



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 26, 2024, 6:30PM**

Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
Selectman Danielle Pray, and Selectman Tom Grella

**1. Call to Order**

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

**2. Pledge of Allegiance** – led by DPW Director Eric Slosek.

**3. Public Hearing- Pursuant to NH RSA 31:95-b, III. (a) For unanticipated moneys  
in the amount of \$10,000 or more**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to enter  
into a Public Hearing.*

*Vote: 5-0-0; motion carried unanimously.*

Chairman Lyon reviewed the first two proposed donations.

Nic Strong explained that the third item is a grant awarded to the Town for \$30,000 with no  
Town match for a guidance document to manage growth in terms of water availability,  
groundwater protection of stormwater management, and mitigation for climate change  
impacts using existing data sources. The management plan will describe current water  
resources and identify how to be resilient and document future potential planning action  
items. Deliverables will include draft ordinances such as, eventually, a groundwater resources  
management ordinance.

There was no public comment at this time.

*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to close  
the Public Hearing.*

*Vote: 5-0-0; motion carried unanimously.*

**3.1. Bean Foundation Donation of \$20,000 to the Bicycle Pedestrian Committee**

Selectman Stoughton asked if this donation is for the same section of the Rail Trail project  
that is going before the voters this year at Town Meeting. Chairman Lyon stated that this is  
for section 02 and possibly section 03, south of the item being voted on at Town Meeting. He  
explained that, if the voters do not agree to the Town Meeting item, the Board must then

decide what it wants to do. If the Board does not want to pursue the project, it would need to contact the Bean Foundation regarding this donation.

*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to accept the donation of \$20,000 for the Rail / Trail project; given to the Town by the Norwin S. & Elizabeth N. Bean Foundation.*

*Vote: 5-0-0; motion carried unanimously.*

### **3.2. Donation of \$10,000 to the Conservation Commission**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to accept the donation of \$10,000 to the Amherst Conservation Commission; given generously to the Town by Candice Raff.*

*Vote: 5-0-0; motion carried unanimously.*

### **3.3. DES Award of \$30,000 for Local Source Water Protection Program Grant: SWP-375**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to enter into and approve a grant agreement with NH DES in the amount of \$30,000 for a 2024 Local Source Water Protection Program Grant to the Town of Amherst, and to authorize Town Administrator Dr. Dean Shankle Jr. to sign paperwork associated with such grant on behalf of the Town.*

*Vote: 5-0-0; motion carried unanimously.*

## **4. Citizens Forum**

None at this time.

## **5. Scheduled Appointments**

None at this time.

## **6. Administration**

### **6.1. Administrative Updates**

Town Administrator Shankle explained that the Town has received requests from NH Department of Justice to participate with the State in the opioid settlements. The Town has carried out this process previously. The settlements bring approximately \$100M into NH to help fight the opioid crisis.

*A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to agree to participate in the State's opioid settlement with CVS, Walgreens/Walmart, Allergan, and Teva, and authorize the Town Administrator to execute the election and release forms on behalf of the Amherst Board of Selectmen.*

*Vote: 5-0-0; motion carried unanimously.*

Town Administrator Shankle stated that the quarterly Comcast franchise fees were received in the amount of \$48,005.81.

Town Administrator Shankle stated that he spoke with the Town Attorney regarding options for charging the German Christmas Market for Town services rendered. The Town Attorney stated that he does not believe there is a viable basis to charge these costs. He recommended revising the policy and application documents in order to potentially charge fees in the future.

The Board agreed to write a letter requesting the German Christmas Market contribute to these fees, if possible.

*A MOTION was made by Selectman Grella and SECONDED by Chairman Lyon to untable and withdraw the original motion to send an invoice to the German Market for services supplied by the Amherst Department of Public Works for \$3,007; and the Amherst Fire Rescue for \$2,080, during the December 9, 2023, weekend.*

*A MOTION was made by Selectman Grella and SECONDED by Selectman Stoughton to send a request to the German Christmas Market to pay these two expenses, if possible, as a donation.*

*Vote: 5-0-0; motion carried unanimously.*

The Board reviewed its Action Items at this time.

DPW Director Slosek addressed the Board regarding a proposed Clean Water State Revolving Fund (CWSRF) loan. The Department intends to use this funding to create a Lake Phosphorus Control Plan for Baboosic Lake. As long as the process is followed, the loan will be available for 100% forgiveness through the State, for a total of \$100,000.

The Board agreed that DPW Director Slosek should move forward with this item.

There was discussion regarding PFAS activities in Town. Selectman Stoughton expressed concern regarding the costs for this project and the potential need to use ARPA funds on a strict timetable. There was agreement that additional information is needed from the State.

## **6.2. Town Treasurer Job Posting**

It was noted that this job posting is listed on the Town website and the NH Municipal Association job site.

## **6.3. Microtime Contract Renewal**

Jennifer Stover, Executive Assistant, explained that the contract includes a monthly fee increase, due to a cost-of-living adjustment, to approximately \$10,000/month. There are options for a one-year, or two-year contract, or a three-year contract at the same annual rate as the two-year price. Microtime has agreed to quarterly pulse checks to determine any needs.

Town Administrator Shankle suggested the Board approve the two-year contract.

A *MOTION* was made by Selectman Stoughton and *SECONDED* by Selectman Grella to authorize the Town Administrator to enter into a two-year contract with Microtime for managed information technology services at a monthly rate of \$9,888.50.  
Vote: 5-0-0; motion carried unanimously.

## **7. Staff Reports**

### **7.1. APD Full-Time Hire - Anthony Culotta**

Police Chief Ciampoli stated that Anthony Culotta has recently completed a comprehensive background investigation after receiving a conditional offer of employment for a full-time police officer. Mr. Culotta is currently in the process of having his law enforcement certification transferred to the State of NH which is anticipated to occur on February 27<sup>th</sup>. Mr. Culotta brings a wealth of experience, and the Department looks forward to him starting his full-time employment on March 4, 2024.

A *MOTION* was made by Selectman Grella and *SECONDED* by Selectman Pray to accept the appointment of Anthony Culotta to the position of full-time (non-exempt) Patrolman at Grade 9-Step 4 on the Police Union pay scale (\$30.10) with an effective start date of March 4, 2024, with all of the benefits outlined in the attached offer letter.

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

### **7.2. DPW Excavator Purchase**

DPW Director Slosek explained that, as per the DPW Vehicle & Equipment Replacement Plan, the Department is scheduled to purchase a wheeled excavator in FY24. Quotes were solicited from three separate vendors for similar machines. It became clear that the options were Hyundai or Volvo. The Department reviewed Brookline's Volvo excavator and Milford's Hyundai excavator. The prices for each were within \$4,000 of each other. All quotes included a digging bucket, tilt grading bucket, and rotator. The total cost includes \$68,000 of ARPA funds, \$144,739 from Block Grant funding, and the remaining amount from the DPW's FY24 budget.

Selectman Stoughton noted that he believed \$92,000 of the Block Grant funds was proposed for this item, with additional money toward road reconstruction. DPW Director Slosek explained that \$32,000 of the road reconstruction funds were able to be paid from last year's budget, allowing for extra Block Grant funding to be used toward this purchase.

A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Pray to award the purchase of one 2023 Hyundai HW170ACR wheeled excavator from Chappell Tractor, with specified implements, for the amount of \$300,800.00, utilizing Sourcewell contract pricing.

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

### **7.3. DPW Truck Purchase**

DPW Director Slosek explained that, as per the DPW Vehicle & Equipment Replacement Plan, Truck 4 is scheduled for replacement this year (FY24). Truck 4 had been scheduled for replacement in FY23, however the decision was made to replace the DPW loader at that time

due to unforeseen electrical problems. Truck 4 is an International CDL class truck. A quote was received from the regional International Dealer, Allegiance Trucks (formerly Liberty International), for a 2025 model replacement for the cab & chassis. The price quoted is based on the State of NH pricing level. The quoted price of \$119,500.00 is for a truck manufactured in 2025. If the truck is manufactured in 2024, the price will be slightly less at \$117,275.00. The Department plans to come to the Board after the Town vote in March to request another truck purchase from Allegiance. The intention is for this amount to come from the CRF.

In addition to the cab & chassis, quotes were solicited from two regional truck body shops. Out of the two options, Viking Cives had the best price. The recommendation is to award the purchase of the cab & chassis from Allegiance Trucks, and the body with associated plow equipment from Viking Cives.

*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the sole-source purchase of a 2025 International HV507 SFA truck from Allegiance Trucks for an amount not to exceed \$119,500. This purchase will utilize State of NH level pricing. Further, to approve the purchase of a truck body for said truck from Viking Cives for the amount of \$107,900. This purchase will utilize Sourcewell contract pricing. The total combined purchase price of truck and body shall not exceed \$227,400.00.*  
*Vote: 5-0-0; motion carried unanimously.*

## **8. Approvals**

### **8.1. Donation to ACC**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to approve a generous \$500 donation to the Amherst Conservation Commission from Joseph O'Neill.*  
*Vote: 5-0-0; motion carried unanimously.*

### **8.2. Raffle Permit - The Rotary Club of Milford, Annual 100 Holes of Golf**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve the request for a raffle permit for the Rotary Club of Milford for the sale of raffle tickets from early March to June 14, 2024; drawing to be held at the Amherst Country Club on June 14, 2024.*  
*Vote: 5-0-0; motion carried unanimously.*

### **8.3. Baboosic Lake Community Septic Warrants**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve and sign the Community Septic Warrants due April 1, 2024 as follows:*

<i>Phase I</i>	<i>\$2,183.28</i>
<i>Phase II</i>	<i>\$2,530.90</i>
<i>Phase III</i>	<i>\$6,878.85</i>
<i>Phase IV</i>	<i>\$4,838.33</i>

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

#### **8.4. Assessing**

##### **Veteran Tax Credit**

**Item A.** The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 004, Lot 052-047 commencing in Tax Year 2024.*

*Vote: 5-0-0; motion carried unanimously.*

**Item A-1.** The attached Veteran Tax Credit Application has been reviewed. The applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year. There are two eligible veterans that reside in this household.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 003, Lot 001-000 commencing in Tax Year 2024.*

*Vote: 5-0-0; motion carried unanimously.*

**Item A-2.** The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year. There are two eligible veterans that reside in this household.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 003, Lot 001-000 commencing in Tax Year 2024.*

*Vote: 5-0-0; motion carried unanimously.*

**Item A-3.** The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2025 tax year.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 003, Lot 079-000-009 commencing in Tax Year 2025.*

*Vote: 5-0-0; motion carried unanimously.*

**Item A-4.** The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 008, Lot 034-000 commencing in Tax Year 2024.*

*Vote: 5-0-0; motion carried unanimously.*

**Item A-5.** The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2024 tax year.



A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 004, Lot 060-013 commencing in Tax Year 2024. Vote: 5-0-0; motion carried unanimously.

### **Solar Exemption**

**Item B.** The attached solar exemption application provided has been reviewed and the applicant qualifies for the Tax Credit under RSA 72:62 for the 2024 tax year.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the solar exemption in the amount of \$17,500 for Map 002, Lot 125-008 commencing in tax year 2024.

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

## **8.5. AP and Minutes**

### **Accounts Payable**

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) Accounts Payable Manifest in the amount of \$4,997.93 dated February 6, 2024, subject to review and audit. (Vendors)

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) Accounts Payable Manifest in the amount of \$614,913.61 dated February 12, 2024, subject to review and audit. (Vendors)

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

### **Minutes**

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of February 5, 2024, as presented.

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

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of February 7, 2024, as presented.

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

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of February 12, 2024, as amended.

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

## **7. Action Items**

This item was previously addressed.

## **8. Old/New Business**

None at this time.

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**12. Adjournment**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to adjourn the meeting at 7:51pm.  
Vote: 5-0-0; motion carried unanimously.*

**NEXT MEETING: March 18, 2024**

\_\_\_\_\_  
*Selectman Bill Stoughton*

\_\_\_\_\_  
*Date*