02370
City, State and Zip Code

781-982-9229 781-982-9226
Telephone and FAX Number

6-18-21
Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

AGREEMENT

The Owner and Contractor agree as follows:

ARTICLE I
THE CONTRACT DOCUMENTS

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

1) Invitation to Bid.
2) General Provisions, Attachment A, dated May 28, 2021.
3) Specifications, Attachment B, dated May 28, 2021.
4) Contractor's Proposal.
5) Any issued addenda.
6) Performance-Payment Security.
7) This agreement signed by the Owner and the Contractor.
8) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE

The date of commencement shall be the date of this Agreement. The Contractor shall substantially complete the Work not later than September 3, 2021, subject to adjustment by Change Order.

ARTICLE III
CONTRACT SUM

Subject to additions and deductions by Change Order, the Contract Sum paid will be on the actual footage applied of each color in place according to the price per foot of each in the bid.

ARTICLE IV
PAYMENT

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals shall be for completed work only.
2. Submittals shall be for no more than two times in any calendar month.
3. Work shall be certified, and payment made within 15 days of the approved amount of the invoice.
4. Performance-Payment Security shall not be required.

ARTICLE V
INSURANCE

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment A
May 28, 2021

General Provisions

1. Each bid shall be submitted in two (2) copies, in a sealed envelope clearly identified with the Bidder's name and marked ***"Town of Amherst Bid # 09-21 Line Striping"*** and will be received at Town Hall, C/O Town Administrator, 2 Main Street, Amherst, NH, 03031, until 11 AM, Tuesday, June 22, 2021.

2. Shortly thereafter, bids will be publicly opened and read aloud at the Dept. of Public Works, 22 Dodge Rd., Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.

3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.

4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.

5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.

6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.

7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.

8. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.

9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.

11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town from any and all demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".

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    A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.

    B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:

        (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars ($500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars ($500,000) on account of one accident.

        (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars ($500,000) for damages on account of one accident or all accidents.

    C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.

    D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.

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Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

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23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.

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FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be $500.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

25. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.

26. In determining the successful bidder, in addition to price, the following shall be considered:

a. The ability and skill of the bidder to perform the contract;
b. Whether the bidder can perform the contract promptly without delay or interference;
c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
d. The quality of performance of previous contracts for services.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment B
May 28, 2021

Line Striping

1. Scope of Work,

Centerline Pavement Markings shall be the pavement markings used to delineate the separation of traffic lanes that have opposite directions of travel on a roadway. They may not always be located in the geometric center of the road and they shall be yellow. Painted double center lines shall be four inches wide and shall be separated by discernible space.

Below, are listed total linear feet of each road scheduled to be repainted.
Example: Craftsman Lane – (2,236 feet long X 2= 4,472′ listed below)

Road name	length	color	Road name	length	color
Camp Rd.	4,200′	Yellow	Chestnut Hill Rd.	23,020′	Yellow
Horace Greeley Rd.	26,780′	Yellow	Mack Hill Rd.	21,690′	Yellow
Main St.	3,696′	Yellow	Foundry St.	2,400′	Yellow
Jones Rd.	4,276′	Yellow	Boston Post Rd.	42,118′	Yellow
Mont Vernon Rd.	10,560′	Yellow	Old Mont Vernon Rd.	5,280′	Yellow
New Boston Rd.	14,045′	Yellow	Ponemah Hill Rd.	8,712′	Yellow
Narragansett Rd.	1,676′	Yellow	Seaverns Bridge Rd.	10,032′	Yellow
Courthouse Rd.	3,448′	Yellow	Baboosic Lake Rd.	26,104′	Yellow
Spring Rd.	24,182′	Yellow	Thornton Ferry Rd. II	22,008′	Yellow
Stearns Rd.	12,460′	Yellow	Corduroy Rd.	9,504′	Yellow
Veterans Rd.	5,808′	Yellow	Windsor Dr.	5,798′	Yellow
County Rd.	14,254′	Yellow	Rescue driveway	278′	Yellow
Cross Rd.	4,224′	Yellow	North Hollis Rd.	1,056′	Yellow
Old Nashua Rd.	9,504′	Yellow	Old Manchester Rd.	15,766′	Yellow
Manchester Rd.	6,627′	Yellow	~~Amherst St.~~	~~40,360′~~	~~Yellow~~
Craftsman Ln.	4,472′	Yellow			
Christian Hill Rd.	9,490′	Yellow (Foundry to Eaton Rd)			
Walnut Hill Rd.	10,790′	Yellow (Not in the Narrows)			
Merrimack Rd.	24,760′	Yellow (Rte. 122 to Corduroy Rd.)			

Edge Line Pavement Markings, where indicated, shall delineate the right and left edges of a roadway. Edge line markings shall not be continued through intersections but shall not be broken for driveways. Painted edge lines shall be white in color and shall be four inches wide.

Road Name	Length	Color
Craftsman Lane	2,236′	White
Merrimack Rd.	12,670′	White
Camp Rd.	4,200′	White
Thornton's Ferry Rd. II	450′	White

A line through a particular road means it will not be done this year due to scheduled road reconstruction

2. Material

Quotes shall be based on use of a water-borne paint covering approximately 250 – 300 linear feet per gallon with retro-reflective glass beading added as sprayed. ***The spray equipment shall be calibrated to apply a minimum of eight (8) pounds of glass beads per gallon of paint applied.***

3. Equipment

Yellow center lines and outer edge fog lines both with applied glass beading shall be applied by means of a truck mounted spray unit.

4. Preparation

Road painting of any sort will only take place when the road is dry (free of moisture). When this is in doubt, the final decision rests with the Amherst Public Works Director or his designee. Road painting during night-time hours will require adequate notice to schedule overtime with Public Works employees. Where and when appropriate, traffic cones, and signage will be used to delineate fresh paint.

5. Performance

a. It is the intention of the Amherst Department of Public Works to recommend awarding this contract to the lowest bidder who can furnish satisfactory evidence that he or she has the ability and experience to perform this type of work, and that he or she has sufficient capital and equipment to enable him or her to complete the work successfully within the time frame named in the contract.

b. The contractor should be prepared to submit six successfully completed line striping jobs within the last year including contact names and phone numbers.

6. Traffic Control

a. For line striping preformed after 8:30 PM, the Town of Amherst will provide a guide and lighted vehicle to assist in performing this work.

b. For line striping preformed during daylight hours, the contractor shall supply adequate signage and safety cones (1 every 75 to 100 feet).

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

BID NUMBER #09-21 Line Striping

CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 09-21 Line Striping with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

Estimated length of 4" double-yellow lined @ 389,042' linear feet. **PRICE PER LINEAR FOOT IN-PLACE:** .12

Estimated length of 4" single-white fog line @ 19,106' linear feet **PRICE PER LINEAR FOOT IN-PLACE:** .06

Per yellow linear foot twelve cents
(Written out)

Per white linear foot six cents
(Written out)

Total bid using the given estimated lineal footage of both yellow & white lines in-place (figure):

47,831.40

Total bid (written words): forty seven thousand, eight hundred and thirty one dollars and forty cents

Print Bidder/Contractor's Name

McKenzie Inc.

Print Representative's Name and Title

Monique Pinza, President

Representative's Signature

30 Riverside Dr

Street

Pembroke Ma. 02359

City, State and Zip Code

781-826-5711 / 781-826-1121

Telephone and FAX Number

6/17/21

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

PENAL SUM FORM
FORM C-00 43 13

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER *(Name and Address)*: Markings Inc
30 Riverside Drive
Pembroke, MA 02359

SURETY *(Name and Address of Principal Place of Business)*: Philadelphia Indemnity Insurance Company
20 Cabot Blvd, Suite #300
Mansfield, MA 02048

OWNER *(Name and Address)*: Town Of Amherst, NH

BID
Bid Due Date: June 22, 2021
Description *(Project Name and Include Location)*: Line Striping-Bid #09-21.

BOND
Bond Number:
Date *(Not earlier than Bid due date)* June 22, 2021
Penal sum Five Hundred Dollars & NO/100.. (Words) $ 500 (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER	SURETY
Markings Inc (Seal)	Philadelphia Indemnity Insurance Company (Seal)
Bidder's Name and Corporate Seal	Surety's Name and Corporate Seal
By: Signature	By: Signature (Attach Power of Attorney)
Monique Souza	David O Smith
Print Name	Print Name
President	Attorney-In-Fact
Title	Title
Attest: Signature	Attest: Signature Krista Mauro
Clerk	Attorney-In-Fact
Title	Title

Note: Above addresses are to be used for giving any required notice. Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or

3.2 All Bids are rejected by Owner, or

3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

1903

PHILADELPHIA INDEMNITY INSURANCE COMPANY
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Andrew Barbas; David O. Smith; Kathleen M. Tansey; Krista Mauro OF THE CITY OF QUINCY, STATE OF MASSACHUSETTS,** its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **$50,000,000.**

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEALTO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27TH DAY OF OCTOBER, 2017.

1927

(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 27th day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Morgan Knapp, Notary Public
Lower Merion Twp., Montgomery County
My Commission Expires Sept. 25, 2021
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

(Notary Seal)

Notary Public: Morgan Knapp

residing at: Bala Cynwyd, PA

My commission expires: September 25, 2021

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 27th day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 22nd day of June, 20 21.

1927

Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.

C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.

23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.

24. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

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a. The ability and skill of the bidder to perform the contract;
b. Whether the bidder can perform the contract promptly without delay or interference;
c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
d. The quality of performance of previous contracts for services.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment B
May 28, 2021

Line Striping

1. Scope of Work,

Centerline Pavement Markings shall be the pavement markings used to delineate the separation of traffic lanes that have opposite directions of travel on a roadway. They may not always be located in the geometric center of the road and they shall be yellow. Painted double center lines shall be four inches wide and shall be separated by discernible space.

Below, are listed total linear feet of each road scheduled to be repainted.
Example: Craftsman Lane – (2,236 feet long X 2= 4,472′ listed below)

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Craftsman Ln.	4,472′	Yellow			
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Road Name	Length	Color
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Camp Rd.	4,200′	White
Thornton's Ferry Rd. II	450′	White

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Budget Transfer to Landfill
Department: Public Works
Meeting Date: June 28, 2021
Staff Contact: Eric Hahn

BACKGROUND INFORMATION:
The Health Insurance and Overtime funding lines for the Landfill are overspent due to both changes in health insurance choice and a vacancy since January. The funding lines proposed to donate the monies can support this transfer. They are both underspent due to vacancies.

BUDGET IMPACT:
(Include general ledger account numbers)
This transfer is required to prevent the Landfill budget from overspending.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:
Transfer the funds to the Landfill.

SUGGESTED MOTION:
I move to transfer $20,000 to the Landfill budget (4324), $10,000 to come from Admin (4311) and $10,000 to come from Highway (4312).

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:
1. FY21 Budget Transfer DPW to Landfill

TOWN OF AMHERST
BUDGET TRANSFER REQUEST

Budget Transfer Number: FY21

Date: 6/23/2021

Department: DPW

Department: DPW (4324 Landfill)

Transfer From:

Transfer To:

Account Number Description	Current Appropriations	Transfer Amount	Projected Yr. End Exp.	Account Number Description	Current Appropriations	Transfer Amount	Projected Yr. End Exp.
01-4311-10-1116 storm water intrern	$14,790	$14,790	$0	01-4324-20-1210 Health Insurance	$22,259	$14,000	$36,259
01-4311-10-1110 full time wages	$245,556	$10,000	$235,556	01-4324-40-2420	$91,500	$20,790	$112,290
01-4316-40-2414 street lighting	$23,607	$3,000	$20,607				
01-4312-10-1110	$562,140	$7,000	$555,140				
Total Transferred From:		$34,790		Total Transferred To:		$34,790	

Justification: The Health Insurance, Overtime and waste disposal lines at the Landfill are overrun, due to a change health electives, short staff and more C&D

Requests: Department Head/Date

Reviewed: Finance Director/Date

Approved: Town Administrator/Date

Approved: Board of Selectmen/Date

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Truck Purchase
Meeting Date: June 28, 2021
Department: Public Works
Staff Contact: Eric Hahn

BACKGROUND INFORMATION:
Following the vehicle replacement plan, DPW desires to purchase a 6 wheel vehicle and trade in a 10 wheel vehicle. Allegiance Trucks (previously Liberty International) has state bid. The funding and expenditure will be in FY22. The purchase price is $163,115, less the appraised trade-in value given today at $47,500 = $115,615 out of pocket cost. The appraised value is subject to change between today and delivery date.

BUDGET IMPACT:
(Include general ledger account numbers)
$115,615 from FY22 01-4312-70-2740 New Equipment Capital.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:
Approve the contract.

SUGGESTED MOTION:
I move that Allegiance Trucks of Manchester NH be awarded a contract for $163,115 to purchase a 6 wheel dump truck, as specified in the proposal dated June 23, 2021, with the understanding that the purchase price will be reduced by a trade-in value given today as $47,500, subject to change on delivery date.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:
1. Amherst DPW Proposal 23506.02 HV507 315 front tires on 9inch rims June 23 2021 with body and plow equipment as per Tenco proposal
2. Taken from email received on June 23

HV507 SFA

Sales Proposal For:

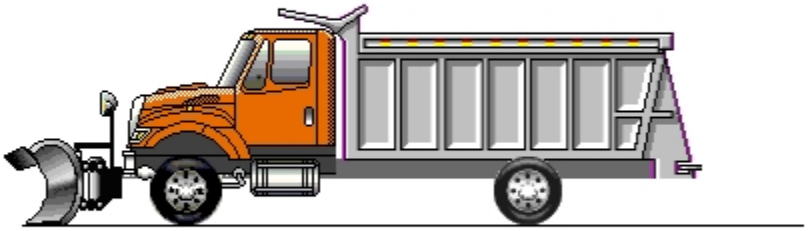
TOWN OF AMHERST

Presented By:

ALLEGIANCE TRUCKS

Prepared For:
TOWN OF AMHERST
Eric Hahn
2 Main St.
Amherst, NH 03031-2909
(603)673 - 2317

Presented By:
ALLEGIANCE TRUCKS
James C Ramsay
1400 S WILLOW ST.
MANCHESTER NH 03103 - 4024
(800)562-3814



Model Profile

2022 HV507 SFA (HV507)

AXLE CONFIG:	4X2
MISSION:	Requested GVWR: 39000. Calc. GVWR: 41000
DIMENSION:	Wheelbase: 171.00, CA: 96.00, Axle to Frame: 63.00
ENGINE, DIESEL:	{Cummins L9 300} EPA 2021, 300HP @ 2200 RPM, 860 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 300 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-18-133A} Wide Track, I-Beam Type, 18,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 5.38
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 315/80R22.5 Load Range L HSC 3 (CONTINENTAL), 481 rev/mile, 68 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 0311, Omaha Orange (Std) Chassis schematic N/A

Code	Description
HV50700	Base Chassis, Model HV507 SFA with 171.00 Wheelbase, 96.00 CA, and 63.00 Axle to Frame.
1570	TOW HOOK, FRONT (2) Frame Mounted
1ANA	AXLE CONFIGURATION {Navistar} 4x2
	Notes : Pricing may change if axle configuration is changed.
1CAJ	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL
1LNR	BUMPER, FRONT Swept Back, Steel, Painted 0001 Canyon Black, Heavy Duty
1MEJ	FRAME, SPECIAL EFFECTS Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle Centerline
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)
2ARZ	AXLE, FRONT NON-DRIVING {Meritor MFS-18-133A} Wide Track, I-Beam Type, 18,000-lb Capacity
3ACR	SUSPENSION, FRONT, SPRING Multileaf, Shackle Type, 18,000-lb Capacity, Less Shock Absorbers
3WAJ	SPRINGS, FRONT AUXILIARY Air Bag, Right Side Only, Driver Control
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	Includes : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6
4619	TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck
	Notes : When electronic stability control is ordered with trailer connections on a 4x2 truck, please check the operator manual for trailer weight restrictions.
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake

Code	Description
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn
4LAG	SLACK ADJUSTERS, FRONT {Gunite} Automatic
4LGG	SLACK ADJUSTERS, REAR {Gunite} Automatic
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes
4WZJ	AIR TANK LOCATION (2) : One Mounted Under Each Rail, Front of Rear Suspension, Parallel to Rail
4XDL	BRAKES, FRONT {Bendix Spicer ES-165-6X} Air S-Cam Type, Heavy Duty Fabricated Spider, Fabricated Shoe, Single Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity
4XDM	BRAKES, REAR {Bendix Spicer ES-165-7X} Air S-Cam Type, Heavy Duty Fabricated Spider, Fabricated Shoe, Single Anchor Pin, Size 16.5" X 7", 23,000-lb Capacity per Axle
5708	STEERING COLUMN Tilting
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power
6DGC	DRIVELINE SYSTEM {Dana Spicer} SPL170, for 4x2/6x2
7BEV	AFTERTREATMENT COVER Steel, Black
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
7SDP	ENGINE COMPRESSION BRAKE {Jacobs} for Cummins ISL/L9 Engines; with Selector Switch and On/Off Switch
7WAZ	TAIL PIPE (1) Turnback Type
7WCM	EXHAUST HEIGHT 8' 10"
7WDN	MUFFLER/TAIL PIPE GUARD (1) Aluminum
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	Includes : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab : HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature

Code	Description
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered
8541	HORN, ELECTRIC (2) Disc Style
8GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/ Accessory Power/Ground and Sealed Connector for Stop/Turn
8HAH	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Combined Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake Accommodation Package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket
8MJU	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 2850CCA Total, Top Threaded Stud
8RGA	2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and Routed to Center of Header Console in Cab
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars
8RPR	ANTENNA for Increased Roof Clearance Applications
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input
8THB	BACK-UP ALARM Electric, 102 dBA
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications
8TKK	TRAILER AUXILIARY FEED CIRCUIT for Electric Trailer Brake Accommodation/Air Trailer ABS; with 30 Amp Fuse and Relay, Controlled by Ignition Switch
8VUL	BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab
8WBW	JUMP START STUD Remote Mounted
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on

Code	Description
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
8WXD	ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord
8XNY	HEADLIGHTS Halogen
9AAB	LOGOS EXTERIOR Model Badges
9AAE	LOGOS EXTERIOR, ENGINE Badges
9ANG	HOOD, HATCH (01) for Servicing
9HAN	INSULATION, UNDER HOOD for Sound Abatement
9HBM	GRILLE Stationary, Chrome
9HBN	INSULATION, SPLASH PANELS for Sound Abatement
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV
10021	CHASSIS COATING Corrosion Resistant E-Coat Primer Coating for Single Frame Rails
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
	Includes : PAINT SCHEMATIC ID LETTERS "WK"
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
10SLV	PROMOTIONAL PACKAGE Government Silver Package
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12851	PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted
12ESL	ENGINE, DIESEL {Cummins L9 300} EPA 2021, 300HP @ 2200 RPM, 860 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 300 Peak HP (Max)
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed
	Includes : FAN Nylon

Code	Description
12UWY	RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler Includes : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber
12VAG	AIR CLEANER Single Element, with Integral Snow Valve and In-Cab Control
12VHR	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2021
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel
12VYL	ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use
12VYP	ENGINE CONTROL, REMOTE MOUNTED No Provision for Remote Mounted Engine Control
12WBR	FAN OVERRIDE Manual; with Electric Switch on Instrument Panel, (Fan On with Switch On)
12WUL	BLOCK HEATER, ENGINE {Phillips} 120V/1000W, with "Y" Cord for Dealer Installed 120V/300W Oil Pan Heater Includes : BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door
12WZE	CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations
12XCS	CARB EMISSION WARR COMPLIANCE Federal, Does Not Comply with CARB Emission Warranty
13AVG	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
13WAW	OIL COOLER, AUTO TRANSMISSION {Modine} Water to Oil Type
13WDT	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, 3 Speed S1 Secondary Shift Schedule for 5 or 6 Speed
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223

Code	Description
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released
13XAL	PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission
14ARB	AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 5.38
14SAL	SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
15LNS	FUEL/WATER SEPARATOR {Racor 400 Series} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine
15SWE	FUEL TANK Top Draw, Non-Polished Aluminum, 26" Dia, 70 US Gal (265L), Mounted Left Side, Under Cab
15WDG	DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab
16030	CAB Conventional, Day Cab
16BAM	AIR CONDITIONER with Integral Heater and Defroster
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer Includes : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)
16HCS	GAUGE, TEMPERATURE, AMBIENT Sensor Wiring with Display Unit Mounted in Cluster
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16JNV	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust
16SEE	GRAB HANDLE, EXTERIOR Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, for Cab Entry Mounted Left Side at B-Pillar
16SJW	MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Black, Heated, 7.5" Sq.
16SMM	SEAT, PASSENGER {National} Non Suspension, High Back, Fixed Back, Integral Headrest, Cloth
16SNM	MIRRORS (2) C-Loop, Heated, Black Heads and Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width Notes : Mirror Dimensions are Rounded to the Nearest 0.5"

Code	Description
16VKB	CAB INTERIOR TRIM Classic, for Day Cab Includes : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted : SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap
16WBY	ARM REST, RIGHT, DRIVER SEAT
16WEE	CAB SOUND INSULATION Includes Dash Insulator and Engine Cover Insulator
16WSK	CAB REAR SUSPENSION Air Bag Type
16XCK	WINDOW, MANUAL (2) and Manual Door Locks, Left and Right Doors
16XJN	INSTRUMENT PANEL Flat Panel
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab
27DPN	WHEELS, FRONT {Accuride 29039} DISC; 22.5x9.00 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Non-Standard Offset, with .5" Thick Disc
28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
29PBA	PAINT IDENTITY, FRONT WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint
29PBB	PAINT IDENTITY, REAR WHEELS Disc Wheels; with Vendor Applied Black Powder Coat Paint
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches
7382135444	(4) TIRE, REAR 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
7792545438	(2) TIRE, FRONT 315/80R22.5 Load Range L HSC 3 (CONTINENTAL), 481 rev/mile, 68 MPH, All-Position
	Services Section:
40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A
	Electric brake control unit installed
	body and plow equipment by Tenco

Code	Description
	* * * Current State of NH Contract 8002661 is applied to the pricing of this proposal * * *

Financial Summary
2022 HV507 SFA (HV507)

June 23, 2021

(US DOLLAR)

Description	Price
Net Sales Price:	$163,115.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Official Title and Date

Authorized Signature

This proposal is not binding upon the seller without Seller's Authorized Signature

Accepted by Purchaser:

Firm or Business Name

Authorized Signature and Date

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

2022 HV507 SFA (HV507)

GVWR Component Rating(s)

Ratings	Primary			Adjusted By			GAWR* (lbf)	GVWR** (lbf)
	ATA Class	Feature	Rating (lbf)	ATA Class	Feature	Rating (lbf)		
Front Component Ratings	AXLE, FRONT NON-DRIVING	0002ARZ	18000					
	BRAKES, FRONT	0004XDL	23000					
	SUSPENSION, FRONT, SPRING	0003ACR	18000					
	WHEELS, FRONT	0027DPN	20000	TIRE, FRONT	0779254	20000		
Front GAWR							18000	
Rear Component Ratings	BRAKES, REAR	0004XDM	23000					
	BRAKE SYSTEM, AIR	0004091	23000					
	SUSPENSION, REAR, SINGLE	0014SAL	31000					
	WHEELS, REAR	0028DUK	27780	TIRE, REAR	0738213	24020		
	AXLE, REAR, SINGLE	0014ARB	23000					
Rear GAWR							23000	
Overall Vehicle Limitations	TRANSMISSION, AUTOMATIC	0013AVG	80000					
GVWR Based on Axle Ratings***								41000
Calculated GVWR								41000

*** GAWR (Gross Axle Weight Rating) is the rating capacity of an axle system which include wheels, tires, axles, brakes, springs, and suspensions.**
**** GVWR (Gross Vehicle Weight Rating) is the maximum amount that a loaded vehicle can weight.**
***** GVWR Based on Axle Ratings = Front GAWR + Rear GAWR. Overall vehicle weight limitations are not taken into account.**
****** GCWR (Gross Combined Weight Rating) is the maximum weight of a tractor and trailer.**

Taken from email received on June 23, 2021 from Jim Ramsey, salesman for Allegiance Trucks.

Eric,

The trade in value (as viewed and appraised today) Is $47,500.00 . That is with the understanding that we receive the truck as soon as you receive your new " completed " truck from Tenco on or around October/November of this year . That is if everything gets approved on your end that is . . .

Let me know as soon as you get confirmation

Thank you,

Jim

OFFICE OF THE FINANCE DIRECTOR
2 Main Street,
Amherst, NH 03031
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Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: 5/10/21

REQUESTING DEPARTMENT: Community Development

REASON FOR REQUEST: (describe in detail)
Following the successful creation and implementation of the Envision Amherst Survey, the Master Plan Steering Committee issued an RFP in February to find a consultant to assist with the Master Plan Update. Three companies submitted their proposals and following review of their submissions and interviews in March via Zoom with each of the firms, the Master Plan Steering Committee chose Resilience Planning and Design, LLC. The Steering Committee was impressed by the presentation, the Resilience team's knowledge and experience with Master Plan preparation and updates and what they are confident will be a very useful and implementable final product. The Steering Committee then met with the Resilience team to fine tune the details of the Scope of Work for the project and to have a contract prepared for the Board of Selectmen to review. The contract was reviewed by Town Counsel and found to be in order.
The work on the Master Plan has begun in 2021 and will continue into the FY22 year.
The Board of Selectmen approved this encumbrance at their meeting of May 10, 2021. (See attached draft minutes.)

Account to Encumber:

Account number(s)	Description	Vendor	Amount
01-4191-50-2555	Master Plan	Resilience Planning and Design, LLC	$41,446.19

Town Administrator Recommendation:

Signature _____ Date _____

Date of Board of Selectmen Vote: 5/10/21

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

_____ _____

Finance Director Date

Date Completed: _____

Copy: Auditor File

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to appoint Mr. Anthony Culotta to the position of Special Officer - Crossing Guard with the Amherst Police Department, effective May 10, 2021.
By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

6.3 Master Plan Contract

Selectman Brew explained that the Master Plan Steering Committee first sent out a survey town-wide that received 1,800 responses. The group has decided to take a theme-based approach to this update. Last month, the Committee interviewed three companies to potentially contract with the Town for this update. The Committee unanimously chose Resilience, from Plymouth, NH, to execute this contract with.

Nic Strong, Community Development Director, explained that the group was particularly impressed with Resilience because of the number of Master Plans they've helped create, along with their open space and transportation studies. Resilience's description of an implementation plan was interesting, and the Committee believes Resilience will be able to help them create an actionable and usable document, along with an online presence through a Story Map.

Selectman D'Angelo noted that the last Master Plan process left the Town without an actionable plan that included tradeoffs. He is happy to support this recommendation but hopes for more this time around.

Nic Strong noted that the Committee will also be working with NRPC on a build-out study regarding the land use, zoning ordinances, and the Town's wishes, as part of this process.

Selectman Panasiti noted that there is a large amount proposed to be expended for this update and hopes that the Town will get its money's worth. Nic Strong stated that the Committee will be a large part of the process and will hopefully come in under budget.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti that the Board of Selectmen approve the attached contract and statement of work with Resilience Planning and Design, LLC to assist the Town of Amherst with the Master Plan Update; and to furthermore authorize the expenditure of a total of $90,040, with $41,446.19 coming from the FY21 budget and the remaining $48,593.81 coming from the FY22 budget. The total amount and the FY22 amount are contingent on the FY22 budget being approved by the voters in June and that, further, this non-appropriation language be considered an addendum to the approved contract.
By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti that the Board of Selectmen encumber whatever remains on June 30, 2021 of the $41,446.19 in the FY21 budget line so this portion of work can be completed in FY22 if necessary.
By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Selectman Panasiti – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.

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2 Main Street
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Request to Encumber Funds

DATE OF REQUEST: June 9, 2021

REQUESTING DEPARTMENT: DPW

REASON FOR REQUEST: (describe in detail)
Change in lighting and lighting control under the NH Saves program for DPW Contract will be signed on June 14, 2021

Account to Encumber: 01-4311-40-2430

Account number(s)	Description	Vendor	Amount
01-4311-40-2430	Equipment Repair & Maintenance		$ 7513.06

Town Administrator Recommendation:

Signature _____ Date _____

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

Finance Director _____ Date _____

Date Completed: _____

Copy: Auditor File

STATEMENT OF WORK

Statement of Work for
Eversource Small Business Energy Advantage Program

This Statement of Work ('SOW') is entered into between World Energy Efficiency Services, LLC ('World Energy') and Town of Amherst NH - DPW ('Customer') as of the date by which World Energy executes this SOW.

Project Overview:

- Energy Efficiency Measures ("EEMs") per the proposal titled "ENERGY EFFICIENCY PROPOSAL PREPARED FOR : Town of Amherst NH - DPW and dated 05/19/2021 (the "Proposal")
- Non-Prevailing
- Customer will provide World Energy with access to Customer's premises as may be reasonably required in order to permit World Energy to perform the services in a timely manner

Service Exclusions:

- Performance and/or payment bond
- New Tombstones for existing fixtures (Unless otherwise noted)
- Old equipment disposal
- Asbestos abatement
- Painting and patching
- Repair or replacement of unforeseen conditions including but not limited to existing code violations, structural issues, asbestos, lead paint, oil or other hazardous materials, and old or deteriorating wiring
- Non-functioning equipment repair
- Overtime, weekend, or overnight work
  - Pricing is straight time only

Fee:

Project Total	$21,465.89
Less Incentive	$13,952.83
Customer Portion due to World Energy	$7,513.06

Payment Terms (check one):

- 50% upon the initial Invoice*
- 50% upon Certificate of Completion

* Note: If total Customer Portion due to World Energy is less than $1,500 there will be no Initial deposit and all funds will be due upon Certificate of Completion.
Deposits are due upon receipt of Invoice. Remaining balance is due and payable net thirty (30) days from invoice date. All overdue payments shall bear interest of the lesser of (i) the rate of one and one-half percent (1.5%) per month or (ii) the maximum rate allowed by law, in either case plus World Energy's cost of collection (including reasonable attorney's fees).

Invoices to be sent to:

Customer: Town of Amherst

Address: 22 DODGE RD

Attn: DPW

Email: EHAHN@AMHERSTNH.GOV
PDELISLE@AMHERSTNH.GOV

OFFICE OF THE FINANCE DIRECTOR
2 Main Street
Amherst, NH 03031
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Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: June 9, 2021

REQUESTING DEPARTMENT: DPW

REASON FOR REQUEST: (describe in detail)
Change in lighting and lighting control under the NH Saves program for Recreation (779.52), Fire Station (2,979.09) and Transfer Station (779.52). Contract will be signed on June 14, 2021

Account to Encumber: 01-4194-40-2430

Account number(s)	Description	Vendor	Amount
01-4194-40-2430	Equipment Repair & Maintenance		$6,085.91

Town Administrator Recommendation:

Signature _____ Date _____

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

Finance Director _____ Date _____

Date Completed: _____

Copy: Auditor File

Statement of Work for
Eversource Small Business Energy Advantage Program

This Statement of Work ('SOW') is entered into between World Energy Efficiency Services, LLC ('World Energy') and Town of Amherst NH - Recreation Department ('Customer') as of the date by which World Energy executes this SOW.

Project Overview:

- Energy Efficiency Measures ("EEMs") per the proposal titled "ENERGY EFFICIENCY PROPOSAL PREPARED FOR : Town of Amherst NH - Recreation Department and dated 05/19/2021 (the "Proposal")
- Non-Prevailing
- Customer will provide World Energy with access to Customer's premises as may be reasonably required in order to permit World Energy to perform the services in a timely manner

Service Exclusions:

- Performance and/or payment bond
- New Tombstones for existing fixtures (Unless otherwise noted)
- Old equipment disposal
- Asbestos abatement
- Painting and patching
- Repair or replacement of unforeseen conditions including but not limited to existing code violations, structural issues, asbestos, lead paint, oil or other hazardous materials, and old or deteriorating wiring
- Non-functioning equipment repair
- Overtime, weekend, or overnight work
  - Pricing is straight time only

Fee:

Project Total	$2,598.40
Less Incentive	$1,818.88
Customer Portion due to World Energy	$779.52

Payment Terms (check one):

- 50% upon the initial Invoice*
- 50% upon Certificate of Completion

* Note: If total Customer Portion due to World Energy is less than $1,500 there will be no initial deposit and all funds will be due upon Certificate of Completion.

Deposits are due upon receipt of invoice. Remaining balance is due and payable net thirty (30) days from invoice date. All overdue payments shall bear interest of the lesser of (i) the rate of one and one-half percent (1.5%) per month or (ii) the maximum rate allowed by law, in either case plus World Energy's cost of collection (including reasonable attorney's fees).

Invoices to be sent to:

Customer: Town of Amherst
Address: 22 Dodge Rd
Amherst, NH 03031

Attn: DPW
Email: EHahn@amherstnh.gov
PDelisle@amherstnh.gov

Flow Down:

Scope of Work:

- Project # as stated in the summary of the proposed retrofit work ('Executive Summary')
- EEM#(s) 1 - 2 from the Energy Efficiency Proposal to Town of Amherst NH - Recreation Department from World Energy dated 05-19-2021 ('Proposal').

Change Orders:

Any changes to the scope of work shall be made by the execution of a Change Order between the parties substantially in the form attached hereto as Attachment 1 per the Customer Agreement.

Certificate of Completion:

Upon completion of the Services by World Energy, Customer shall execute the attached Notice of Completion (Attachment 2) and return to World Energy.

IN WITNESS WHEREOF, the parties hereto have caused this Statement of Work to be executed on the date set forth below.

World Energy Efficiency Services, LLC		Customer	
By:	_____	By:	ECHahn
Print Name:	_____	Print Name:	Eric C. Hahn
Title:	_____	Title:	Director of DPW
Date:	_____	Date:	June 17, 2021

OFFICE OF THE FINANCE DIRECTOR
2 Main Street
Amherst, NH 03031
www.amherstnh.gov
Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: June 9, 2021

REQUESTING DEPARTMENT: DPW

REASON FOR REQUEST: (describe in detail)
Crack sealing town roads detailed in bid #08-21 to be awarded on June 14, 2021.

Account to Encumber: 01-4194-40-2430

Account number(s)	Description	Vendor	Amount
01-4194-40-2430	Crack Sealing	#2562-K5 Corporation	$27,750.00

Town Administrator Recommendation:

_____ _____
Signature Date

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

_____ _____
Finance Director Date

Date Completed: _____

Copy: Auditor File

TOWN OF AMHERST

Town Department: Public Works **Date:** June 14, 2021

Line Item: 01-4312-70-2730 (Road Maintenance) **Budget Amount: $100,000**

Bid #:08-21 **Item: Crack Sealing** **Date Bid To Be Awarded: June 13, 2021**

VENDOR Name and Address	PRICE/UNIT Interest Rate	TOTAL	OTHER CONSIDERATIONS
Henry W. Dow 1. P.O. Box 247 Concord, NH 03302	Spring Rd. $7,800.00 Lyndeborough Rd. $3,900.00 BPR $9,750.00; Manchester Rd.; 400.00 Merrimack Rd., $1,900.00; Timber Chase Dr., $1,900.00; Pine Rd. $1,900.00	**$27,750.00**	**Low Bid, proven work history**
Sealcoating Inc d/b/a Indus Braintree, MA 2.	Spring Rd. $7,696.00 Lyndeborough Rd. $6,678.00 BPR $12,584.00; Manchester Rd.; 241.00 Merrimack Rd., $1,384; Timber Chase Dr., $720.00; Pine Rd. $692.00	**$29,995.00**	
3. Bedford Sealcoating Bedford NH	NO BID		
4. Crack Seal Inc. Raynam MA	NO BID		
5. Property Innovation Londonderry NH	NO BID		
6 Nicom Coatings Corp Berlin VT	NO BID		

Recommend bid be awarded to: Henry W. Dow

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.
Please forward, for review purposes, a copy of bids in excess of $10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

OFFICE OF THE FINANCE DIRECTOR
2 Main Street
Amherst, NH 03031
www.amherstnh.gov
Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: June 9, 2021

REQUESTING DEPARTMENT: DPW

REASON FOR REQUEST: (describe in detail)
Bike/Ped Path

Account to Encumber: 01-4312-90-9800

Account number(s)	Description	Vendor	Amount
01-4312-90-9800	Bike/Ped Path	Undetermined	$637,398.35

Town Administrator Recommendation:

_____ _____
Signature Date

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

_____ _____
Finance Director Date

Date Completed: _____

Copy: Auditor File

TOWN OF AMHERST

Town Department: DPW

Date: March 16, 2021

Line Item: 01-4312-70-2730

Budget Amount: FY21 - $521,201.20 FY22 - $778,798.80

Bid #: 05-21

Item: Christian Hill Rd. (Green to SR13), Dodge Rd. (Mack Hill to gravel portion), Bayberry Dr., Blueberry Hill Rd. (from Dodge to Bayberry to SR101), Caldwell Dr. (from Columbia to around circle), and Manhattan Dr.

Date Bid To Be Awarded: March 29, 2021

	VENDOR Name and Address	PRICE/UNIT Interest Rate	TOTAL	OTHER CONSIDERATIONS
1.	Busby Construction 71 NH Route 111 Atkinson, NH 03811		NO BID SUBMITTED	
2.	Continental Paving, Inc. 1 Continental Drive Londonderry NH 03053		$1,129,269.50	
3.	Hudson Paving, Excavation, Inc. 19 Barretts Hill Rd Hudson NH 03051		NO BID SUBMITTED	
4.	Pike Industries 3 Eastgate Rd. Belmont NH 03220		NO BID SUBMITTED	
5.	R. S. Audley, Inc. 1113 Route 3A Bow NH 03304		NO BID SUBMITTED	

Recommend bid be awarded to: DPW recommends that bid 05-21, in the amount of $1,129,269.50, be awarded to CPI.
The board of selectmen authorized the DPW to expend up to $1,300,000 on said roads at a public meeting on March 29, 2021. The additional amount authorized over base-bid award is for contingency.

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.
Please forward, for review purposes, a copy of bids in excess of $10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

NOTICE TO PROCEED

Dated April 15, 2021

TO: Continental Paving, Inc.
(Insert Name of Contractor as it appears in the Bid Document)

ADDRESS: 1 Continental Dr., Londonderry, NH 03053

PROJECT: ***Town of Amherst Bid # 05-21 Multi-Road Construction – 2021 CONSTRUCTION SEASON***

CONTRACT: #05-21

You are notified that the Contract Time under the above contract will commence to run on April 16, 2021. By that date, you are to start performing your obligations under the Contract Documents and conclude such obligations on or before each date specified under Paragraph 3 of the Agreement.

Before you may start any Work at the site, under Paragraph 16 **"INSTRUCTIONS TO BIDDERS"** Certificates of insurance shall have been delivered to the Town and maintained through the duration of the Work in accordance with the Contract Documents.

TOWN OF AMHERST
(owner)

By
(Authorized Representative)

Town Administrator
(Title)

ECA

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by:

Continental Paving, Inc.
(Contractor)

This April 16, 2021

By

Project Manager
(Title)

Employee Identification Number:

OFFICE OF THE FINANCE DIRECTOR
2 Main Street
Amherst, NH 03031
www.amherstnh.gov
Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: June 17, 2021

REQUESTING DEPARTMENT: Dept. of Public Works

REASON FOR REQUEST: (describe in detail)
Bid was awarded on May 24, vendor could not schedule this work until FY21 (July 5 & 6)

Account to Encumber:

Account number(s)	Description	Vendor	Amount
01-4312-70-2730	Crosswalks, Yield lines and stop bars	Hi-Way Safety (K5)	$10,580.00

Town Administrator Recommendation:

_____ _____
Signature Date

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

_____ _____
Finance Director Date

Date Completed: _____

Copy: Auditor File

DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317 Fax (603) 249-8857

ehahn@amherstnh.gov

BID NUMBER #07-21

CROSSWALKS, YIELD LINES, STOP BARS

INVITATION TO BID

The Town of Amherst, NH is inviting proposals for contract at the Public Works Office, 22 Dodge Road, Amherst, New Hampshire, for **re-painting crosswalks and stop bars, and installing yield lines,** at various locations in Amherst. The bid shall provide ***unit pricing*** for re-painting crosswalks and stop bars, and a ***lump sum price*** for installing/painting yield line markings as follows:

Re-Painting Crosswalks:

All crosswalks to be re-painted are block-style crosswalks. Block-style crosswalks are painted with a series of longitudinal lines with no parallel lines. The longitudinal lines, or bars, are twelve (12) inches wide by eight (8) feet long. All crosswalks shall be painted with white, retroreflective paint, suitable for application on asphalt roads. The Unit Price for painting crosswalks shall be calculated per square foot of crosswalk painted. The total square footage of crosswalk to be painted is approximately 3,200 square feet (or 400 bars). The bidder shall provide a per square foot unit price as described above.

Installing/Painting Yield Lines (shark teeth):

The dimensions of the individual yield line markings shall measure a twenty-four (24) inch base width, by thirty-six (36) inch length. All yield lines shall be painted with white, retroreflective paint suitable for application on asphalt roads. There are a total of eleven crosswalk locations where yield markings will be installed. Markings will be installed for both directions of travel approaching each crosswalk. The eleven locations include Boston Post Rd. (BPR) at Cross St., BPR at Foundry St., BPR at Wilkins School, BPR at School Street, Main St. at Town Hall, Main Street at the Library, BPR at Souhegan High School, BPR at Homestead Circle, Cross Rd. at the Middle School, Camp Rd. at Camp Young Judea, and Thornton's Ferry Rd. II at the golf course. The bid price for installing/painting yield lines shall be calculated based on the total lump sum price for all yield markings installed/painted.

Re-Painting Stop-Bars:

The Unit Price for painting stop bars shall be calculated based on the square footage of stop bar painted. Stop bars shall be painted with white, retroreflective paint, suitable for application on asphalt roads, and be twelve (12) inches in width. Total lengths of stop bars may vary depending on the total travel lane width. The total square feet to be painted is approximately 6,200 sq. ft.

Bidding Documents may be obtained, at no charge, at the Public Works Office at 22 Dodge Road in Amherst, NH. Review of roads can be arranged by appointment with the Director of Public Works or his designee by calling our office at 603-673-2317.

Bids will be received at the Public Works Office, 22 Dodge Road, Amherst, NH, until 1:30 PM on Tuesday, May 18, 2021. Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room, DPW 22 Dodge Rd. Award will be by the Board of Selectmen at a regular board meeting.

Each bid must be accompanied by BID SECURITY, payable to the Town of Amherst, in the amount of FIVE HUNDRED DOLLARS ($500.00)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

BID NUMBER #07-21

CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as ***"Town of Amherst Bid # 07-21 Crosswalks, Yield Lines, Stop Bars"*** with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

Re-Painting Crosswalks:

Per Unit Price ($): zero dollars and seventy five cents (Written) **($)** .75 SF (Figure)

Installing Yield Lines (Shark teeth):

Lump Sum ($): one thousand nine hundred eighty dollars (Written) **($)** 1980.00 LS (Figure)

Re-Painting Stop Bars:

Per Unit Price ($): one dollar zero cents (Written) **($)** 1.00 SF (Figure)

K5 Corporation
Print Bidder/Contractor's Name

Kathy DeLong President
Print Representative's Name and Title

Representative's Signature

9 Rockview Way
Street

Rockland MA 02370
City, State and Zip Code

781-982-9229 781-982-9286
Telephone and FAX Number

5-14-21
Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

AGREEMENT

This AGREEMENT is made May_____, 2021, BETWEEN the Owner: Town of Amherst

and the Contractor: _____for the

following Project: ***"Town of Amherst Bid # 07-21 Crosswalks, Yield Lines, Stop Bars"*** on various town roads.

The Owner and Contractor agree as follows:

ARTICLE I
THE CONTRACT DOCUMENTS

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

1) Invitation to Bid.
2) Contractor's Proposal.
2) General Provisions, dated April 28, 2021.
3) Specifications, dated April 28, 2021.
4) Any issued addenda.
5) This agreement signed by the Owner and the Contractor.
6) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE

The date of commencement shall be the date of this Agreement. The Contractor shall substantially complete the Work not later than July 31, 2021, subject to adjustment by Change Order.

ARTICLE III
CONTRACT SUM

Subject to additions and deductions by Change Order, the Contract Sum per unit is:

Re-Painting Crosswalks (figure): $ .75 SF

Re-Painting Crosswalks (written words): $ zero dollars and seventy five cents

Installing Yield Lines (figure): $ 1980.00 LS

Installing Yield Lines (written words): $ one thousand nine hundred eighty dollars

Re-Painting Stop Bars (figure): $ 1.00 SF

Re-Painting Stop Bars (written words): $ one dollar and zero cents

ARTICLE IV
PAYMENT

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals shall be for completed work only.
2. Submittals shall be for no more than two times in any calendar month.
3. Work shall be certified, and payment made, on or within 15 days of the approved amount of the invoice.
4. Performance-Payment Security shall not be required.

ARTICLE V
INSURANCE

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

ARTICLE VI
OTHER TERMS AND CONDITIONS

There shall be a project meeting between the Owner and the Contractor prior to start date.
This ten-page Agreement entered into as of the day and year first written above (page 4).

OWNER, by its Selectmen

Peter Lyon, Chair

Dwight Brew, Vice Chair

Reed Panasiti, clerk

Thomas Grella, Member

John D'Angelo, Member

CONTRACTOR

(Signature of Company Executive)

Kathy DeLong President 9 Rockview Way Rockland MA 02370
Printed name, title, and address

781-982-9229
Telephone Number

781-982-9226
Fax line number

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

April 28, 2021

GENERAL PROVISIONS

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked ***"Town of Amherst Bid # 07-21 Crosswalks, Yield Lines, Stop Bars"*** and will be received at the Dept. of Public Works, 22 Dodge Rd. Amherst, NH until 1:30 PM, Tuesday May 18, 2021.

2. Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room, Public Works, 22 Dodge Road, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.

3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.

4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.

5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.

6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.

7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.

8. The bidder shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.

9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.

11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town from any and all demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".

13. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.

    A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.

    B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:

        (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars ($500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars ($500,000) on account of one accident.

        (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars ($500,000) for damages on account of one accident or all accidents.

    C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.

    D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.

14. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.

15. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.

16. Work on this project shall commence after signing of the contract and shall be completed in its entirety prior to July 31, 2021.

17. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the $500.00 security deposited with their bid.

18. The bidder will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the Town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto, and pay all expenses for any damage to work resulting therefrom. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials, which is the bidder's responsibility.

19. The Contract Documents shall include the "Invitation to Bid", "Contractor's Proposal", "General Provisions", "Specifications", any issued addenda, any "Change Orders", and the final executed "Contract Agreement".

    The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof.

    The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

20. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor shall also carefully examine the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.

21. The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor's invoice by the Town, the Town's agent shall inspect the premises and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) days of the approved amount of the invoice. Before final payment is made to the Contractor, it shall submit evidence satisfactory to the Board of Selectmen that all payrolls, material bills, and other indebtedness connected with the work have been paid.

22. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

    CHANGE ORDERS:

    A. The Town, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.

C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.

23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.

24. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be $500.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

25. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.

26. In determining the successful bidder, in addition to price, the following shall be considered:

a. The ability and skill of the bidder to perform the contract;
b. Whether the bidder can perform the contract promptly without delay or interference;
c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
d. The quality of performance of previous contracts for services.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

April 28, 2021

SPECIFICATIONS

Crosswalks, Yield Lines, Stop Bars

1. Scope of Work

The Director or his designee will provide a list of crosswalks to be painted, yield lines to be installed/painted, and stop bars to be painted at various locations throughout Amherst.

2. Material

Quotes shall be based on use of a Waterborne white paint covering approximately 250 – 300 linear feet per gallon with retro-reflective glass beading added as sprayed. ***The spray equipment shall be calibrated to apply a minimum of eight (8) pounds of glass beads per gallon of paint applied.***

3. Equipment

Equipment used shall be sufficient to complete the work in a timely and efficient manner, and to result in a satisfactory finished product.

4. Preparation

Road painting of any sort will only take place when the road is dry (free of moisture). When this is in doubt, the final decision rests with the Amherst Public Works Director or his designee. It is preferred that road painting will take place nights. Adequate advance notice to is required to schedule Public Works employees to assist with night painting. Where and when appropriate, using best management practices, traffic cones and signage will be used to delineate fresh paint.

5. Performance

a. It is the intentions of the Amherst Department of Public Works to recommend awarding this contract to the lowest bidder who can furnish satisfactory evidence that he or she has the ability and experience to perform this type of work, and that he or she has sufficient capital and equipment to enable him or her to complete the work successfully within the time frame named in the contract.

b. The contractor should be prepared to submit six successfully completed line striping jobs within the last year including contact names and phone numbers.

6. Traffic Control

a. For line striping preformed after 8:30 PM, the Town of Amherst will provide a guide and lighted vehicle to assist in performing this work.

b. For line striping preformed during daylight hours, the contractor shall supply adequate signage and safety cones to prevent traffic from driving over wet portions of painted crosswalks or stop bars. The Town of Amherst will provide a guide and lighted vehicle to assist in performing this work.

Document A310 TM – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

K5 Corporation
9 Rockview Way
Rockland, MA 02370

SURETY:
(Name, legal status and principal place of business)
United States Fire Insurance Company
305 Madison Avenue
Morristown, NJ 07962
Mailing Address for Notices
Same as Above

OWNER:
(Name, legal status and address)

Town of Amherst Department of Public Works
22 Dodge Road
Amherst, NH 03031

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: $500.00 Five Hundred Dollars and 00/100

PROJECT:
(Name, location or address, and Project number, if any)

Bid #07-21 Re-Painting Crosswalks & Stop Bars and Installing Yield Lines

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 12th day of May, 2021.

Colleen Mahoney
(Witness)

K5 Corporation
(Principal) *(Seal)*

By: President
(Title)

(Witness)

United States Fire Insurance Company
(Surety) *(Seal)*

By: Jessica L. Piccirillo
(Title) Jessica L. Piccirillo, Attorney-In-Fact

S-0054/AS 8/10

POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint: **Woodrow M. Baird, Richard A. Leveroni, Russell M. Canterbury, Steven E. Susanin, Jessica L. Piccirillo, Kathleen M. Flanagan, Diane Moraski, Adam Martin, Victoria P. Parkerson, Victoria Parkerson;**

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **One Hundred Twenty Five Million Eight Hundred Thousand Dollars ($125,800,000)**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 1, 2023.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;
(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 11th day of March, 2021.

UNITED STATES FIRE INSURANCE COMPANY

Anthony R. Slimowicz, Executive Vice President

State of New Jersey}
County of Morris }

On this 11th day of March 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

SONIA SCALA
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 3/25/2024
No. 2163686

Sonia Scala, (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 12th day of May 20 21

UNITED STATES FIRE INSURANCE COMPANY

Daniel Sussman, Senior Vice President

*For verification of the authenticity of the Power of Attorney, please contact Pat Taber at 860-956-3424 or email: SuretyInquiries@amyntagroup.com

CORPORATION

Confirmation of Quantities Report

9 Rockview Way Rockland MA 02370
Phone: (781) 982-9229 Fax: (781) 982-9226

Customer Name: Amherst NH
Customer Address: DPW 22 Dodge Road
Amherst NH 03031

Customer Contact:
Contract #:
EBO Number:

Bill Item	Description	Qty	U/M	Price	Ext Total	Date	WO #
CUSTOMER INFORMATION							
Project Location: Amherst NH - 2020 Scarifying Crosswalks & Stop Bars						**Job #: 231699**	
864.STBR	STOP BAR PAINT	1366	SF	$1.0000	$1,366.00	08/06/20	231699-1
864.STBR	STOP BAR PAINT	307	SF	$1.0000	$307.00	09/04/20	231699-6
864.STBR	STOP BAR PAINT	950	SF	$1.0000	$950.00	09/15/20	231699-8
864.STBR	STOP BAR PAINT	1444	SF	$1.0000	$1,444.00	09/16/20	231699-10
864.STBR	STOP BAR PAINT	1418	SF	$1.0000	$1,418.00	09/17/20	231699-12
864.STBR	STOP BAR PAINT PER SF	680	SF	$1.0000	$680.00	10/01/20	231699-13
Subtotal:		**6165**			**$6,165.00**		
865.1	STANDARD CROSSWALK (16SF	27	EA	$8.0000	$216.00	09/16/20	231699-10
Subtotal:		**27**			**$216.00**		
865.101	BLOCK - STYLE CROSSWALK (	75	SF	$12.0000	$900.00	08/06/20	231699-1
865.101	BLOCK - STYLE CROSSWALK (	96	EA	$12.0000	$1,152.00	08/21/20	231699-2
865.101	BLOCK - STYLE CROSSWALK (	7	EA	$12.0000	$84.00	09/04/20	231699-6
865.101	BLOCK - STYLE CROSSWALK (	96	EA	$12.0000	$1,152.00	09/15/20	231699-8
865.101	BLOCK - STYLE CROSSWALK (	117	EA	$12.0000	$1,404.00	09/16/20	231699-10
Subtotal:		**391**			**$4,692.00**		
REM.04	SCARIFYING STREET MARKING	25	FT	$1.0000	$25.00	08/06/20	231699-1
REM.04	SCARIFYING STREET MARKING	1378	FT	$1.0000	$1,378.00	08/21/20	231699-3
REM.04	SCARIFYING STREET MARKING	800	FT	$1.0000	$800.00	09/04/20	231699-7
REM.04	SCARIFYING STREET MARKING	1201	FT	$1.0000	$1,201.00	09/15/20	231699-9
REM.04	SCARIFYING STREET MARKING	1271	FT	$1.0000	$1,271.00	09/16/20	231699-11
Subtotal:		**4675**			**$4,675.00**		
Grand Total:		**11258**			**$15,748.00**		

OFFICE OF THE FINANCE DIRECTOR
2 Main Street
Amherst, NH 03031
www.amherstnh.gov
Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: June 9, 2021

REQUESTING DEPARTMENT: DPW

REASON FOR REQUEST: (describe in detail)
Line Stripping Bid 09-21 (due 6/22/21)

Account to Encumber: 01-4312-70-2730

Account number(s)	Description	Vendor	Amount
01-4312-70-2730	Road Maintenance	Hi-way Safety	$43,826.34

Town Administrator Recommendation:

_____ _____
Signature Date

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

_____ _____
Finance Director Date

Date Completed: _____

Copy: Auditor File

TOWN OF AMHERST

Town Department: DPW

Date: June 23, 2021

Line Item: 01-4312-40-2450

Budget Amount: 01-4312-40-2450 = $17,320
01-4312-10-1110 = $26.506.34

Bid #: 09-21 **Item: Line Stripping**

Date Bid To Be Awarded: June 28, 2021

VENDOR Name and Address	PRICE/UNIT Interest Rate	TOTAL	OTHER CONSIDERATIONS
1. Industrial Line Striping 3 Sanborn Rd. Londonderry NH	Double Yellow $42,794.62 Single White $1,528.48	$44,323.10	Per Linear Foot Double Yellow .11 Single White .08
2. Hi-way Safety 9 Rockview Way Rockland MA 02370	Double Yellow $42,794.62 Single White $1,031.72	$43,826.34	Double Yellow .11 Single White .054
3. Markings, Inc. 30 Riverside Dr. Pembroke MA 02359	Double Yellow $46,685.04 Single White $1,146.36	$47,831.40	Double Yellow .12 Single White .06
4. JDK Striping 52 Fitzgerald Dr. Jaffrey NH	No Bid		
5.			
6			

Recommend bid be awarded to: Hi-Way Safety $43,826.34

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.
Please forward, for review purposes, a copy of bids in excess of $10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

OFFICE OF THE FINANCE DIRECTOR
2 Main Street
Amherst, NH 03031
www.amherstnh.gov
Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: June 9, 2021

REQUESTING DEPARTMENT: Police

REASON FOR REQUEST: (describe in detail)
Upper Level Renovations – Architects

Account to Encumber:

Account number(s)	Description	Vendor	Amount
	Architect	Dennis Mires, PA	$15,500.00

Town Administrator Recommendation:

_____ _____
Signature Date

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

_____ _____
Finance Director Date

Date Completed: _____

Copy: Auditor File

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: FY 21 Budget Status Report, Budget Transfers & Police Renovation Overage

Department: Finance Department

Meeting Date: June 28, 2021

Staff Contact: Laurie May

BACKGROUND INFORMATION:

The department directors gave feed back on remaining purchases for FY21. I've attached the budget status report based on the information received by the department directors. It appears that we'll have $1,020,000 in unexpended budget. The only general fund budget that is going over is the Landfill Department, which Eric Hanh has proposed moving money from Highway to. Eric has also proposed doing budget transfers in the amount of $96,000 from Highways & Streets budgets, $20,000 from the SRLS budget, and using $25,000 of the remainder of buildings and grounds budget for a total offset to the Police Renovations shortfall of $150,403. This leaves a remaining overage of $9,403. If the Board approves Eric's proposed budget transfers, the Board will just need to decide from which budget they would like to move the additional $9,403 from. I propose that this remaining amount be transferred from the Financial Administration budget. Because the Police Reno overage is due to building renovations, I propose that the transfers are put to the Outside Hire line in the Buildings and Grounds budget.

BUDGET IMPACT:

(Include general ledger account numbers)

These DPW budgets are underspent. As discussed at previous Board of Selectmen meetings, the Police Renovation was anticipated to be overspent, and it is.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

I recommend that the Board move to approve the budget transfers of $96,000 from Highways & Streets budget, $20,000 from the SRLS budget, and $9,403 from the financial administration budget to the Buildings and Grounds Budget. I further recommend that the Board move to approve that Police Station Renovation invoices in the amount of $150,402.99 be expensed against the Buildings and Grounds Budget.

SUGGESTED MOTION:

I move to approve the budget transfers of $96,000 from Highways & Streets budget, $20,000 from the SRLS budget, and $9,403 from the financial administration budget to

the Buildings and Grounds Budget. I further recommend that the Board move to approve that Police Station Renovation invoices in the amount of $150,402.99 be expensed against the Buildings and Grounds Budget.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Police Station Renovation CRF
2. 3109_001

Police Station Renovation CRF

Date	Action	Amount	Balance
	Ivnoiced to the Police Station Renovation CRF:		
11/30/2020	Check #63864 to Martini Northern LLC	78,685.00	
11/30/2020	Check #63864 to Martini Northern LLC	228,092.00	
12/22/2020	Check #63974 to Citizens Bank	2,267.78	
12/22/2020	Check #64016 to Martini Northern LLC	257,165.00	
1/19/2021	Check #64176 to Martini Northern LLC	130,143.00	
3/5/2021	Check #64495 to Martini Northern LLC	48,629.00	
6/30/2021	Dennis Mires, PA Contract	15,500.00	
	Total Expenditures paid through the Police Station Reno CRF		760,481.78
	Reimbursed to GF through the CRF on 3/22/21		(609,000.00)
	To be Reimbursed to GF through the CRF (balance in account) as of 5/31/21		(1,078.79)
	Overage		$ 150,402.99
	Possible Budget Transfers		
	Highway and Streets		(96,000.00)
	Souhegan Regional Landfill		(20,000.00)
	Buildings & Grounds		(25,000.00)
	Remaining Overage		9,402.99

General Ledger
Budget Status
User: lauriemay
Printed: 6/23/2021 - 4:21 PM
Period: 1 to 15, 2021

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4130	Executive								
E01	General Government								
01-4130-10-1110	Wages, Full Time Permanent	172,705.00		159,977.60		159,977.60	12,727.40	12,727.40	7.37
01-4130-10-1115	Wages, Part Time Permanent	4,402.00		2,852.54		2,852.54	1,549.46	1,549.46	35.20
01-4130-10-1130	Elected Officials	23,400.00		22,500.00		22,500.00	900.00	900.00	3.85
01-4130-10-1131	Moderator Wages	890.00		0.00		0.00	890.00	890.00	100.00
01-4130-10-1132	Merit Pay	5,000.00		0.00		0.00	5,000.00	5,000.00	100.00
01-4130-10-1140	Overtime	1.00		3,412.32		3,412.32	-3,411.32	-3,411.32	0.00
01-4130-20-1210	Health Insurance	36,389.00		16,853.63		16,853.63	19,535.37	19,535.37	53.68
01-4130-20-1211	Dental Insurance	1,577.00		1,991.81		1,991.81	-414.81	-414.81	0.00
01-4130-20-1220	Social Security	12,998.00		13,505.21		13,505.21	-507.21	-507.21	0.00
01-4130-20-1225	Medicare	3,040.00		3,158.71		3,158.71	-118.71	-118.71	0.00
01-4130-20-1230	Deferred Compensation	9,499.00		8,537.25		8,537.25	961.75	961.75	10.12
01-4130-20-1266	Sick Leave Incentive	3,239.00		4,881.17		4,881.17	-1,642.17	-1,642.17	0.00
01-4130-20-1290	Longevity	1.00		0.00		0.00	1.00	1.00	100.00
01-4130-20-1294	Educat & Training/Prof Dev.	5,000.00		95.00		95.00	4,905.00	4,905.00	98.10
01-4130-30-2335	Records Retention	0.00		0.00		0.00	0.00	0.00	0.00
01-4130-30-2338	Records Retention	1.00		0.00		0.00	1.00	1.00	100.00
01-4130-30-2341	Telephone	6,025.00		6,452.63		6,452.63	-427.63	-427.63	0.00
01-4130-30-2342	Cable Access	21,000.00		9,520.00		9,520.00	11,480.00	11,480.00	54.67
01-4130-30-2343	Internet Service	2,400.00		2,315.03		2,315.03	84.97	84.97	3.54
01-4130-30-2374	Custodian	6,700.00		6,086.74		6,086.74	613.26	613.26	9.15
01-4130-30-2381	Outside Hire	1.00		225.00		225.00	-224.00	-224.00	0.00
01-4130-30-2392	Outside Hire - Web Site	1,900.00		2,094.75		2,094.75	-194.75	-194.75	0.00
01-4130-30-2395	Outside Hire IT	100,000.00		94,571.25		94,571.25	5,428.75	5,428.75	5.43
01-4130-40-2411	Heat	6,000.00		4,473.24		4,473.24	1,526.76	1,526.76	25.45
01-4130-40-2430	Equipment Repair & Maintenance	100.00		2,328.69		2,328.69	-2,228.69	-2,228.69	0.00
01-4130-50-2550	Printing	3,500.00		2,820.36		2,820.36	679.64	679.64	19.42
01-4130-50-2551	Advertising	1,100.00		708.45		708.45	391.55	391.55	35.60
01-4130-50-2552	Town Report	2,250.00		0.00		0.00	2,250.00	2,250.00	100.00
01-4130-50-2553	Record Binding	100.00		0.00		0.00	100.00	100.00	100.00
01-4130-50-2560	Dues & Subscriptions	12,000.00		13,445.89		13,445.89	-1,445.89	-1,445.89	0.00
01-4130-50-2565	Software Licenses	5,300.00		4,997.00		4,997.00	303.00	303.00	5.72
01-4130-50-2581	Travel (Convention Hotels)	400.00		0.00		0.00	400.00	400.00	100.00
01-4130-60-2620	Office Supplies	2,000.00		1,478.36		1,478.36	521.64	521.64	26.08
01-4130-60-2621	Computer Equipment	1,200.00		1,900.00		1,900.00	-700.00	-700.00	0.00
01-4130-60-2625	Postage	5,500.00		3,033.12		3,033.12	2,466.88	2,466.88	44.85
01-4130-80-2618	Special Events & Supplies	3,000.00		275.90		275.90	2,724.10	2,724.10	90.80
01-4130-80-2762	Equipment Lease Payment	8,000.00		3,371.93		3,371.93	4,628.07	4,628.07	57.85

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4130-80-2820	Mileage	200.00		0.00		0.00	200.00	200.00	100.00
01-4130-80-2825	Meetings & Conferences	2,000.00		628.72		628.72	1,371.28	1,371.28	68.56
	E01 Sub Totals:	468,818.00		398,492.30		398,492.30	70,325.70	70,325.70	15.00
	Expense Sub Totals:	468,818.00		398,492.30		398,492.30	70,325.70	70,325.70	15.00
	Dept 4130 Sub Totals:	468,818.00		398,492.30	12,357.75	410,850.05	57,967.95	57,967.95	0.12
01-4140	Election, Reg & Vital Stats								
E01	General Government								
01-4140-10-1110	Town Clerk Wages	66,456.00		63,960.00		63,960.00	2,496.00	2,496.00	3.76
01-4140-10-1111	Full Time Wages	52,520.00		50,881.93		50,881.93	1,638.07	1,638.07	3.12
01-4140-10-1115	Part Time Wages-Town Clerk	1.00		0.00		0.00	1.00	1.00	100.00
01-4140-10-1130	Supervisor Of Check List, Wages	4,200.00		5,967.71		5,967.71	-1,767.71	-1,767.71	0.00
01-4140-10-1140	Overtime Town Clerk	0.00		2,102.90		2,102.90	-2,102.90	-2,102.90	0.00
01-4140-20-1210	Health Insurance	50,732.00		44,452.94		44,452.94	6,279.06	6,279.06	12.38
01-4140-20-1211	Dental Insurance	1,902.00		1,747.24		1,747.24	154.76	154.76	8.14
01-4140-20-1220	Social Security	7,910.00		7,612.84		7,612.84	297.16	297.16	3.76
01-4140-20-1225	Medicare	1,850.00		1,780.46		1,780.46	69.54	69.54	3.76
01-4140-20-1230	Deferred Compensation	6,544.00		6,286.99		6,286.99	257.01	257.01	3.93
01-4140-20-1266	Sick Leave Incentive	2,409.00		1,200.05		1,200.05	1,208.95	1,208.95	50.18
01-4140-20-1290	Longevity	2,000.00		1,750.00		1,750.00	250.00	250.00	12.50
01-4140-50-2551	Advertising	170.00		0.00		0.00	170.00	170.00	100.00
01-4140-50-2562	Ballot Machine Programing	6,800.00		184.55		184.55	6,615.45	6,615.45	97.29
01-4140-50-2565	Software Licenses	7,078.00		7,830.73		7,830.73	-752.73	-752.73	0.00
01-4140-60-2610	Supplies - General	1,100.00		2,203.25		2,203.25	-1,103.25	-1,103.25	0.00
01-4140-60-2620	Office Supplies	2,000.00		7,645.13		7,645.13	-5,645.13	-5,645.13	0.00
01-4140-60-2621	Computer Equipment	1,400.00		2,545.00		2,545.00	-1,145.00	-1,145.00	0.00
01-4140-60-2625	Postage	4,000.00		4,599.70		4,599.70	-599.70	-599.70	0.00
01-4140-80-2612	Equipment Purchases	800.00		0.00		0.00	800.00	800.00	100.00
01-4140-80-2820	Mileage	1.00		0.00		0.00	1.00	1.00	100.00
01-4140-80-2825	Meetings & Conferences	750.00		440.00		440.00	310.00	310.00	41.33
	E01 Sub Totals:	220,623.00		213,191.42		213,191.42	7,431.58	7,431.58	3.37
	Expense Sub Totals:	220,623.00		213,191.42		213,191.42	7,431.58	7,431.58	3.37
	Dept 4140 Sub Totals:	220,623.00		213,191.42	8,230.43	221,421.85	-798.85	-798.85	0.00
01-4150	Financial Administration								
E01	General Government								
01-4150-10-1110	Accounting Wages	140,279.00		129,093.29		129,093.29	11,185.71	11,185.71	7.97
01-4150-10-1115	Part Time Accounting	802.00		2,898.11		2,898.11	-2,096.11	-2,096.11	0.00
01-4150-10-1130	Treasurer Wages	13,500.00		12,740.00		12,740.00	760.00	760.00	5.63
01-4150-10-1140	Overtime	0.00		3,785.58		3,785.58	-3,785.58	-3,785.58	0.00
01-4150-20-1210	Health Insurance	38,063.00		29,458.40		29,458.40	8,604.60	8,604.60	22.61
01-4150-20-1211	Dental Insurance	1,067.00		1,095.74		1,095.74	-28.74	-28.74	0.00
01-4150-20-1220	Social Security	9,767.00		9,569.35		9,569.35	197.65	197.65	2.02
01-4150-20-1225	Medicare	2,284.00		2,238.01		2,238.01	45.99	45.99	2.01
01-4150-20-1230	Deferred Compensation	7,715.00		6,674.95		6,674.95	1,040.05	1,040.05	13.48
01-4150-20-1266	Sick Leave Incentive	2,945.00		1,735.30		1,735.30	1,209.70	1,209.70	41.08

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4150-20-1294	Educat & Training/Prof Dev.	1,200.00		0.00		0.00	1,200.00	1,200.00	100.00
01-4150-30-2301	Auditing	19,100.00		22,400.00		22,400.00	-3,300.00	-3,300.00	0.00
01-4150-50-2560	Dues & Subscriptions	35.00		349.00		349.00	-314.00	-314.00	0.00
01-4150-50-2561	Bank Charges and Fees	18,000.00		6,595.05		6,595.05	11,404.95	11,404.95	63.36
01-4150-50-2565	Software Licenses	53,100.00		42,385.57		42,385.57	10,714.43	10,714.43	20.18
01-4150-60-2620	Office Supplies	3,600.00		3,502.77		3,502.77	97.23	97.23	2.70
01-4150-60-2621	Computer Equipment	0.00		12,369.27		12,369.27	-12,369.27	-12,369.27	0.00
01-4150-80-2820	Mileage	1.00		0.00		0.00	1.00	1.00	100.00
	E01 Sub Totals:	311,458.00		286,890.39		286,890.39	24,567.61	24,567.61	7.89
	Expense Sub Totals:	311,458.00		286,890.39		286,890.39	24,567.61	24,567.61	7.89
	Dept 4150 Sub Totals:	311,458.00		286,890.39	9,121.65	296,012.04	15,445.97	15445.965	0.05
01-4151	Tax Collecting								
E01	General Government								
01-4151-10-1110	Tax Collector Wages	66,456.00		63,949.94		63,949.94	2,506.06	2,506.06	3.77
01-4151-10-1140	Overtime Tax	4,266.00		2,086.72		2,086.72	2,179.28	2,179.28	51.08
01-4151-20-1210	Health Insurance	33,043.00		32,886.50		32,886.50	156.50	156.50	0.47
01-4151-20-1211	Dental Insurance	1,778.00		1,682.25		1,682.25	95.75	95.75	5.39
01-4151-20-1220	Social Security	4,524.00		4,078.09		4,078.09	445.91	445.91	9.86
01-4151-20-1225	Medicare	1,058.00		953.76		953.76	104.24	104.24	9.85
01-4151-20-1230	Deferred Compensation	3,655.00		3,517.20		3,517.20	137.80	137.80	3.77
01-4151-20-1266	Sick Leave Incentive	1,000.00		1,599.13		1,599.13	-599.13	-599.13	0.00
01-4151-20-1290	Longevity	1,250.00		1,250.00		1,250.00	0.00	0.00	0.00
01-4151-20-1294	Educat & Training/Prof Dev.	700.00		0.00		0.00	700.00	700.00	100.00
01-4151-30-2340	Banking Services (Lockbox)	4,800.00		2,752.11		2,752.11	2,047.89	2,047.89	42.66
01-4151-30-2391	Registry Fees	700.00		438.06		438.06	261.94	261.94	37.42
01-4151-30-2393	Tax Lien & Deed Researach	1,400.00		155.60	2,000.00	155.60	1,244.40	1,244.40	88.89
01-4151-50-2560	Dues & Subscriptions	60.00		20.00		20.00	40.00	40.00	66.67
01-4151-50-2565	Software Licenses	3,100.00		3,611.29		3,611.29	-511.29	-511.29	0.00
01-4151-60-2620	Office Supplies	1,700.00		1,416.24	350.00	1,416.24	283.76	283.76	16.69
01-4151-60-2621	Computer Supplies	0.00		0.00		0.00	0.00	0.00	0.00
01-4151-60-2625	Postage	7,000.00		5,512.25		5,512.25	1,487.75	1,487.75	21.25
01-4151-60-2690	Misc. Supplies	1.00		0.00		0.00	1.00	1.00	100.00
01-4151-70-2740	New Equipment Capital	0.00		0.00		0.00	0.00	0.00	0.00
01-4151-80-2621	Computer Equipment	300.00		0.00		0.00	300.00	300.00	100.00
01-4151-80-2743	Office Equipment	1.00		0.00		0.00	1.00	1.00	100.00
01-4151-80-2820	Mileage	300.00		35.05		35.05	264.95	264.95	88.32
01-4151-90-9800	P/Y Encumbrance	0.00	1250	890.00		890.00	360.00	360.00	28.80
	E01 Sub Totals:	138,342.00		126,834.19		126,834.19	11,507.81	11,507.81	8.32
	Expense Sub Totals:	138,342.00		126,834.19		126,834.19	11,507.81	11,507.81	8.32
	Dept 4151 Sub Totals:	137,092.00	1250	126,834.19	8,200.27	135,034.46	3,307.54	3307.537	0.02
01-4152	Property Assessment & Revals								
E01	General Government								
01-4152-10-1110	Assessing Wages	60,341.00		58,030.99		58,030.99	2,310.01	2,310.01	3.83
01-4152-10-1140	Overtime Assessing	205.00		87.06		87.06	117.94	117.94	57.53

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4152-20-1210	Health Insurance	12,255.00		12,197.25		12,197.25	57.75	57.75	0.47
01-4152-20-1211	Dental Insurance	532.00		517.75		517.75	14.25	14.25	2.68
01-4152-20-1220	Social Security	3,893.00		3,850.07		3,850.07	42.93	42.93	1.10
01-4152-20-1225	Medicare	911.00		900.49		900.49	10.51	10.51	1.15
01-4152-20-1230	Deferred Compensation	3,319.00		3,191.75		3,191.75	127.25	127.25	3.83
01-4152-20-1266	Sick Leave Incentive	1,000.00		1,931.63		1,931.63	-931.63	-931.63	0.00
01-4152-20-1290	Longevity	1,250.00		1,250.00		1,250.00	0.00	0.00	0.00
01-4152-20-1294	Educat & Training/Prof Dev.	400.00		0.00		0.00	400.00	400.00	100.00
01-4152-30-2381	Outside Hire	1.00		0.00		0.00	1.00	1.00	100.00
01-4152-30-2382	Outside Hire - Professional Srvcs	84,000.00		71,664.50	6,347.00	71,664.50	12,335.50	12,335.50	14.69
01-4152-30-2391	Registry Fees	200.00		69.65		69.65	130.35	130.35	65.18
01-4152-30-2394	Tax Maps	200.00		0.00		0.00	200.00	200.00	100.00
01-4152-50-2560	Dues & Subscriptions	30.00		120.00		120.00	-90.00	-90.00	0.00
01-4152-50-2565	Software License	10,928.00		9,635.79		9,635.79	1,292.21	1,292.21	11.82
01-4152-60-2620	Office Supplies	350.00		492.71		492.71	-142.71	-142.71	0.00
01-4152-60-2625	Postage	600.00		104.60		104.60	495.40	495.40	82.57
01-4152-60-2670	Books & Periodicals	1.00		0.00		0.00	1.00	1.00	100.00
01-4152-80-2743	Office Equipment	500.00		0.00		0.00	500.00	500.00	100.00
01-4152-80-2820	Mileage	250.00		0.00		0.00	250.00	250.00	100.00
	E01 Sub Totals:	181,166.00		164,044.24		164,044.24	17,121.76	17,121.76	9.45
	Expense Sub Totals:	181,166.00		164,044.24		164,044.24	17,121.76	17,121.76	9.45
	Dept 4152 Sub Totals:	181,166.00		164,044.24	10,426.32	174,470.56	6,695.44	6695.438	0.04
01-4153	Legal Expense								
E01	General Government								
01-4153-30-2320	Town Counsel	40,000.00		53,080.54		53,080.54	-13,080.54	-13,080.54	0.00
01-4153-30-2321	Collective Bargaining	800.00		0.00		0.00	800.00	800.00	100.00
01-4153-30-2322	Misc. Legal (Code Enforcement)	5,000.00		0.00		0.00	5,000.00	5,000.00	100.00
	E01 Sub Totals:	45,800.00		53,080.54		53,080.54	-7,280.54	-7,280.54	0.00
	Expense Sub Totals:	45,800.00		53,080.54		53,080.54	-7,280.54	-7,280.54	0.00
	Dept 4153 Sub Totals:	45,800.00		53,080.54		53,080.54	-7,280.54		
01-4155	Personnel Administration								
E01	General Government								
01-4155-20-1214	Short Term Disability Insurance	22,701.00		22,593.84		22,593.84	107.16	107.16	0.47
01-4155-20-1215	Life and Disability Insurance	18,417.00		18,867.54		18,867.54	-450.54	-450.54	0.00
01-4155-20-1250	NH Unemployment	6,668.00		0.00		0.00	6,668.00	6,668.00	100.00
01-4155-20-1260	Workers Comp Insurance	169,870.00		144,426.62		144,426.62	25,443.38	25,443.38	14.98
01-4155-20-1280	Health Reimbursement Account	9,000.00		9,370.58		9,370.58	-370.58	-370.58	0.00
	E01 Sub Totals:	226,656.00		195,258.58		195,258.58	31,397.42	31,397.42	13.85
	Expense Sub Totals:	226,656.00		195,258.58		195,258.58	31,397.42	31,397.42	13.85
	Dept 4155 Sub Totals:	226,656.00		195,258.58		195,258.58	31,397.42		
01-4191	Planning Department								
E01	General Government								
01-4191-10-1115	Planning Board Part Time Wages	2,446.00		2,673.61		2,673.61	-227.61	-227.61	0.00
01-4191-20-1220	Social Security	151.00		165.77		165.77	-14.77	-14.77	0.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4191-20-1225	Medicare	35.00		38.77		38.77	-3.77	-3.77	0.00
01-4191-30-2381	Outside Hire	7,500.00		0.00		0.00	7,500.00	7,500.00	100.00
01-4191-30-2382	Outside Hire-Professional Srvc	1.00		0.00		0.00	1.00	1.00	100.00
01-4191-50-2396	Storm Water II Project	40,000.00		0.00		0.00	40,000.00	40,000.00	100.00
01-4191-50-2550	Printing	1,060.00		0.00		0.00	1,060.00	1,060.00	100.00
01-4191-50-2551	Advertising	951.00		653.40		653.40	297.60	297.60	31.29
01-4191-50-2555	Master Plan	42,800.00		5,843.81		5,843.81	36,956.19	36,956.19	86.35
01-4191-50-2560	Dues & Fees	10,062.00		10,062.00		10,062.00	0.00	0.00	0.00
01-4191-60-2620	Office Supplies	1,750.00		818.06		818.06	931.94	931.94	53.25
01-4191-60-2625	Postage	3,790.00		1,708.15		1,708.15	2,081.85	2,081.85	54.93
	E01 Sub Totals:	110,546.00		21,963.57		21,963.57	88,582.43	88,582.43	80.13
	Expense Sub Totals:	110,546.00		21,963.57		21,963.57	88,582.43	88,582.43	80.13
	Dept 4191 Sub Totals:	110,546.00		21,963.57	71.28	22,034.85	88,511.15	88511.151	0.80
01-4192	Zoning Department								
E01	General Government								
01-4192-10-1110	Zoning Full Time Wages	250,661.00		238,390.73		238,390.73	12,270.27	12,270.27	4.90
01-4192-10-1115	Part Time Wages	2,446.00		1,874.09		1,874.09	571.91	571.91	23.38
01-4192-10-1140	Overtime	2,705.00		148.68		148.68	2,556.32	2,556.32	94.50
01-4192-20-1210	Health Insurance	109,903.00		84,925.50		84,925.50	24,977.50	24,977.50	22.73
01-4192-20-1211	Dental Insurance	4,950.00		4,337.75		4,337.75	612.25	612.25	12.37
01-4192-20-1220	Social Security	16,514.00		15,525.81		15,525.81	988.19	988.19	5.98
01-4192-20-1225	Medicare	3,862.00		3,630.90		3,630.90	231.10	231.10	5.98
01-4192-20-1230	Deferred Compensation	13,201.00		12,569.09		12,569.09	631.91	631.91	4.79
01-4192-20-1266	Sick Leave Incentive	3,375.00		4,023.40		4,023.40	-648.40	-648.40	0.00
01-4192-20-1290	Longevity	1.00		0.00		0.00	1.00	1.00	100.00
01-4192-20-1294	Educat & Training/Prof Dev.	4,205.00		1,024.89		1,024.89	3,180.11	3,180.11	75.63
01-4192-30-2341	Telephone	3,115.00		2,939.91		2,939.91	175.09	175.09	5.62
01-4192-30-2382	Outside Hire-Professional Srvc	5,850.00		0.00		0.00	5,850.00	5,850.00	100.00
01-4192-40-2425	Vehicle Repairs	1,000.00		432.00		432.00	568.00	568.00	56.80
01-4192-40-2430	Equipment Repair & Maintenance	700.00		1,097.50		1,097.50	-397.50	-397.50	0.00
01-4192-50-2550	Printing	3,060.00		0.00		0.00	3,060.00	3,060.00	100.00
01-4192-50-2551	Advertising	1,320.00		742.50		742.50	577.50	577.50	43.75
01-4192-50-2560	Dues & Subscriptions	1,200.00		980.00		980.00	220.00	220.00	18.33
01-4192-50-2565	Software License	10,130.00		11,978.47		11,978.47	-1,848.47	-1,848.47	0.00
01-4192-50-2615	Uniforms	200.00		89.98		89.98	110.02	110.02	55.01
01-4192-60-2620	Office Supplies	484.00		642.95		642.95	-158.95	-158.95	0.00
01-4192-60-2625	Postage	1.00		0.00		0.00	1.00	1.00	100.00
01-4192-60-2635	Gasoline	250.00		28.15		28.15	221.85	221.85	88.74
01-4192-80-2621	Computer Equipment	1.00		0.00		0.00	1.00	1.00	100.00
01-4192-80-2743	Office Equipment	1.00		0.00		0.00	1.00	1.00	100.00
01-4192-80-2820	Mileage	922.00		0.00		0.00	922.00	922.00	100.00
	E01 Sub Totals:	440,057.00		385,382.30		385,382.30	54,674.70	54,674.70	12.42
	Expense Sub Totals:	440,057.00		385,382.30		385,382.30	54,674.70	54,674.70	12.42
	Dept 4192 Sub Totals:	440,057.00		385,382.30	19,118.20	404,500.50	35,556.50	35556.497	0.08

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4194	General Government Buildings								
E01	General Government								
01-4194-10-1110	Full Time Wages - Buildings	62,629.00		57,021.23	4,773.28	57,021.23	5,607.77	5,607.77	8.95
01-4194-10-1140	Overtime -Building	1,253.00		248.66		248.66	1,004.34	1,004.34	80.15
01-4194-20-1210	Health Insurance	23,060.00		24,368.25	1,949.46	24,368.25	-1,308.25	-1,308.25	0.00
01-4194-20-1211	Dental Insurance	932.00		949.75	75.98	949.75	-17.75	-17.75	0.00
01-4194-20-1220	Social Security	4,086.00		3,676.59		3,676.59	409.41	409.41	10.02
01-4194-20-1225	Medicare	956.00		859.85		859.85	96.15	96.15	10.06
01-4194-20-1230	Deferred Compensation	3,445.00		3,136.26		3,136.26	308.74	308.74	8.96
01-4194-20-1266	Sick Leave Incentive	1,020.00		1,288.55		1,288.55	-268.55	-268.55	0.00
01-4194-20-1290	Longevity	1,000.00		1,000.00		1,000.00	0.00	0.00	0.00
01-4194-30-2374	Custodian	1.00		0.00		0.00	1.00	1.00	100.00
01-4194-30-2397	Town Clocks	1,000.00		0.00	500.00	0.00	1,000.00	1,000.00	100.00
01-4194-40-2410	Town Electricity & Lighting	72,572.00		68,962.29	3,337.00	68,962.29	3,609.71	3,609.71	4.97
01-4194-40-2412	Water	13,350.00		11,740.67	1,222.14	11,740.67	1,609.33	1,609.33	12.05
01-4194-40-2430	Equipment Repair & Maintenance	120,000.00	6085	81,280.09		81,280.09	38,719.91	38,719.91	32.27
01-4194-40-2433	Alarms	4,500.00		9,357.23	1,100.00	9,357.23	-4,857.23	-4,857.23	0.00
01-4194-40-2434	Common Lighting	600.00		432.98		432.98	167.02	167.02	27.84
01-4194-40-2451	Outside Hire	17,000.00		10,585.71		10,585.71	6,414.29	6,414.29	37.73
01-4194-50-2545	Trash Removal	1,644.00		1,256.30		1,256.30	387.70	387.70	23.58
01-4194-60-2630	Maintenance Supplies	4,000.00		4,576.23	125.00	4,576.23	-576.23	-576.23	0.00
	E01 Sub Totals:	333,048.00		280,740.64		280,740.64	52,307.36	52,307.36	15.71
	Expense Sub Totals:	333,048.00		280,740.64		280,740.64	52,307.36	52,307.36	15.71
	Dept 4194 Sub Totals:	333,048.00	6085	280,740.64	13,082.86	299,908.50	33,139.51	33,139.51	0.10
To PD?								**25,000.00**	
01-4195	Cemeteries								
E01	General Government								
01-4195-10-1110	Wages, Cemetery	3,060.00		4,149.04		4,149.04	-1,089.04	-1,089.04	0.00
01-4195-10-1115	Part Time Wages-Cemetery	22,950.00		9,179.29		9,179.29	13,770.71	13,770.71	60.00
01-4195-10-1140	Overtime - Cemetery	1,020.00		554.38		554.38	465.62	465.62	45.65
01-4195-20-1210	Health Insurance	700.00		91.79		91.79	608.21	608.21	86.89
01-4195-20-1211	Dental Insurance	70.00		4.69		4.69	65.31	65.31	93.30
01-4195-20-1220	Social Security	1,676.00		860.36		860.36	815.64	815.64	48.67
01-4195-20-1225	Medicare	392.00		201.24		201.24	190.76	190.76	48.66
01-4195-20-1230	Deferred Compensation	168.00		228.23		228.23	-60.23	-60.23	0.00
01-4195-40-2410	Electricity - Cemetery	790.00		590.54		590.54	199.46	199.46	25.25
01-4195-40-2412	Water	300.00		400.60		400.60	-100.60	-100.60	0.00
01-4195-40-2430	Equipment Repair & Maintenance	1,900.00		2,579.59		2,579.59	-679.59	-679.59	0.00
01-4195-40-2432	Headstone Repair	200.00		0.00		0.00	200.00	200.00	100.00
01-4195-40-2451	Outside Hire	2,700.00		13,068.37		13,068.37	-10,368.37	-10,368.37	0.00
01-4195-40-2470	Tree Care	900.00		0.00		0.00	900.00	900.00	100.00
01-4195-50-2560	Dues & Subscriptions	700.00		1,372.62		1,372.62	-672.62	-672.62	0.00
01-4195-60-2610	Supplies - General	3,275.00		4,960.96		4,960.96	-1,685.96	-1,685.96	0.00
01-4195-60-2667	Loam	1.00		0.00		0.00	1.00	1.00	100.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4195-80-2612	Equipment Purchase	200.00		0.00		0.00	200.00	200.00	100.00
	E01 Sub Totals:	41,002.00		38,241.70		38,241.70	2,760.30	2,760.30	6.73
	Expense Sub Totals:	41,002.00		38,241.70		38,241.70	2,760.30	2,760.30	6.73
	Dept 4195 Sub Totals:	41,002.00		38,241.70	170.70	38,412.40	2,589.60	2589.597	0.06
01-4196	Property/Liability Insurance								
E01	General Government								
01-4196-50-2525	Property/Liability Insurance	130,526.00		130,526.00		130,526.00	0.00	0.00	0.00
01-4196-50-2529	Insurance Deductible	2,000.00		0.00		0.00	2,000.00	2,000.00	100.00
	E01 Sub Totals:	132,526.00		130,526.00		130,526.00	2,000.00	2,000.00	1.51
	Expense Sub Totals:	132,526.00		130,526.00		130,526.00	2,000.00	2,000.00	1.51
	Dept 4196 Sub Totals:	132,526.00		130,526.00		130,526.00	2,000.00		
01-4199	Other General Government								
E01	General Government								
01-4199-80-2870	Contingency Fund	0.00		0.00		0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00		0.00		0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00		0.00		0.00	0.00	0.00	0.00
	Dept 4199 Sub Totals:	0.00		0.00		0.00	0.00		
01-4210	Police Department								
E02	Public Safety								
01-4210-10-1110	Wages Full Time Officers	1,106,595.00		1,112,739.05		1,112,739.05	-6,144.05	-6,144.05	0.00
01-4210-10-1111	Wages Full Time Clerical	60,341.00		61,419.56		61,419.56	-1,078.56	-1,078.56	0.00
01-4210-10-1112	Police Chief & Lieutenants	275,808.00		159,265.74		159,265.74	116,542.26	116,542.26	42.25
01-4210-10-1115	Wages Part Time Officers	250.00		0.00		0.00	250.00	250.00	100.00
01-4210-10-1116	Wages Part Time Clerical	1.00		0.00		0.00	1.00	1.00	100.00
01-4210-10-1119	Traffic Aides-Wages	20,017.00		11,130.52		11,130.52	8,886.48	8,886.48	44.39
01-4210-10-1140	Overtime	94,000.00		93,504.98		93,504.98	495.02	495.02	0.53
01-4210-10-1141	Overtime-Clerical	6,789.00		3,675.53		3,675.53	3,113.47	3,113.47	45.86
01-4210-20-1210	Health Insurance	329,490.00		306,901.29		306,901.29	22,588.71	22,588.71	6.86
01-4210-20-1211	Dental Insurance	23,151.00		22,970.02		22,970.02	180.98	180.98	0.78
01-4210-20-1220	Social Security	5,419.00		4,723.76		4,723.76	695.24	695.24	12.83
01-4210-20-1225	Medicare	22,008.00		22,480.15		22,480.15	-472.15	-472.15	0.00
01-4210-20-1230	Deferred Compensation	3,696.00		3,195.44		3,195.44	500.56	500.56	13.54
01-4210-20-1235	Police Group II Retirement	411,102.00		409,344.73		409,344.73	1,757.27	1,757.27	0.43
01-4210-20-1240	Education Reimbursement	1,400.00		0.00		0.00	1,400.00	1,400.00	100.00
01-4210-20-1266	Sick Leave Incentive	22,000.00		21,702.29		21,702.29	297.71	297.71	1.35
01-4210-20-1269	Vacation Buyout-Union Contract	12,000.00		4,406.34		4,406.34	7,593.66	7,593.66	63.28
01-4210-20-1290	Longevity	19,000.00		17,147.66		17,147.66	1,852.34	1,852.34	9.75
01-4210-20-1294	Educat & Training/Prof Dev.	7,500.00		7,512.08		7,512.08	-12.08	-12.08	0.00
01-4210-20-1295	Educational Incentive	21,250.00		20,418.43		20,418.43	831.57	831.57	3.91
01-4210-30-2336	Blood Analysis	250.00		0.00		0.00	250.00	250.00	100.00
01-4210-30-2337	Crime Lab	1,000.00		1,002.33		1,002.33	-2.33	-2.33	0.00
01-4210-30-2341	Telephone	12,500.00		12,835.79		12,835.79	-335.79	-335.79	0.00
01-4210-30-2343	Internet Service	2,500.00		2,233.17		2,233.17	266.83	266.83	10.67
01-4210-30-2350	Physicals, Alcohol And Drug Testings	1,500.00		0.00		0.00	1,500.00	1,500.00	100.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4210-30-2374	Custodian	8,400.00		9,134.00		9,134.00	-734.00	-734.00	0.00
01-4210-30-2380	Uniform Cleaning	4,000.00		4,663.55		4,663.55	-663.55	-663.55	0.00
01-4210-40-2411	Heat	5,720.00		1,455.05		1,455.05	4,264.95	4,264.95	74.56
01-4210-40-2425	Vehicle Repairs	15,000.00		19,295.86		19,295.86	-4,295.86	-4,295.86	0.00
01-4210-40-2429	Radio Repair	6,000.00		3,943.55	3,000.00	3,943.55	2,056.45	2,056.45	34.27
01-4210-40-2440	Equipment Rental	1,860.00		1,827.17		1,827.17	32.83	32.83	1.77
01-4210-40-2442	Office Equip Maintenance	0.00		149.75		149.75	-149.75	-149.75	0.00
01-4210-50-2550	Printing	1,200.00		422.55		422.55	777.45	777.45	64.79
01-4210-50-2551	Advertising	500.00		230.70		230.70	269.30	269.30	53.86
01-4210-50-2560	Dues & Subscriptions	800.00		985.00		985.00	-185.00	-185.00	0.00
01-4210-50-2565	Software License	15,125.00		13,256.24	1,000.00	13,256.24	1,868.76	1,868.76	12.36
01-4210-50-2580	Public Relations	750.00		0.00		0.00	750.00	750.00	100.00
01-4210-60-2614	Ammunition & Supplies	3,000.00		3,972.18		3,972.18	-972.18	-972.18	0.00
01-4210-60-2615	Uniforms	9,740.00		9,111.36	1,000.00	9,111.36	628.64	628.64	6.45
01-4210-60-2620	Office Supplies	2,500.00		3,641.89		3,641.89	-1,141.89	-1,141.89	0.00
01-4210-60-2621	Computer Equipment	18,000.00		18,491.46		18,491.46	-491.46	-491.46	0.00
01-4210-60-2625	Postage	1,800.00		410.88		410.88	1,389.12	1,389.12	77.17
01-4210-60-2635	Gasoline	43,000.00		7,974.85		7,974.85	35,025.15	35,025.15	81.45
01-4210-60-2643	Film	100.00		0.00		0.00	100.00	100.00	100.00
01-4210-60-2653	Tools & Equipment	1,800.00		2,189.42		2,189.42	-389.42	-389.42	0.00
01-4210-60-2654	Tires	7,000.00		5,439.00	1,500.00	5,439.00	1,561.00	1,561.00	22.30
01-4210-60-2660	Vehicle Supplies	700.00		589.87		589.87	110.13	110.13	15.73
01-4210-60-2670	Books & Periodicals (Lawbooks)	1,000.00		715.20		715.20	284.80	284.80	28.48
01-4210-70-2740	New Equipment Capital	7,500.00		6,152.95		6,152.95	1,347.05	1,347.05	17.96
01-4210-70-2750	Furniture Fixtures Office Eq.	500.00		8,811.75		8,811.75	-8,311.75	-8,311.75	0.00
01-4210-70-2760	New Vehicle Cruisers	65,673.00		2,240.54	70,000.00	2,240.54	63,432.46	63,432.46	96.59
01-4210-70-2761	Motorcycle Lease	4,400.00		0.00		0.00	4,400.00	4,400.00	100.00
01-4210-80-2811	Prisoner Care	25.00		0.00		0.00	25.00	25.00	100.00
01-4210-80-2825	Meetings & Conferences	1,500.00		1,141.24		1,141.24	358.76	358.76	23.92
	E02 Sub Totals:	2,687,160.00		2,424,854.87		2,424,854.87	262,305.13	262,305.13	9.76
	Expense Sub Totals:	2,687,160.00		2,424,854.87		2,424,854.87	262,305.13	262,305.13	9.76
	Dept 4210 Sub Totals:	2,687,160.00		2,424,854.87	200,440.77	2,625,295.64	61,864.36	61864.365	0.02
01-4215	Rescue								
E02	Public Safety								
01-4215-10-1115	EMS Part Time Wages	515,484.00		490,651.20		490,651.20	24,832.80	24,832.80	4.82
01-4215-10-1140	Overtime	0.00		4,507.07		4,507.07	-4,507.07	-4,507.07	0.00
01-4215-20-1220	Social Security	31,960.00		30,699.86		30,699.86	1,260.14	1,260.14	3.94
01-4215-20-1225	Medicare	7,475.00		7,179.50		7,179.50	295.50	295.50	3.95
01-4215-20-1294	Educat & Training/Prof Dev.	3,000.00		5,748.21		5,748.21	-2,748.21	-2,748.21	0.00
01-4215-20-1296	Supplemental Volunteer Insurance	3,000.00		3,523.50		3,523.50	-523.50	-523.50	0.00
01-4215-30-2305	Amb Billing Service Fee	31,163.00		21,893.37		21,893.37	9,269.63	9,269.63	29.75
01-4215-30-2341	Telephone	5,440.00		6,590.20		6,590.20	-1,150.20	-1,150.20	0.00
01-4215-40-2425	Vehicle Repairs	8,000.00		8,921.69		8,921.69	-921.69	-921.69	0.00
01-4215-40-2429	Radio Repair	2,500.00		0.00		0.00	2,500.00	2,500.00	100.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4215-40-2430	Equipment Repair & Maintenance	4,000.00		2,386.80		2,386.80	1,613.20	1,613.20	40.33
01-4215-50-2560	Dues & Subscription	100.00		315.00		315.00	-215.00	-215.00	0.00
01-4215-60-2615	Uniforms	1,400.00		1,840.45		1,840.45	-440.45	-440.45	0.00
01-4215-60-2621	Computer Equipment	1,000.00		416.01		416.01	583.99	583.99	58.40
01-4215-60-2625	Postage	100.00		1.50		1.50	98.50	98.50	98.50
01-4215-60-2635	Gasoline	935.00		238.48		238.48	696.52	696.52	74.49
01-4215-60-2636	Diesel Fuel	7,150.00		1,583.72		1,583.72	5,566.28	5,566.28	77.85
01-4215-60-2680	ALS Supplies	6,000.00		5,233.60		5,233.60	766.40	766.40	12.77
01-4215-60-2685	Oxygen	1,700.00		1,217.99		1,217.99	482.01	482.01	28.35
01-4215-60-2686	BLS Supplies	5,100.00		3,970.44		3,970.44	1,129.56	1,129.56	22.15
01-4215-60-2690	Misc. Supplies	400.00		343.63		343.63	56.37	56.37	14.09
01-4215-70-2740	New Equipment Capital	1,000.00		0.00		0.00	1,000.00	1,000.00	100.00
01-4215-80-2820	Mileage	100.00		0.00		0.00	100.00	100.00	100.00
	E02 Sub Totals:	637,007.00		597,262.22		597,262.22	39,744.78	39,744.78	6.24
	Expense Sub Totals:	637,007.00		597,262.22		597,262.22	39,744.78	39,744.78	6.24
	Dept 4215 Sub Totals:	637,007.00		597,262.22	26,899.38	624,161.60	12,845.40	12845.401	0.02
01-4220	Fire								
E02	Public Safety								
01-4220-10-1110	Full Time Fire Chief Wages	98,301.00		95,123.68		95,123.68	3,177.32	3,177.32	3.23
01-4220-10-1111	FullTime Deputy/Inspctor Wages	82,805.00		79,620.00		79,620.00	3,185.00	3,185.00	3.85
01-4220-10-1112	FullTime Captain Wages	78,458.00		74,856.32		74,856.32	3,601.68	3,601.68	4.59
01-4220-10-1114	Part Time Mechanic	10,978.00		10,425.00		10,425.00	553.00	553.00	5.04
01-4220-10-1115	Call Pay	107,100.00		23,562.02		23,562.02	83,537.98	83,537.98	78.00
01-4220-20-1210	Health Insurance	53,328.00		28,539.00		28,539.00	24,789.00	24,789.00	46.48
01-4220-20-1211	Dental Insurance	4,459.00		3,087.73		3,087.73	1,371.27	1,371.27	30.75
01-4220-20-1220	Social Security	7,321.00		1,951.93		1,951.93	5,369.07	5,369.07	73.34
01-4220-20-1225	Medicare	5,562.00		4,458.12		4,458.12	1,103.88	1,103.88	19.85
01-4220-20-1230	Deferred Compensation	0.00		5.50		5.50	-5.50	-5.50	0.00
01-4220-20-1235	Group II Retirement-Fire	78,102.00		75,522.84		75,522.84	2,579.16	2,579.16	3.30
01-4220-20-1266	Sick Leave Incentive	4,817.00		7,871.52		7,871.52	-3,054.52	-3,054.52	0.00
01-4220-20-1290	Longevity	750.00		750.00		750.00	0.00	0.00	0.00
01-4220-20-1294	Educat & Training/Prof Dev.	10,000.00		1,622.81		1,622.81	8,377.19	8,377.19	83.77
01-4220-20-1296	Supplemental Fire Insurance	3,000.00		3,523.50		3,523.50	-523.50	-523.50	0.00
01-4220-30-2341	Telephone	4,700.00		7,071.22		7,071.22	-2,371.22	-2,371.22	0.00
01-4220-30-2343	Internet Service	3,050.00		3,040.40		3,040.40	9.60	9.60	0.31
01-4220-30-2350	Physicals, Alcohol And Drug Testings	2,500.00		780.50		780.50	1,719.50	1,719.50	68.78
01-4220-30-2351	Vaccinations	1.00		0.00		0.00	1.00	1.00	100.00
01-4220-30-2374	Custodian	3,156.00		2,893.00		2,893.00	263.00	263.00	8.33
01-4220-40-2411	Heat	10,395.00		8,341.64		8,341.64	2,053.36	2,053.36	19.75
01-4220-40-2425	Vehicle Repairs	13,000.00		12,245.64		12,245.64	754.36	754.36	5.80
01-4220-40-2430	Equipment Repair & Maintenance	4,000.00		5,821.96		5,821.96	-1,821.96	-1,821.96	0.00
01-4220-50-2560	Dues & Subscriptions	5,500.00		5,683.48		5,683.48	-183.48	-183.48	0.00
01-4220-60-2610	Supplies - General	2,000.00		769.09		769.09	1,230.91	1,230.91	61.55
01-4220-60-2615	Uniforms	2,000.00		782.00		782.00	1,218.00	1,218.00	60.90

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4220-60-2616	Protective Clothing	21,940.00		11,061.21		11,061.21	10,878.79	10,878.79	49.58
01-4220-60-2620	Office Supplies	2,000.00		500.36		500.36	1,499.64	1,499.64	74.98
01-4220-60-2621	Computer Equipment	3,466.00		4,867.33		4,867.33	-1,401.33	-1,401.33	0.00
01-4220-60-2624	Education and Prevention	1,500.00		0.00		0.00	1,500.00	1,500.00	100.00
01-4220-60-2625	Postage	300.00		256.50		256.50	43.50	43.50	14.50
01-4220-60-2635	Gasoline	3,952.00		1,076.67		1,076.67	2,875.33	2,875.33	72.76
01-4220-60-2636	Diesel Fuel	4,399.00		806.12		806.12	3,592.88	3,592.88	81.67
01-4220-60-2651	Breathing Apparatus	26,500.00		6,234.72		6,234.72	20,265.28	20,265.28	76.47
01-4220-60-2652	Radios And Pagers	8,000.00		2,772.74		2,772.74	5,227.26	5,227.26	65.34
01-4220-60-2653	Tools & Equipment	15,000.00		14,489.38		14,489.38	510.62	510.62	3.40
01-4220-60-2654	Tires	3,000.00		1,637.34		1,637.34	1,362.66	1,362.66	45.42
01-4220-80-2820	Mileage	500.00		42.00		42.00	458.00	458.00	91.60
	E02 Sub Totals:	685,840.00		502,093.27		502,093.27	183,746.73	183,746.73	26.79
	Expense Sub Totals:	685,840.00		502,093.27		502,093.27	183,746.73	183,746.73	26.79
	Dept 4220 Sub Totals:	685,840.00		502,093.27	20,419.85	522,513.12	163,326.88	163326.876	0.24
01-4290	Emergency Management								
E02	Public Safety								
01-4290-50-2560	Dues & Subscriptions	8,500.00		8,500.00		8,500.00	0.00	0.00	0.00
01-4290-80-2612	Equipment Purchase	1.00		0.00		0.00	1.00	1.00	100.00
	E02 Sub Totals:	8,501.00		8,500.00		8,500.00	1.00	1.00	0.01
	Expense Sub Totals:	8,501.00		8,500.00		8,500.00	1.00	1.00	0.01
	Dept 4290 Sub Totals:	8,501.00		8,500.00		8,500.00	1.00		
01-4299	Public Safety Communications								
E02	Public Safety								
01-4299-10-1110	Public Safety - Full Time Wages	255,897.00		229,144.41		229,144.41	26,752.59	26,752.59	10.45
01-4299-10-1115	Public Safety - Part Time Wages	19,063.00		17,852.93		17,852.93	1,210.07	1,210.07	6.35
01-4299-10-1140	Overtime Public Safety	17,000.00		14,927.12		14,927.12	2,072.88	2,072.88	12.19
01-4299-20-1210	Health Insurance	116,190.00		133,690.49		133,690.49	-17,500.49	-17,500.49	0.00
01-4299-20-1211	Dental Insurance	6,137.00		5,576.95		5,576.95	560.05	560.05	9.13
01-4299-20-1220	Social Security	18,389.00		15,837.52		15,837.52	2,551.48	2,551.48	13.88
01-4299-20-1225	Medicare	4,301.00		3,703.91		3,703.91	597.09	597.09	13.88
01-4299-20-1230	Deferred Compensation	14,074.00		7,725.32		7,725.32	6,348.68	6,348.68	45.11
01-4299-20-1266	Sick Leave Incentive	3,332.00		5,785.78		5,785.78	-2,453.78	-2,453.78	0.00
01-4299-20-1290	Longevity	1,300.00		500.00		500.00	800.00	800.00	61.54
01-4299-20-1294	Educat & Training/Prof Dev.	1,500.00		495.00		495.00	1,005.00	1,005.00	67.00
01-4299-30-2341	Telephone	5,500.00		6,425.05		6,425.05	-925.05	-925.05	0.00
01-4299-30-2343	InternetService	2,500.00		2,027.14		2,027.14	472.86	472.86	18.91
01-4299-30-2350	Physicals, Alcohol And Drug Testings	750.00		0.00		0.00	750.00	750.00	100.00
01-4299-30-2430	Equipment Repair/Maint	1,250.00		1,055.00		1,055.00	195.00	195.00	15.60
01-4299-40-2425	Vehicle Repairs	0.00		0.00		0.00	0.00	0.00	0.00
01-4299-50-2560	Dues & Subscription	350.00		345.00		345.00	5.00	5.00	1.43
01-4299-50-2565	Software Licenses	7,500.00		6,001.37		6,001.37	1,498.63	1,498.63	19.98
01-4299-60-2615	Uniforms	1,700.00		1,256.00		1,256.00	444.00	444.00	26.12
01-4299-60-2620	Office Supplies	500.00		479.75		479.75	20.25	20.25	4.05

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4299-60-2621	Computer Equipment	2,500.00		1,709.88		1,709.88	790.12	790.12	31.60
01-4299-60-2625	Postage	50.00		0.00		0.00	50.00	50.00	100.00
01-4299-60-2690	Misc. Supplies	0.00		0.00		0.00	0.00	0.00	0.00
01-4299-70-2740	New Equipment Capital	0.00		0.00		0.00	0.00	0.00	0.00
01-4299-70-2742	Capital Assets	0.00		0.00		0.00	0.00	0.00	0.00
01-4299-80-2612	Equipment Purchases	1,000.00		447.00		447.00	553.00	553.00	55.30
01-4299-80-2820	Mileage	1.00		0.00		0.00	1.00	1.00	100.00
	E02 Sub Totals:	480,784.00		454,985.62		454,985.62	25,798.38	25,798.38	5.37
	Expense Sub Totals:	480,784.00		454,985.62		454,985.62	25,798.38	25,798.38	5.37
	Dept 4299 Sub Totals:	480,784.00		454,985.62	24,000.29	478,985.91	1,798.09	1798.092	0.00
01-4311	Public Works Administration								
E03	Highways and Streets								
01-4311-10-1110	Full Time Wages-DPW	245,556.00		221,694.49		221,694.49	23,861.51	23,861.51	9.72
01-4311-10-1115	PT Wages - DPW	19,933.00		21,075.91		21,075.91	-1,142.91	-1,142.91	0.00
01-4311-10-1116	Wages-Other-Stormwater DPW	14,790.00		0.00		0.00	14,790.00	14,790.00	100.00
01-4311-10-1140	Overtime Public Works Admin	1,020.00		1,484.21		1,484.21	-464.21	-464.21	0.00
01-4311-20-1210	Health Insurance	53,813.00		30,970.25		30,970.25	22,842.75	22,842.75	42.45
01-4311-20-1211	Dental Insurance	1,235.00		3,882.02		3,882.02	-2,647.02	-2,647.02	0.00
01-4311-20-1220	Social Security	17,441.00		17,310.94		17,310.94	130.06	130.06	0.75
01-4311-20-1225	Medicare	4,079.00		4,048.36		4,048.36	30.64	30.64	0.75
01-4311-20-1230	Deferred Compensation	13,506.00		12,234.49		12,234.49	1,271.51	1,271.51	9.41
01-4311-20-1266	Sick Leave Incentive	4,320.00		5,279.40		5,279.40	-959.40	-959.40	0.00
01-4311-20-1290	Longevity	750.00		750.00		750.00	0.00	0.00	0.00
01-4311-20-1294	Educat & Training/Prof Dev.	3,000.00		917.99		917.99	2,082.01	2,082.01	69.40
01-4311-30-2310	Engineering	5,000.00		15,683.29		15,683.29	-10,683.29	-10,683.29	0.00
01-4311-30-2341	Telephone	4,000.00		6,241.36		6,241.36	-2,241.36	-2,241.36	0.00
01-4311-30-2343	Internet Service	3,800.00		2,529.94		2,529.94	1,270.06	1,270.06	33.42
01-4311-30-2374	Custodian	2,400.00		2,040.00		2,040.00	360.00	360.00	15.00
01-4311-30-2396	Storm Water II Projects	2,500.00		1,651.38		1,651.38	848.62	848.62	33.94
01-4311-40-2411	Heat	7,500.00		4,549.78		4,549.78	2,950.22	2,950.22	39.34
01-4311-40-2430	Equipment Repair & Maint	7,500.00		2,940.49		2,940.49	4,559.51	4,559.51	60.79
01-4311-50-2551	Advertising	2,000.00		0.00		0.00	2,000.00	2,000.00	100.00
01-4311-50-2560	Dues & Subscriptions	2,100.00		5,079.69		5,079.69	-2,979.69	-2,979.69	0.00
01-4311-60-2620	Office Supplies	3,000.00		3,455.25		3,455.25	-455.25	-455.25	0.00
01-4311-60-2621	Computer Equipment	1,500.00		5,351.41		5,351.41	-3,851.41	-3,851.41	0.00
01-4311-60-2625	Postage	200.00		229.35		229.35	-29.35	-29.35	0.00
01-4311-70-2750	Furniture Fixtures Office Eq.	1,000.00		1,855.76		1,855.76	-855.76	-855.76	0.00
01-4311-80-2820	Mileage	1.00		0.00		0.00	1.00	1.00	100.00
	E03 Sub Totals:	421,944.00		371,255.76		371,255.76	50,688.24	50,688.24	12.01
	Expense Sub Totals:	421,944.00		371,255.76		371,255.76	50,688.24	50,688.24	12.01
	Dept 4311 Sub Totals:	421,944.00		371,255.76	18,623.15	389,878.91	32,065.09	32065.09	0.08
01-4312	Department of Public Works								
E03	Highways and Streets								
01-4312-10-1110	Crew Wages	562,140.00		500,501.22		500,501.22	61,638.78	61,638.78	10.97

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4312-10-1115	Part Time Wages-DPW	52,826.00		28,230.38		28,230.38	24,595.62	24,595.62	46.56
01-4312-10-1140	Overtime Crew	91,135.00		53,908.97		53,908.97	37,226.03	37,226.03	40.85
01-4312-20-1210	Health Insurance	176,422.00		193,581.22		193,581.22	-17,159.22	-17,159.22	0.00
01-4312-20-1211	Dental Insurance	10,405.00		9,947.16		9,947.16	457.84	457.84	4.40
01-4312-20-1220	Social Security	44,266.00		36,632.55		36,632.55	7,633.45	7,633.45	17.24
01-4312-20-1225	Medicare	10,354.00		8,567.35		8,567.35	1,786.65	1,786.65	17.26
01-4312-20-1230	Deferred Compensation	30,918.00		22,259.98		22,259.98	8,658.02	8,658.02	28.00
01-4312-20-1266	Sick Leave Incentive	2,860.00		2,480.50		2,480.50	379.50	379.50	13.27
01-4312-20-1290	Longevity	5,000.00		4,500.00		4,500.00	500.00	500.00	10.00
01-4312-30-2350	Physicals, Alcohol And Drug Testings	1,400.00		2,588.06		2,588.06	-1,188.06	-1,188.06	0.00
01-4312-40-2425	Vehicle Repairs & Maintenance	81,000.00		58,083.02		58,083.02	22,916.98	22,916.98	28.29
01-4312-40-2429	Radio Repairs	1,200.00		888.00		888.00	312.00	312.00	26.00
01-4312-40-2430	Equipment Repair & Maintenance	55,000.00		75,071.17		75,071.17	-20,071.17	-20,071.17	0.00
01-4312-40-2431	Facility Maintenance & Repair	2,800.00		3,163.41		3,163.41	-363.41	-363.41	0.00
01-4312-40-2435	Fuel Tank Apron	1.00		0.00		0.00	1.00	1.00	100.00
01-4312-40-2443	Pennichuck Water Main Assessment	284,938.00		225,382.34		225,382.34	59,555.66	59,555.66	20.90
01-4312-40-2450	Line Stripe Roads	18,000.00		680.00		680.00	17,320.00	17,320.00	96.22
01-4312-40-2451	Outside Hire	76,000.00		92,094.50		92,094.50	-16,094.50	-16,094.50	0.00
01-4312-40-2452	Lease/Rental Payments	6,000.00		2,259.97		2,259.97	3,740.03	3,740.03	62.33
01-4312-40-2453	Fuel Tank Testing	350.00		2,847.04		2,847.04	-2,497.04	-2,497.04	0.00
01-4312-40-2461	Street Sweeping	12,000.00		9,600.00		9,600.00	2,400.00	2,400.00	20.00
01-4312-40-2463	Catch Basin	25,000.00		23,950.00		23,950.00	1,050.00	1,050.00	4.20
01-4312-40-2470	Tree Care	15,000.00		14,187.50		14,187.50	812.50	812.50	5.42
01-4312-60-2610	Supplies - General	31,000.00		36,682.93		36,682.93	-5,682.93	-5,682.93	0.00
01-4312-60-2615	Uniforms	18,500.00		17,429.41		17,429.41	1,070.59	1,070.59	5.79
01-4312-60-2616	Protective Clothing	9,000.00		11,310.61		11,310.61	-2,310.61	-2,310.61	0.00
01-4312-60-2620	Safety Equipment	0.00		137.49		137.49	-137.49	-137.49	0.00
01-4312-60-2626	Oil & Grease	5,500.00		5,896.18		5,896.18	-396.18	-396.18	0.00
01-4312-60-2635	Gasoline	14,999.00		5,354.38		5,354.38	9,644.62	9,644.62	64.30
01-4312-60-2636	Diesel Fuel	55,418.00		23,227.78		23,227.78	32,190.22	32,190.22	58.09
01-4312-60-2653	Tools & Equipment	5,000.00		16,008.06		16,008.06	-11,008.06	-11,008.06	0.00
01-4312-60-2654	Tires	6,000.00		5,626.53		5,626.53	373.47	373.47	6.22
01-4312-60-2662	Salt	110,000.00		110,000.00		110,000.00	0.00	0.00	0.00
01-4312-60-2663	Sand	25,000.00		0.00		0.00	25,000.00	25,000.00	100.00
01-4312-60-2665	Gravel	20,000.00		26,209.36		26,209.36	-6,209.36	-6,209.36	0.00
01-4312-60-2666	Calcium Chloride	27,000.00		25,536.15		25,536.15	1,463.85	1,463.85	5.42
01-4312-60-2668	Cold Patch	1,000.00		0.00		0.00	1,000.00	1,000.00	100.00
01-4312-60-2684	Guardrails	7,000.00		6,875.00		6,875.00	125.00	125.00	1.79
01-4312-60-2687	Signs & Misc. Supplies	10,000.00		10,992.46		10,992.46	-992.46	-992.46	0.00
01-4312-70-2730	Road Maintenance (Hot Top)	100,000.00		40,013.39		40,013.39	59,986.61	59,986.61	59.99
01-4312-70-2735	Road rebuild	1,200,000.00		1,185,629.29		1,185,629.29	14,370.71	14,370.71	1.20
01-4312-70-2740	New Equipment Capital	10,000.00		147,170.00		147,170.00	-137,170.00	-137,170.00	0.00
01-4312-70-2762	Eq. Lease Payments	250,000.00		108,084.50		108,084.50	141,915.50	141,915.50	56.77
01-4312-90-9800	PY Encumbrance		722,063.00	84,664.65		84,664.65	637,398.35	637,398.35	88.27

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
	E03 Sub Totals:	4,192,495.00		3,238,252.51		3,238,252.51	954,242.49	954,242.49	22.76
	Expense Sub Totals:	4,192,495.00		3,238,252.51		3,238,252.51	954,242.49	954,242.49	22.76
	Dept 4312 Sub Totals:	3,470,432.00	722,063.00	3,238,252.51	37,626.08	3,275,878.59	916,616.41	916,616.41	0.26
	To PD?							**96000.00**	
01-4316	Street Lighting								
E03	Highways and Streets								
01-4316-40-2414	General Street Lighting	23,607.00		18,951.95		18,951.95	4,655.05	4,655.05	19.72
01-4316-40-2415	Warning Lights	2,300.00		2,091.12		2,091.12	208.88	208.88	9.08
01-4316-40-2416	Traffic Signals	1,443.00		1,088.98		1,088.98	354.02	354.02	24.53
	E03 Sub Totals:	27,350.00		22,132.05		22,132.05	5,217.95	5,217.95	19.08
	Expense Sub Totals:	27,350.00		22,132.05		22,132.05	5,217.95	5,217.95	19.08
	Dept 4316 Sub Totals:	27,350.00		22,132.05	1,661.00	23,793.05	3,556.95	3,556.95	0.13
01-4323	Souhegan Regional Landfill								
E04	Sanitation								
01-4323-30-2307	Souhegan Regional Landfill	391,579.00		277,740.18		277,740.18	113,838.82	113,838.82	29.07
	E04 Sub Totals:	391,579.00		277,740.18		277,740.18	113,838.82	113,838.82	29.07
	Expense Sub Totals:	391,579.00		277,740.18		277,740.18	113,838.82	113,838.82	29.07
	Dept 4323 Sub Totals:	391,579.00		277,740.18	93,697.95	371,438.13	20,140.87	20,140.87	0.05
To PD?								**20,000.00**	
01-4324	Landfill Department								
E04	Sanitation								
01-4324-10-1110	FT Wages-Landfill	44,554.00		42,400.12	7,797.76	42,400.12	2,153.88	2,153.88	4.83
01-4324-10-1115	Part Time Wages Landfill	81,364.00		69,672.08		69,672.08	11,691.92	11,691.92	14.37
01-4324-10-1140	Overtime Landfill	3,010.00		7,390.22		7,390.22	-4,380.22	-4,380.22	0.00
01-4324-20-1210	Health Insurance	22,259.00		32,968.56		32,968.56	-10,709.56	-10,709.56	0.00
01-4324-20-1211	Dental Insurance	876.00		1,686.46		1,686.46	-810.46	-810.46	0.00
01-4324-20-1220	Social Security	8,086.00		7,136.63		7,136.63	949.37	949.37	11.74
01-4324-20-1225	Medicare	1,891.00		1,669.03		1,669.03	221.97	221.97	11.74
01-4324-20-1230	Deferred Compensation	2,451.00		0.00		0.00	2,451.00	2,451.00	100.00
01-4324-20-1266	Sick Leave Incentive	727.00		574.28		574.28	152.72	152.72	21.01
01-4324-20-1290	Longevity	750.00		0.00		0.00	750.00	750.00	100.00
01-4324-20-1294	Educat & Training/Prof Dev.	500.00		600.00		600.00	-100.00	-100.00	0.00
01-4324-30-2341	Telephone	1,250.00		1,152.85		1,152.85	97.15	97.15	7.77
01-4324-30-2343	Internet Service	2,400.00		3,025.29	300.00	3,025.29	-625.29	-625.29	0.00
01-4324-40-2410	Electricity - Landfill	7,381.00		6,773.08	668.00	6,773.08	607.92	607.92	8.24
01-4324-40-2412	Water	750.00		642.35		642.35	107.65	107.65	14.35
01-4324-40-2420	Waste Disposal	91,500.00		92,633.50	10,000.00	92,633.50	-1,133.50	-1,133.50	0.00
01-4324-40-2431	Facility Maintenance & Repairs	3,850.00		5,577.11		5,577.11	-1,727.11	-1,727.11	0.00
01-4324-40-2451	Outside Hire	11,000.00		6,479.66	9,720.00	6,479.66	4,520.34	4,520.34	41.09
01-4324-40-2452	Equipment Lease/Rental Payment	0.00		180.00		180.00	-180.00	-180.00	0.00
01-4324-50-2551	Advertising	1.00		0.00		0.00	1.00	1.00	100.00
01-4324-50-2560	Dues & Subscriptions	7,700.00		9,006.45		9,006.45	-1,306.45	-1,306.45	0.00
01-4324-50-2561	Credit Card Fees And Expenses	1,700.00		750.53		750.53	949.47	949.47	55.85
01-4324-50-2563	Weighmaster Licenses	600.00		384.00		384.00	216.00	216.00	36.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4324-60-2636	Diesel Fuel	0.00		0.00		0.00	0.00	0.00	0.00
01-4324-60-2664	Landfill Waste Oil	1,882.00		3,678.05		3,678.05	-1,796.05	-1,796.05	0.00
01-4324-60-2665	Gravel	0.00		0.00		0.00	0.00	0.00	0.00
01-4324-60-2687	Signs & Misc. Supplies	850.00		1,671.45		1,671.45	-821.45	-821.45	0.00
01-4324-60-2688	Tire Removal	1,500.00		1,378.00		1,378.00	122.00	122.00	8.13
01-4324-60-2690	Miscellaneous Supplies	0.00		841.94		841.94	-841.94	-841.94	0.00
	E04 Sub Totals:	298,832.00		298,271.64		298,271.64	560.36	560.36	0.19
	Expense Sub Totals:	298,832.00		298,271.64		298,271.64	560.36	560.36	0.19
	Dept 4324 Sub Totals:	298,832.00		298,271.64	28,485.76	326,757.40	-27,925.40	-27,925.40	-0.09
01-4411	Health Administration								
E01	General Government								
01-4411-20-1210	Health Insurance	0.00		0.00		0.00	0.00	0.00	0.00
01-4411-20-1211	Dental Insurance	0.00		0.00		0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00		0.00		0.00	0.00	0.00	0.00
E03	Highways and Streets								
01-4411-20-1230	Deferred Compensation	0.00		86.51		86.51	-86.51	-86.51	0.00
	E03 Sub Totals:	0.00		86.51		86.51	-86.51	-86.51	0.00
E05	Health								
01-4411-10-1115	Health Officer	2,000.00		1,923.25		1,923.25	76.75	76.75	3.84
01-4411-20-1220	Social Security	127.00		109.16		109.16	17.84	17.84	14.05
01-4411-20-1225	Medicare	29.00		25.53		25.53	3.47	3.47	11.97
01-4411-20-1294	Educat & Training/Prof Dev.	1.00		0.00		0.00	1.00	1.00	100.00
01-4411-60-2610	Supplies - General	1.00		0.00		0.00	1.00	1.00	100.00
01-4411-80-2820	Mileage	1.00		0.00		0.00	1.00	1.00	100.00
	E05 Sub Totals:	2,159.00		2,057.94		2,057.94	101.06	101.06	4.68
	Expense Sub Totals:	2,159.00		2,144.45		2,144.45	14.55	14.55	0.67
	Dept 4411 Sub Totals:	2,159.00		2,144.45	223.04	2,367.49	-208.49	-208.491	-0.10
01-4414	Animal Control								
E05	Health								
01-4414-40-2430	Equipment Repairs & Maint	1.00		0.00		0.00	1.00	1.00	100.00
01-4414-60-2619	Dog Emergency Care	400.00		729.14		729.14	-329.14	-329.14	0.00
01-4414-80-2811	Kennel Fees	0.00		0.00		0.00	0.00	0.00	0.00
	E05 Sub Totals:	401.00		729.14		729.14	-328.14	-328.14	0.00
	Expense Sub Totals:	401.00		729.14		729.14	-328.14	-328.14	0.00
	Dept 4414 Sub Totals:	401.00		729.14		729.14	-328.14		
01-4415	Health & Human SRVC Agencies								
E05	Health								
01-4415-30-2399	Health Agencies and Hospitals	50,000.00		50,000.00		50,000.00	0.00	0.00	0.00
	E05 Sub Totals:	50,000.00		50,000.00		50,000.00	0.00	0.00	0.00
	Expense Sub Totals:	50,000.00		50,000.00		50,000.00	0.00	0.00	0.00
	Dept 4415 Sub Totals:	50,000.00		50,000.00		50,000.00	0.00		
01-4442	Direct Assistance (Welfare)								
E06	Welfare								
01-4442-10-1115	PT Welfare Officer	1.00		0.00		0.00	1.00	1.00	100.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4442-20-1220	Social Security	1.00		0.00		0.00	1.00	1.00	100.00
01-4442-20-1225	Medicare	1.00		0.00		0.00	1.00	1.00	100.00
01-4442-40-2441	Rent, WGA	12,070.00		330.00		330.00	11,740.00	11,740.00	97.27
01-4442-60-2627	Utilities, WGA	1,500.00		0.00		0.00	1,500.00	1,500.00	100.00
01-4442-60-2629	Medical - WGA	1.00		0.00		0.00	1.00	1.00	100.00
01-4442-60-2631	Food Supplies WGA	1.00		0.00		0.00	1.00	1.00	100.00
01-4442-60-2699	Other Charges WGA	750.00		49.05		49.05	700.95	700.95	93.46
01-4442-80-2890	General Assistance	1.00		0.00		0.00	1.00	1.00	100.00
	E06 Sub Totals:	14,326.00		379.05		379.05	13,946.95	13,946.95	97.35
	Expense Sub Totals:	14,326.00		379.05		379.05	13,946.95	13,946.95	97.35
	Dept 4442 Sub Totals:	14,326.00		379.05		379.05	13,946.95		
01-4520	Recreation Department								
E07	Culture and Recreation								
01-4520-10-1110	Recreation Wages	135,866.00		130,652.17		130,652.17	5,213.83	5,213.83	3.84
01-4520-10-1112	Maintenance Employees Wage	111,072.00		106,843.58		106,843.58	4,228.42	4,228.42	3.81
01-4520-10-1113	Part Time Seasonal Labor	5,000.00		3,936.66		3,936.66	1,063.34	1,063.34	21.27
01-4520-10-1115	Secretary-PT	0.00		0.00		0.00	0.00	0.00	0.00
01-4520-10-1125	Lifeguard Wages	0.00		0.00		0.00	0.00	0.00	0.00
01-4520-10-1140	Overtime Maintenance Employee	700.00		0.00		0.00	700.00	700.00	100.00
01-4520-20-1210	Health Insurance	56,264.00		43,167.50		43,167.50	13,096.50	13,096.50	23.28
01-4520-20-1211	Dental Insurance	4,418.00		3,546.50		3,546.50	871.50	871.50	19.73
01-4520-20-1220	Social Security	15,664.00		16,923.21		16,923.21	-1,259.21	-1,259.21	0.00
01-4520-20-1225	Medicare	3,663.00		4,024.30		4,024.30	-361.30	-361.30	0.00
01-4520-20-1230	Deferred Compensation	13,582.00		12,827.56		12,827.56	754.44	754.44	5.55
01-4520-20-1266	Sick Leave Incentive	2,500.00		3,690.63		3,690.63	-1,190.63	-1,190.63	0.00
01-4520-20-1290	Longevity	500.00		500.00		500.00	0.00	0.00	0.00
01-4520-30-2341	Telephone	7,356.00		6,448.93		6,448.93	907.07	907.07	12.33
01-4520-30-2343	Internet Service	2,640.00		2,441.85		2,441.85	198.15	198.15	7.51
01-4520-30-2374	Custodian	1,300.00		1,100.00		1,100.00	200.00	200.00	15.38
01-4520-40-2411	Heat	3,000.00		5,082.32		5,082.32	-2,082.32	-2,082.32	0.00
01-4520-40-2425	Vehicle Repairs	4,000.00		3,950.37		3,950.37	49.63	49.63	1.24
01-4520-40-2431	Facility Maintenance/Repairs	8,000.00		7,997.00		7,997.00	3.00	3.00	0.04
01-4520-40-2436	Bean Property Repairs	0.00		0.00		0.00	0.00	0.00	0.00
01-4520-50-2545	Trash Removal	1,400.00		877.50		877.50	522.50	522.50	37.32
01-4520-50-2551	Advertising	400.00		0.00		0.00	400.00	400.00	100.00
01-4520-50-2565	Software Licenses	690.00		0.00		0.00	690.00	690.00	100.00
01-4520-50-2615	Uniforms	1,400.00		788.96		788.96	611.04	611.04	43.65
01-4520-60-2610	Supplies - General	750.00		0.00		0.00	750.00	750.00	100.00
01-4520-60-2612	Equipment Purchases	0.00		1,235.04		1,235.04	-1,235.04	-1,235.04	0.00
01-4520-60-2620	Office Supplies	800.00		1,382.60		1,382.60	-582.60	-582.60	0.00
01-4520-60-2625	Postage	100.00		26.50		26.50	73.50	73.50	73.50
01-4520-60-2635	Gasoline	7,500.00		1,853.18		1,853.18	5,646.82	5,646.82	75.29
01-4520-60-2636	Diesel Fuel	2,500.00		526.04		526.04	1,973.96	1,973.96	78.96
01-4520-70-2732	Baboosic Lake Dock	0.00		0.00		0.00	0.00	0.00	0.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4520-70-2760	New Vehicle	0.00		0.00		0.00	0.00	0.00	0.00
01-4520-70-2762	Equipment Lease Payment	10,880.00		10,880.00		10,880.00	0.00	0.00	0.00
01-4520-80-2653	Tools & Equipment	1,000.00		2,352.69		2,352.69	-1,352.69	-1,352.69	0.00
01-4520-80-2820	Mileage	100.00		0.00		0.00	100.00	100.00	100.00
01-4520-80-2825	Meetings & Conferences	1,500.00		1,407.35		1,407.35	92.65	92.65	6.18
01-4520-80-2840	Vandalism	0.00		0.00		0.00	0.00	0.00	0.00
	E07 Sub Totals:	404,545.00		374,462.44		374,462.44	30,082.56	30,082.56	7.44
	Expense Sub Totals:	404,545.00		374,462.44		374,462.44	30,082.56	30,082.56	7.44
	Dept 4520 Sub Totals:	404,545.00		374,462.44	16,515.76	390,978.20	13,566.80	13566.801	0.03
01-4522	Parks & Recreation								
E07	Culture and Recreation								
01-4522-10-1115	Part Time Summer Mowing	9,588.00		10,332.68		10,332.68	-744.68	-744.68	0.00
01-4522-10-1140	Overtime Parks	1.00		165.05		165.05	-164.05	-164.05	0.00
01-4522-20-1211	Dental Insurance	0.00		0.00		0.00	0.00	0.00	0.00
01-4522-20-1220	Social Security	595.00		650.88		650.88	-55.88	-55.88	0.00
01-4522-20-1225	Medicare	139.00		152.21		152.21	-13.21	-13.21	0.00
01-4522-20-1230	Deferred Compensation	0.00		0.00		0.00	0.00	0.00	0.00
01-4522-40-2430	Equipment Repair & Maintenance	500.00		224.45		224.45	275.55	275.55	55.11
01-4522-40-2451	Outside Hire	1,000.00		0.00		0.00	1,000.00	1,000.00	100.00
01-4522-60-2610	Supplies - General	300.00		935.49		935.49	-635.49	-635.49	0.00
01-4522-60-2613	Fertilizer & Lime	1,000.00		990.87		990.87	9.13	9.13	0.91
01-4522-80-2612	Equipment Purchase	650.00		162.77		162.77	487.23	487.23	74.96
	E07 Sub Totals:	13,773.00		13,614.40		13,614.40	158.60	158.60	1.15
	Expense Sub Totals:	13,773.00		13,614.40		13,614.40	158.60	158.60	1.15
	Dept 4522 Sub Totals:	13,773.00		13,614.40	0.00	13,614.40	158.60	158.6	0.01
01-4525	Peabody Mill Environmental CTR								
E07	Culture and Recreation								
01-4525-80-2830	PMEC Subsidy	1.00		0.00		0.00	1.00	1.00	100.00
	E07 Sub Totals:	1.00		0.00		0.00	1.00	1.00	100.00
	Expense Sub Totals:	1.00		0.00		0.00	1.00	1.00	100.00
	Dept 4525 Sub Totals:	1.00		0.00		0.00	1.00		
01-4550	Library								
E07	Culture and Recreation								
01-4550-10-1110	Wages FT Library	440,827.00		420,377.15		420,377.15	20,449.85	20,449.85	4.64
01-4550-10-1115	Wages Part Time	155,654.00		90,392.57		90,392.57	65,261.43	65,261.43	41.93
01-4550-20-1210	Health Insurance	123,237.00		121,394.77		121,394.77	1,842.23	1,842.23	1.49
01-4550-20-1211	Dental Insurance	6,448.00		6,621.97		6,621.97	-173.97	-173.97	0.00
01-4550-20-1220	Social Security	37,488.00		32,707.42		32,707.42	4,780.58	4,780.58	12.75
01-4550-20-1225	Medicare	8,767.00		7,649.55		7,649.55	1,117.45	1,117.45	12.75
01-4550-20-1230	Deferred Compensation	24,245.00		21,408.17		21,408.17	2,836.83	2,836.83	11.70
01-4550-20-1266	Sick Leave Incentive	5,658.00		7,899.93		7,899.93	-2,241.93	-2,241.93	0.00
01-4550-20-1290	Longevity	2,500.00		2,500.00		2,500.00	0.00	0.00	0.00
01-4550-20-1294	Educat & Training/Prof Dev.	300.00		204.00		204.00	96.00	96.00	32.00
01-4550-30-2339	Technical Consulting	1.00		0.00		0.00	1.00	1.00	100.00

Fund 01	General Fund	Budget Amount Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
01-4550-30-2341	Telephone	3,960.00	2,613.60		2,613.60	1,346.40	1,346.40	34.00
01-4550-30-2343	Internet Service	4,092.00	5,328.85		5,328.85	-1,236.85	-1,236.85	0.00
01-4550-30-2374	Custodian	15,000.00	10,450.00		10,450.00	4,550.00	4,550.00	30.33
01-4550-30-2395	Outside Hire IT	5,000.00	4,243.00		4,243.00	757.00	757.00	15.14
01-4550-40-2411	Heat	10,846.00	8,063.75		8,063.75	2,782.25	2,782.25	25.65
01-4550-40-2430	Repairs Bldg & Grounds	250.00	0.00		0.00	250.00	250.00	100.00
01-4550-50-2560	Dues & Subscription	1,200.00	755.00		755.00	445.00	445.00	37.08
01-4550-50-2565	Software Liceneses	40,500.00	40,465.40		40,465.40	34.60	34.60	0.09
01-4550-50-2581	Travel	1.00	0.00		0.00	1.00	1.00	100.00
01-4550-60-2620	Office Supplies	8,000.00	4,439.63		4,439.63	3,560.37	3,560.37	44.50
01-4550-60-2621	Computer Equipment	0.00	0.00		0.00	0.00	0.00	0.00
01-4550-60-2625	Postage	1,500.00	226.25		226.25	1,273.75	1,273.75	84.92
01-4550-60-2670	Books & Periodicals	100,000.00	85,714.70		85,714.70	14,285.30	14,285.30	14.29
01-4550-70-2720	Library Renovation Expenses	0.00	1,904.70		1,904.70	-1,904.70	-1,904.70	0.00
01-4550-70-2740	New Equipment Capital	1.00	2,635.53		2,635.53	-2,634.53	-2,634.53	0.00
01-4550-80-2612	Equipment Purchase	500.00	0.00		0.00	500.00	500.00	100.00
01-4550-80-2618	Special Events & Supplies	16,000.00	10,608.69		10,608.69	5,391.31	5,391.31	33.70
01-4550-80-2621	Computer Equipment	10,000.00	14,453.13		14,453.13	-4,453.13	-4,453.13	0.00
01-4550-80-2820	Mileage	1,500.00	0.00		0.00	1,500.00	1,500.00	100.00
01-4550-80-2825	Meetings & Conferences	1,700.00	0.00		0.00	1,700.00	1,700.00	100.00
	E07 Sub Totals:	1,025,175.00	903,057.76		903,057.76	122,117.24	122,117.24	11.91
	Expense Sub Totals:	1,025,175.00	903,057.76		903,057.76	122,117.24	122,117.24	11.91
	Dept 4550 Sub Totals:	1,025,175.00	903,057.76	38,247.79	941,305.55	83,869.45	83869.446	0.08
01-4583	Patriotic Purposes							
E07	Culture and Recreation							
01-4583-80-2860	4th of July Subsidy	8,000.00	8,000.00		8,000.00	0.00	0.00	0.00
01-4583-80-2861	Memorial Day Subsidy	500.00	0.00		0.00	500.00	500.00	100.00
	E07 Sub Totals:	8,500.00	8,000.00		8,000.00	500.00	500.00	5.88
	Expense Sub Totals:	8,500.00	8,000.00		8,000.00	500.00	500.00	5.88
	Dept 4583 Sub Totals:	8,500.00	8,000.00		8,000.00	500.00		
01-4589	Heritage Commission							
E07	Culture and Recreation							
01-4589-10-1115	Wages Part Time	1,264.00	509.26		509.26	754.74	754.74	59.71
01-4589-20-1220	Social Security	78.00	31.56		31.56	46.44	46.44	59.54
01-4589-20-1225	Medicare	18.00	7.39		7.39	10.61	10.61	58.94
01-4589-30-2382	Outside Hire-Professional Srvc	50.00	0.00		0.00	50.00	50.00	100.00
01-4589-60-2610	Supplies - General	82.00	0.00		0.00	82.00	82.00	100.00
01-4589-60-2621	Computer Equipment	80.00	0.00		0.00	80.00	80.00	100.00
01-4589-80-2825	Meetings & Conferences	300.00	0.00		0.00	300.00	300.00	100.00
	E07 Sub Totals:	1,872.00	548.21		548.21	1,323.79	1,323.79	70.72
E08	Conservation and Development							
01-4589-50-2550	Printing	400.00	0.00		0.00	400.00	400.00	100.00
01-4589-80-2618	Special Events & Supplies	300.00	0.00		0.00	300.00	300.00	100.00
	E08 Sub Totals:	700.00	0.00		0.00	700.00	700.00	100.00

Fund 01	General Fund	Budget Amount	Encumb	Period Amount	Estimated PR &AP	YTD Amount	YTD Var	Available	% Available
	Expense Sub Totals:	2,572.00		548.21		548.21	2,023.79	2,023.79	78.69
	Dept 4589 Sub Totals:	2,572.00		548.21	21.39	569.60	2,002.41	2,002.41	0.78
01-4611	Conservation Commission								
E08	Conservation and Development								
01-4611-10-1115	PT Wages	3,057.00		1,848.61		1,848.61	1,208.39	1,208.39	39.53
01-4611-20-1220	Social Security	190.00		114.62		114.62	75.38	75.38	39.67
01-4611-20-1225	Medicare	44.00		26.80		26.80	17.20	17.20	39.09
01-4611-20-1294	Educat & Training/Prof Dev	750.00		50.00		50.00	700.00	700.00	93.33
01-4611-40-2482	Surveying	0.00		0.00		0.00	0.00	0.00	0.00
01-4611-40-2483	Land Management	0.00		0.00		0.00	0.00	0.00	0.00
01-4611-40-2484	Town Meadow Maintenance	0.00		0.00		0.00	0.00	0.00	0.00
01-4611-40-2486	Water Crossing Repair & Maint	3,000.00		200.52		200.52	2,799.48	2,799.48	93.32
01-4611-40-2487	Invasives Mitigation	3,000.00		8,799.00		8,799.00	-5,799.00	-5,799.00	0.00
01-4611-40-2488	Signage	1,500.00		2,906.43		2,906.43	-1,406.43	-1,406.43	0.00
01-4611-40-2489	Kiosk	0.00		0.00		0.00	0.00	0.00	0.00
01-4611-50-2560	Dues & Subscriptions	1,200.00		700.00		700.00	500.00	500.00	41.67
01-4611-50-2561	Educational Outreach	2,250.00		120.00		120.00	2,130.00	2,130.00	94.67
01-4611-50-2564	Educational Outreach	0.00		0.00		0.00	0.00	0.00	0.00
01-4611-60-2625	Postage	0.00		0.00		0.00	0.00	0.00	0.00
	E08 Sub Totals:	14,991.00		14,765.98		14,765.98	225.02	225.02	1.50
	Expense Sub Totals:	14,991.00		14,765.98		14,765.98	225.02	225.02	1.50
	Dept 4611 Sub Totals:	14,991.00		14,765.98	142.52	14,908.50	82.50	82.501	0.01
01-4711	Principal - L-T Bonds & Notes								
E09	Debt Service								
01-4711-90-2210	Principal Rd Const Phase1 & 2	306,000.00		305,999.90		305,999.90	0.10	0.10	0.00
01-4711-90-2211	Road Construction Bond Spring Rd	50,000.00		50,000.00		50,000.00	0.00	0.00	0.00
01-4711-90-2214	Principal - Road Construction FY 14	200,000.00		200,000.00		200,000.00	0.00	0.00	0.00
01-4711-90-2215	Principal - Road Construction FY 15	200,000.00		200,000.00		200,000.00	0.00	0.00	0.00
01-4711-90-2216	Principal - RdConstr FY16-FY17	400,000.00		400,000.00		400,000.00	0.00	0.00	0.00
	E09 Sub Totals:	1,156,000.00		1,155,999.90		1,155,999.90	0.10	0.10	0.00
	Expense Sub Totals:	1,156,000.00		1,155,999.90		1,155,999.90	0.10	0.10	0.00
	Dept 4711 Sub Totals:	1,156,000.00		1,155,999.90		1,155,999.90	0.10	0.1	0.00
01-4721	Interest L-T Bonds & Notes								
E09	Debt Service								
01-4721-90-2209	Interest - Bridge Loan	0.00		0.00		0.00	0.00	0.00	0.00
01-4721-90-2210	Interest- Rd Constr Phase1 & 2	36,567.00		36,546.95		36,546.95	20.05	20.05	0.05
01-4721-90-2211	Interest -Road Const Spring Rd	1,511.00		1,503.19		1,503.19	7.81	7.81	0.52
01-4721-90-2214	Interest - Road Construction FY 14	13,479.00		13,540.45		13,540.45	-61.45	-61.45	0.00
01-4721-90-2215	Interest - Road Construction FY 15	17,220.00		17,163.93		17,163.93	56.07	56.07	0.33
01-4721-90-2216	Interest - Rd Constr FY16-FY17	45,946.00		55,264.45		55,264.45	-9,318.45	-9,318.45	0.00
	E09 Sub Totals:	114,723.00		124,018.97		124,018.97	-9,295.97	-9,295.97	0.00
	Expense Sub Totals:	114,723.00		124,018.97		124,018.97	-9,295.97	-9,295.97	0.00
	Dept 4721 Sub Totals:	114,723.00		124,018.97		124,018.97	-9,295.97	-9,295.97	-0.08
	Budget	14616376	723,313.00	13,939,432.28	379,958.57	14,319,390.85	1,020,298.15	1,020,298.15	0.07

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Hawker & Vendor Permit - Bella Fresh Fuel, LLC

Department: Police Department

Meeting Date: June 28, 2021

Staff Contact: Mark Reams

BACKGROUND INFORMATION:

Hawker and Vendor Permit request for sale of food concessions/novelty items by Grace Karue of Bella Fresh Fuel, LLC, from retail trailer to be parked in the Seasonal Specialty Stores parking lot (written permission from Seasonal Specialty Stores acquired and attached, along with other related documentation)

BUDGET IMPACT:

(Include general ledger account numbers)

N/A

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Approve

SUGGESTED MOTION:

Move to approve issuance of Town Hawker and Vendor permit to Bella Fresh Fuel, LLC for a period of one year.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 3090_001

REGISTRATION OF HAWKERS AND VENDORS

GRACE J. KARUE whose name is affixed hereto has been granted a permit to sell Food Concession/Novelty Items in the town of Amherst for the following period: 6/28/2021-6/28/2022 subject to the following restrictions: Retail trailer located (with permission already granted)in the Seasonal Specialty Stores Parking Lot

Selectmen by the Chairman

Applicant

Chief of Police

PERIOD OF TIME FOR WHICH PERMIT IS APPLIED 6/28/21 - 6/28/22

DATE OR APPROXIMATE DATE OF LATEST PREVIOUS APPLICATION FOR PERMIT UNDER THIS ORDINANCE, IF ANY N/A

HAS A PERMIT ISSUED TO THE APPLICANT UNDER THIS ORDINANCE EVERY BEEN REVOKED?

YES ~~N/A~~ gjk NO ✓

HAS THE APPLICANT EVER BEEN CONVICTED OF A MISDEMEANOR OR A FELONY UNDER THE LAWS OF THIS STATE OR ANY STATE OR FEDERAL LAWS OF THE UNITED STATES?

YES_____ NO ✓

IN THE EVENT THAT THE PRODUCT WHICH IS THE SUBJECT OF THE APPLICATION IS A PERISHABLE OR A FOOD COMMODITY, THE APPLICANT IS DIRECTED TO THE STATE OF NEW HAMPSHIRE PUBLIC HEALTH DEPARTMENT FOR APPROVAL OF THE PROPOSED OPERATION AND CERTIFICATION FROM SAID PUBLIC HEALTH DEPARTMENT THAT THE PROPOSAL MEETS STATE HEALTH REGULATIONS.

THE APPLICANT WILL BE REQUIRED TO PRESENT DETAILS OF THE OPERATION SUCH AS THE LOCATION FROM WHICH THE SALES WILL BE CONDUCTED, HOURS OF OPERATION, DATES OF OPERATION, AS WELL AS A CERTIFICATION THAT THE PROPOSAL HAS BEEN REVIEWED BY THE CHIEF OF POLICE AND THAT THE APPLICANT HAS COMPLIED WITH ANY REQUESTS BY THE CHIEF OF POLICE WITH RESPECT TO THE ACCOMMODATION OF PARKING AND/OR TRAFFIC CONSIDERATIONS.

SIGNATURE OF APPLICANT

6/18/2021

DATE

The State of New Hampshire
Hawker & Peddler State License
Department of State

(not valid unless signed by Applicant)

Date June 18, 2021

This certifies that in accordance with RSA Chapter 320

Grace Karue
has filed in this office an application in proper form for a Hawker & Peddler's State License.

A license is hereby granted to the said Grace Karue to sell, throughout the state, any goods, wares and merchandise, the sale of which is not prohibited by the laws of this state.

Dat

Col

Dist

License Number **2021/220** This License Expires June 18, 2022

Deputy Secretary of State

This license may be laminated

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Annual Dog Warrant
Meeting Date: June 28, 2021

Department: Town Clerk
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:
(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:
1. Annual Dog Warrant, June 28, 2021

TOWN OF AMHERST

DOG WARRANT

JUNE 28, 2021

To: Amherst Police Department

From: Board of Selectmen

Attached is a list of dog owners who have failed to license their dogs pursuant to NH RSA 466:1. You are hereby ordered to issue a civil forfeiture for each unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of the service shall not exceed $5.00 and may be recovered by the Town of Amherst in addition to the amount of the civil forfeiture. The Police Department has the authority to seize any unlicensed dog which will be held in the town's holding facility for a period of 7 days, after which full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the Board of Selectmen and the facility, for each day the dog has been kept and maintained by the facility, plus any veterinary fees incurred by the facility for the benefit of the dog. Before any unlicensed dog is seized, a written warning shall be given to the dog owner.

NH RSA 466:14

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: Assessing
Department: Assessing
Meeting Date: June 28, 2021
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:
(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:
A. FIRE PRORATION ABATEMENT
The subject property is a colonial style home on a 0.99-acre parcel. The reason for the prorated assessment request is the property owner's concern with the assessment, as the home was affected by an explosion and fire on May 14, 2021. Since a fire occurred, RSA 76:21 applies to this situation (see attached). The statute states that, "The proration of the building assessment shall be based on the number of days that the building was available for its intended use divided by the number of days in the tax year, multiplied by the building assessment". The calculation in this case is as follows; (43 days of use/365 days in the year) x $299,400 building assessment = $35,272 prorated building assessment. The assessment of the building for the entire year $299,400 minus $35,300 equals the amount of the assessment to be abated, which is $264,100 (rounded). The property owner has met all the necessary requirements under RSA 76:21 and it is recommended that an abatement in the amount of $3,760.78 ($7,521.57 divided by 2) be granted for the 2021 tax year.

Suggested Motion:
The attached abatement application has been reviewed by our assessor and our assessor is recommending approval.
Therefore, I move to approve the 2021 abatement for Map 025 Lot 043-000 in the amount of $3,760.78.

B. Abatement Request
The subject property is a single-family condominium. The reason for the abatement application is not clearly stated. The applicant states, that "the street does not belong to the city. We pay the costs". The applicant did not file in a timely manner, the application

was postmarked 6/10/2021 and the deadline to file was 3/1/2021. Additionally, the applicant did not provide an opinion of value. It should also be noted that the applicant purchased on 3/5/2021 for $549,200. As this is the case it is recommended that the abatement request be denied.

Suggested Motion:
The attached abatement application has been reviewed by our assessor and our assessor recommends to deny.
Therefore, I move to deny the 2021 abatement for Map 001 Lot 012-000-028.

C. Abatement Request
The subject property consists of a six-unit multi-tenant store, situated on 5.04 acres. Additionally, two multi-tenant stores totaling eight units in all on MBLU 2/41, MBLU's 2/38 (parking) & 2/45 (vacant), are to be considered as all four parcels being one economic unit.

The applicant believes the subject property is disproportionately assessed as of 4/1/2020 because there were multiple vacant units. The applicant submitted an attached assessment analysis, with the income & expenses & a vacancy rate of 20%. During the previous revaluation KRT estimated the vacancy rate to be 10% based on Amherst market analysis. Actual income & expenses were never originally provided by the applicant. Given the actual income & expenses provided by the applicant, we revalued the income analysis using the applicant's income & KRT's vacancy rate (10%). The applicant's appeal to utilize the 20% vacancy rate, a temporary phenomenon, is rejected given that a vacancy rate is based on a typical holding period of ten years, not one year. The applicant's income analysis resulted in their opinion that the four parcels as an economic unit were worth $15,273,180, or $118.25/SF. KRT's original income analysis indicated a value of $111.99 for MBLU 2/35 & $113.92/SF for MBLU 2/41. We move to deny the abatement.

Suggested Motion:
The attached Abatement has been reviewed by our assessor and our assessor recommends to deny.
Therefore, I move to deny the abatement for Map 002, Lot 035-000.

D. Abatement Request
The subject property is a Cape Cod, situated on 5.23 acres of land. The subject is listed in very good condition.

The applicant believes the subject property is disproportionately assessed in relation to six other comparable parcels submitted, including four in the immediate neighborhood. The applicant noted all are larger in living area & most are newer in age. The four neighborhood comparables, while larger in living area, are all inferior in construction quality to the subject property, 10 The Flume, similar in age, 312 SF larger in SF but inferior in quality, sold for $889,500 on 10/26/2020. 56 Chestnut Hill Road, just right outside the subdivision, similar in age, quality of construction, yet 901 SF

smaller, sold for $939,000 on 1/14/2021. Both sales are supportive of the subject's assessed value.

Suggested Motion:
The attached Abatement has been reviewed by our assessor and our assessor recommends to deny.
Therefore, I move to deny the abatement for Map 010, Lot 030-036.

E. Abatement Request
The subject property is a vacant parcel with 10.44 acres of land in Amherst. An additional .57 acres of land and road frontage in Bedford, NH comprises the parcel as a whole lot in its entirety. The parcel in Bedford (MBLU: 17-2-4) is assessed for $10,600. The subject, including both parcels, was purchased for $158,400 on November 17, 2020.

The applicant believes the subject property is disproportionately assessed in relation to four other parcels in the immediate neighborhood: 18, 32, 34 & 52 Pulpit Road. All these parcels are like the subject in that they have road frontage and additional land in Bedford, NH. A physical inspection of the parcel revealed that access to the site is by shared driveway with 38 Pulpit Road. No adjustments to the parcel have been made to account for the fact of no direct road frontage within Amherst and sharing a driveway with an abutting parcel. Accounting for the lack of road frontage, a shared driveway and some topography issues, the adjusted value would be $155,000.

Suggested Motion:
The attached Abatement has been reviewed by our assessor and our assessor recommends to grant.
Therefore, I move to grant the abatement for Map 011, Lot 016-004 in the amount of $1,353.00.

F. Abatement Request
The subject property is a multi-tenant store, situated on 4.19 acres of commercially zoned land.

The applicant believes the subject property is disproportionately assessed as of 4/1/2020 because there were nine vacant units, accounting for a vacancy of 37.7%. The applicant submitted an attached assessment analysis, rent roll & recent lease activity. During 2020 through aggressive marketing the vacancy rate was lowered to 18.8%. During the previous revaluation KRT estimated the vacancy rate to be 20% based on Amherst market analysis. Actual income & expenses were never originally provided by the applicant. Given the actual income & expenses provided by the applicant, we will revalue the income analysis using the applicant's income & KRT's vacancy rate (20%). The applicant's appeal to utilize the 37.7% vacancy rate, a temporary phenomenon, is rejected given that a vacancy rate is based on a typical holding period of ten years, not one year. We recommend the assessed value be adjusted to $1,988,000.

Suggested Motion:
The attached Abatement has been reviewed by our assessor and our assessor recommends to grant.
Therefore, I move to grant the abatement for Map 012, Lot 010-000 in the amount of $7,151.00.

G. All Service Veterans' Tax Credit
I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28-b for the 2022 tax year.

Suggested Motion:
The attached application has been reviewed by our assessor and our assessor recommends to grant this credit. Therefore, I move to approve the All Service Veterans' Tax Credit for tax year 2022 in the amount of $500 for Map 010, Lot 059-003.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:
1. 25-43 ITEM A
2. 1-12-000-28 ITEM B
3. 2-35 ITEM C
4. 10-30-36 ITEM D
5. 11-16-4 ITEM E
6. 12-10 ITEM F
7. 10-59-3 ITEM G

Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT

Title: AP, Payroll and Minutes Approvals **Department:** Finance Department
Meeting Date: June 28, 2021 **Staff Contact:**

BACKGROUND INFORMATION:

BUDGET IMPACT:
(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:
Approvals:

Payroll
AP1~ I move to approve one (1) FY21 Payroll Manifest in the amount of $226,158.22 dated June 17, 2021, subject to review and audit.

Accounts Payable

AP2 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of $7,327.26 dated June 17, 2021, subject to review and audit.
AP3 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of $625,586.24 dated June 22, 2021, subject to review and audit.
AP4 ~ I move to approve one (1) FY21Accounts Payable Manifest in the amount of $467.84 dated June 22,, 2021, subject to review and audit.

Minutes
~ I move to approve the Board of Selectmen meeting minutes of June 14, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:
1. 2021.06.14 BOS Meeting Minutes, DRAFT

Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 14, 2021, 6:30PM

1. Call to Order

Chairman Peter Lyon called the meeting to order at 6:30 p.m.

Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Danielle Pray, Selectman John D'Angelo, and Selectman Tom Grella.
Also present: Town Administrator Dean Shankle and Kristan Patenaude, recording secretary

2. Pledge of Allegiance – led by newly elected Selectman, Danielle Pray.

Chairman Lyon explained that the Governor's order for holding meetings electronically expired on Friday, thus the Board must now have a quorum to meet in-person. He thanked Town Administrator Shankle and Department Heads for making this possible so quickly.

Chairman Lyon addressed concerned regarding the 4th of July celebration. He noted that one of the 4th of July Committee members resigned late last week due to intimidation/bullying on social media, as well as a meeting during which unnecessary comments were made. Chairman Lyon stated that he understands disappointment regarding the celebrations this year but reminded citizens that they are neighbors and should treat each other accordingly. He stated that anger and intimidation does not help the process. The decision regarding the 4th of July celebrations has been made and cannot be turned back. He implored everyone to respect that decision.

3. Citizen's Forum – none.

4. Board of Selectmen Reorganization

4.1 Officer Elections

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate Peter Lyon as Chairman of the Board of Selectmen.
Voting: 4-0-1 (Selectman D'Angelo abstaining); motion carried.

A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to nominate Dwight Brew as Vice-Chairman of the Board of Selectmen.
Voting: 3-0-2 (Selectman D'Angelo, and Selectman Brew abstaining); motion carried.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to nominate Danielle Pray as Clerk of the Board of Selectmen.
Voting: 5-0-0; motion carried unanimously.

4.2 Committee Assignments

Legislation Liaison – Danielle Pray
Amherst Conservation Commission – Peter Lyon
Heritage Commission – Tom Grella
Historic District Commission – Tom Grella
Recreation Commission – Danielle Pray
Roads & Bridges Commission – Tom Grella
Bicycle & Pedestrian Advisory Committee – Peter Lyon
Capital Improvements Committee – John D'Angelo (Danielle Pray – alternate)
Highway Safety Committee – John D'Angelo (Tom Grella – alternate)
Schools Liaison – John D'Angelo
Cemetery Trustees Liaison – Dwight Brew
Library Trustees Liaison – Dwight Brew
Planning Board rep – Dwight Brew (John D'Angelo – alternate)
Trustees of the Trust Fund rep – John D'Angelo

5. Scheduled Appointments

5.1. Milford Rotary, Raffle Permit Request, 100 Holes of Golf in One Day

Chairman Lyon stated that, as he and Selectman Grella are members of the Milford Rotary Club, they will abstain from voting on this item.

A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to approve the Milford Rotary Club raffle permit.
Voting: 3-0-2 (Chairman Lyon and Selectman Grella abstaining); motion carried.

6. Administration

6.1 Girl Scout Awards

Chairman Lyon explained that the Gold Award is the highest and most prestigious award in Girl Scouting. Only 5.4% of those girls eligible to earn the Gold actually do so. The award recognizes those girls who demonstrate extraordinary leadership through Take Action Projects. These projects have a sustainable impact not only on the girls but on their communities as well. These projects represent the culmination of over 80 hours of work on a project that is important to the individual girl. Gold Awardees have turned a vision into an action plan. In doing so, they not only have made the community and world a better place, but they have also grown their self-confidence and leadership skills.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to recognize the following young ladies for achieving their Gold Award:
Rachel Mazur - Troop 22171
Abigail Robinson - Troop 22171
Katherine Tiso - Troop 20061
and declare June 14, 2021, as Town of Amherst Girl Scout Day.
Voting: 5-0-0; motion carried unanimously.

6.2 Administrative Updates

Town Administrator Shankle stated that Marie Grella earned the Protzmann Award, which is for service above and beyond to the public and for a sustained commitment to the military community. He will work to put the video of the bestowing of the award on the website.

Town Administrator Shankle noted that there was a mistake made in the NH Retirement System since 2008 that Finance Director, Laurie May, is currently working to fix. He explained that, as part of the American Rescue Plan, Amherst is eligible for $1.192M of funds. The Town can apply for the first $596,000 of this money from 6/18/21 – 8/18/21. He noted that the Planning Board has rescheduled its Zoom meeting to an in-person meeting, on the Green, at 4pm this Wednesday. He also stated that he is on the Steering Committee for the Regional COVID19 Economic Recovery Plan.

In response to a question from Town Administrator Shankle, Chairman Lyon noted that the Board does not usually accept resignations from voluntary committees, such as Leslie Bennett from the 4th of July Committee.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew that the Board of Selectmen condemns, in the strongest possible terms, all attempts to attack, insult, bully, intimidate, defame, or libel volunteers serving on Amherst Boards and Committees. If people disagree with individual decisions of a Board or Committee, it is fair to present reasons why they believe the decisions are not correct and ask the Board or Committee to reconsider. It is not acceptable, when reasoned argument fails, to resort to bullying, threatening, intimidating, or impugning the motives of our town volunteers.

<u>Discussion:</u>
Selectman Brew stated that it is unfortunate that it has come to the Board needing to make a motion and vote on it for people to be civil.

Selectman D'Angelo stated that if decent people fear that they might be personally attacked by fringe elements of the town for exercising their best judgment on behalf of the town, they will most certainly protect themselves by not volunteering at all. If decent people step back, only the bullies will volunteer, since their fellow bullies will surely give them a pass. Amherst is the town that it is today thanks to the volunteer efforts of many, many decent, hardworking people over the years. If we want to preserve the character of Amherst, decent hardworking people must feel it is safe to volunteer their time. They must feel that their hard work will be valued by the town and its people, even if not every decision is agreeable to every resident. Bullying and intimidation of the town's volunteers cannot be tolerated by the Board of Selectmen, nor by the residents of Amherst.

Voting: 5-0-0; motion carried unanimously.

7. Staff Reports

7.1 COVID19 Task Force Updates

Jennifer Stover stated that the Task Force recommends that Town employees return to their regular work schedules. Employees may continue with telework, based on their positions and the determination of Department Heads. She stated that the Task Force recommends that outdoor events be allowed on Town property, and that those unvaccinated continue to wear

masks and socially distance. The Task Force also recommends that Town Hall reopen to the public, with similar mask and social distancing measures for those unvaccinated. The Task Force recommends these items begin as soon as tomorrow, June 15th. She noted that the new air handlers in Town Hall allow for an air exchange rate of 25 times/hour. The Town Hall has been continuing to keep windows open while the air conditioning is on.

Selectman D'Angelo noted that Town Hall is not yet open to the public, yet the Board of Selectmen is currently meeting in-person at Town Hall. In the future, it would be good to open the offices prior to the in-person meeting.

In response to a question from Selectman Pray, Jennifer Stover stated that those continuing to work from home will depend on their work schedule, scope of work, and approval of Department Heads.

Chairman Lyon suggested that remote employees also be approved by the Town Administrator, as well as the Department Head.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adopt the Task Force's recommendations, effective first thing tomorrow morning.
Voting: 5-0-0; motion carried unanimously.

7.2 FY21 Anticipated Encumbrances

Laurie May stated that she will present the Board with a list of anticipated encumbrances at its next meeting.

Chairman Lyon noted that there was supposed to be a public hearing for COVID19 Unanticipated Funds at the beginning of this meeting. This public hearing is postponed to the next Board meeting, due to insufficient notice because of the end of the Governor's order on tele meetings.

Dwight Brew noted that, in order for something to be encumbered, there must be a contract or fixed quote for that item.

7.3 Police Station Renovation Fund CRF Overage

Chairman Lyon stated that the Board will address this at its next meeting. This overage was expected and known since the outset of the project. The discussion will focus on where the overage will be funded from.

7.4 New Dispatcher Job Classification

Police Chief Mark Reams explained that this request is to add a supervisor position to the Dispatch Center. This request comes at an increase in the current employee pay scale of $1,019/year. This was planned for in the existing budget.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to create the position of Assistant Dispatch Coordinator at Grade 7 on the existing Town wage scale.
Voting: 5-0-0; motion carried unanimously.

7.5 DPW Road Maintenance – crack sealing RFP award

DPW Director Eric Hahn stated that there were two bids for this RFP, and he would like to award the project to the low bidder.

In response to a question from Selectman Pray, Eric Hahn stated that he did not specifically ask what the disparities were between the two contracts, but usually they deal with how traffic control is handled and how much material is used.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew that Henry W Dow be awarded the contract for RFP 08-21 for crack sealing in the amount of $27,750 and that the Town Administrator be authorized to sign all related documents on behalf of the Board.
Voting: 5-0-0; motion carried unanimously.

7.6 Energy Efficiency Lighting Upgrade Projects

Eric Hahn stated that he would like the Town facilities to be audited in terms of energy efficiency. This proposal would take four separate projects and award them together as one project. These projects should save the Town a significant amount of money. For example, the Fire Department alone should see a savings of about $300/month in energy efficiency.

Chairman Lyon noted that the Town facilities being examined in this proposal are the Central Fire, DPW, Recreation Offices, and Transfer Station.

In response to a question from Selectman Brew, Eric Hahn stated that this proposal includes dark sky compliant lighting. The payback on this project should be seen fairly quickly; for Central Fire simply payback will be seen in approximately 0.8 years.

In response to a question from Selectman Grella, Eric Hahn stated that when he last looked into swapping out the streetlight fixtures around Town, the cost was approximately $40,000-$43,000. The Town would then own the fixtures and have to pay to fix them. Eric Hahn stated that he still believes this could be a worthwhile project, but more information is needed.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve all four energy efficiency projects: Central Fire, DPW, Transfer Station and Recreation Offices to World Energy Services in the amount of $13,600.12 and that the Town Administrator be authorized to sign all related documents.
Voting: 5-0-0; motion carried unanimously.

7.7 Swap Shop Policy

Eric Hahn stated that the citizens seem to want the Swap Shop to reopen. In order to do so, Primex is asking for rules to operate the shop. He is thus proposing this policy.

In response to a question from Selectman D'Angelo, Eric Hahn stated that the intention would be to open to book swap area again soon too.

In response to a question from Selectman Pray, Eric Hahn stated that the DPW looks to review 33% of its policies annually.

In response to a question from Chairman Lyon, Eric Hahn stated that he believes he does have the volunteers available to staff the Swap Shop.

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo that the initial issue of the Swap Shop Operating Policy is hereby approved and that the Swap Shop be reopened effective July 1, 2021, dependent on volunteer availability.
Voting: 5-0-0; motion carried unanimously.

7.8 DPW Hire & Job Description Approvals

Eric Hahn explained that he changed some of the items on the laborer/driver job summary, regarding supervising summer help, areas around Town that work will take place in, and computer/tablet literacy. He also added a job summary for a part-time Summer Seasonal position, as there wasn't one previously.

The Board discussed and agreed to put the wage scale grade/step in the job description titles of all job descriptions.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the new job descriptions.
Voting: 5-0-0; motion carried unanimously.

7.9 DPW Driver/Laborer Permanent Full-time Hire

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to hire Vincent Lupoli as a full-time Driver/Laborer, Step 4 Grade 1.
Voting: 5-0-0; motion carried unanimously.

8. Approvals

8.1 AP, Payroll and Minutes Approval

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of $216,325.15 dated June 3, 2021, subject to review and audit.
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of $237,241.78 dated May 19, 2021, subject to review and audit (NH DMV).
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of $278,653.08 dated May 25, 2021, subject to review and audit.
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of $429,008.72 dated June 8, 2021, subject to review and audit.

Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of $3,266,427.00 dated June 2, 2021, subject to review and audit (School disbursements).
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of May 24, 2021, as amended.
Voting: 4-0-1 (Selectman Pray abstaining); motion carried.

8.2 Atlas Pyrovision, Annual application and Permit for Wholesale/Retail sales of fireworks

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to permit Atlas Pyrovision to conduct sales of fireworks at their facility located at 105 Route 101 A, Amherst NH. This approval is given for a one-year period.
Voting: 5-0-0; motion carried unanimously.

9. Action Items

The Board reviewed its action items.

10. Old/New Business

Selectman Brew noted that the Planning Board will meet on Wednesday at 4pm on the Green. He also noted that the Master Plan Steering Committee will meet next Monday.

Chairman Lyon explained that the ACC recently had a conversation about the best way to move forward, now that the Open Space Warrant Article has passed the vote. He believes there will probably be a subcommittee formed with members of the ACC, Board of Selectmen, Amherst Land Trust, citizens, etc. to discuss this matter.

Selectman D'Angelo noted that all of the school boards met tonight.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adjourn the meeting at 7:54pm.
Voting: 5-0-0; motion carried unanimously.

NEXT MEETING: Monday, June 28, 2021

_____ _____

Selectman Danielle Pray *Date*