



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, July 25, 2016

1. Call to Order

Chairman Dwight Brew called the meeting to order at 6:30 p.m.

Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Tom Grella and Peter Lyon. Selectman Nate Jensen was absent. Also present: Town Administrator, Jim O'Mara and Suzanne Beauchesne taking minutes.

2. Non-Public Session, RSA 91-A:3, II (c) -- The non-public meeting was not held.

3. Pledge of Allegiance – Bill Dod, Coach of the Souhegan High School Boys Varsity Baseball Team, led the pledge.

4. Recognition of the Souhegan High School Baseball Team and Bill Dod Proclamation

Chairman Brew recognized Selectman Grella who rose to acknowledge the achievements of the 2016 Souhegan High School Boys Varsity Baseball Team, the Sabers. He presented the team with a Certificate of Recognition for their impressive season and for their dedication to achieving the status of New Hampshire Division II Champions. All in attendance congratulated, with applause, the young sportsmen. Several players were in attendance, with others having commitments elsewhere. Coach Bill Dod thanked the Board for honoring the young men and invited Board members to come by during practice and interact with the players. Bill Dod asked those in attendance to introduce themselves: David Bittle, Max Hodges, George Carlson, and Colin Vane. Coach Dod said that in addition to the championship, the team was honored for being the No. 1 sportsmen in the league. He said that as he and his wife travel the state, he continues to hear of the outstanding representation of Amherst that the team provides.

Selectman Grella then read a proclamation to Coach Dod as follows:

“Now comes the Town of Amherst through its Board of Selectmen who hereby issue this Proclamation

“Whereas, the Town of Amherst offers this Proclamation of congratulations to Bill Dod for achieving the title of winning-est baseball coach in the state of New Hampshire.

“Further, the Town of Amherst applauds the exceptional achievement of Bill Dod of coaching 519 victories in New Hampshire High School Baseball.

“Further, the Town of Amherst recognizes Bill Dod’s demonstration of sportsmanship and great integrity throughout his coaching career of 48 years.

“Further, in recognition of service to the youth of the Town of Amherst,

“The Town of Amherst Proclaims July 25, 2016 Bill Dod Recognition Day in Amherst.”

The proclamation was signed by all members of the Board.

5. Citizens’ Forum

Ned Birmingham of 11 Cross Street said Courthouse Road is a pedestrian way. In the past there had been a sidewalk which was removed. The loss of the sidewalk makes it difficult for children. Removing the “one way” sign raises safety concerns, and takes away the beautification of the area. He said the road has differing traffic patterns in the morning and evening. Chairman Brew said the Safety Committee did not feel the intersection warranted a “one way” status. Committee members are aware that the intersection needs monitoring. Mr. Birmingham said it takes away from people’s happiness and there are a lot of young families that live in the village who walk around the area.

Kevin Dadoly came forward representing those living at 81-82-83 Merrimack Road. He said for over 30 years he has seen countless accidents. The pitch and curve of the road causes car accidents. He provided information to Town Administrator, Jim O’Mara. He said his own house has been hit twice, and other houses have been hit as well. He said he has talked with Bruce Berry about possibly bringing the road up and the lawn down. Last year the pole got moved and every one was excited with that, believing the issue would be addressed in the spring. He said anything that would improve the sight line would be appreciated. They are happy another tree will be removed. He begged the Board to reconsider their decision, and he doesn’t want the money already expended to be thrown away. He would appreciate the Board looking at other options. Chairman Brew asked Administrator O’Mara and Director Berry to look into the matter and provide options. Mrs. Green said she was concerned with her family’s safety

Paul Tripp of 82 Merrimack Road asked how much has been spent on this project. He said he’d like to know how much of his tax dollars was going toward the project. He suggested that Board members take a drive down the road, and asked that they re-consider. Administrator O’Mara asked Chief Reams to conduct an accident analysis. Chief Reams will follow up and said design is beyond the purview of the Police Department.

6. Town Administrator

6.1 Assessing 2016 Statistical Update Letters

Gail Stout, Tax Collector, referenced a letter that was included in the Board packet indicating how property owners can proceed if they have questions or would like more information on the 2016 revaluation. The letter can also be viewed on the town’s website. Revaluation impact notices were mailed to all Amherst property owners on July 19, 2016 from KRT Appraisal

6.2 Quarterly Reports: Tax/Assessing, Recreation, DPW, Police

Tax/Assessing Department

Tax Collector, Gail Stout, provided a quarterly report [attached] of the Tax and Assessing Department which is staffed by two full time employees and on July 1, 2016 began the fifth year of a five-year assessing contract with KRT Appraisal Services awarded by the Board in June 2012. Ms. Stout said that her department is responsible for all functions related to the valuation of property and the collection of property taxes for approximately 5,500 Amherst properties. Ms. Stout's report included a collection update indicating that the first issue 2016 property tax bills due on July 1st are currently 91% collected. Lockbox service through Citizens Bank continues to be a very efficient tool for most mailed payments during high volume periods. A chart included in the report indicates that properties that are being liened continue to be on a decline.

In response to Selectman Lyon, Ms. Stout confirmed that the revaluation is legally required. Selectman Grella thanked Tax Collector Stout for her good work. Vice Chairman Panasiti asked how the revaluation affects the tax rate. Ms. Stout said an appropriation is offset by revenue and the net expense is divided by the valuation of the town. This year's rate of 7.8% would drop the rate to \$24.53. Chairman Brew mentioned equalized value in that the assessed value of a property does not necessarily equal the market value and is not adjusted each year. Ms. Stout said that a 2018 property is valued as if built in 2016.

Recreation Department

Craig Fraley, Director of the Recreation Department, came forward to provide his department's quarterly report [attached]. Director Fraley said they had a very successful baseball/softball season. Town resident, Bill Georlich put on a fundraising effort to install scoreboards to all of the playing fields at both Bean and AMS fields. Boy Scout, John Mastergeorge completed the project to install roofs over the AMS softball field and AMS baseball field, and Team Blue won Division 1 and Team Red took up runner-up in Division 2. The All-Star Baseball team won the Hollis Tournament and they were runner-up in the NH district tournament.

The Department has a record number of seasonal staff; currently 43. Five staff are year round. All staff have been a great asset to the department who could not do things without the support of the Recreation Commission, and the support of the Board and townspeople. Director Fraley said that beach usage is way up and six weeks remain to the beach season. Figures reported include:

- Season pass sales: 235 – 20 percent increase from the 2015 season
- Gate sales: 4,795 users – 25 percent increase from the 2015 season
- Boat Rentals: 883 – 40 percent increase from the 2015 season
- 195 non-resident boat launches – 40 percent increase from the 2015 season
- Concession sales are up 40 percent from the 2015 season
- Summer Camp registration has a wait list.
- Revenue has increased 45 percent from the 2015 season

Director Fraley said the Recreation Parks crew was a huge asset to getting the Joshua's Park playground built on time before the park was turned into a town facility on May 23rd. The Community garden is up and running and parking issues seem to have calmed down. It is rare to see the parking lot full.

Proposals are in for the disc golf course. Director Fraley will bring forth his recommendations in a few weeks. The course will also go before the Planning Board for review. Registration numbers and offerings have increased at P MEC camp. Revenue is up 27 percent. Director Fraley reported on a number of P MEC camp and town activities, and announced that the Citizen Boomers and Beyond BBQ is scheduled for September 22nd at Baboosic Lake Town Beach. Board members thanked Director Fraley and staff for their good work.

Chairman Brew adjusted the agenda to take up a Recreation Bid.

6.3 VertiQuake Aerator

Director Fraley indicated that the Parks and Recreation Department would like to purchase a VertiQuake aerator for use on the athletic fields the town maintains. The rotary aerator de-compacts the soil using a set of rotating steel blades. Past practice has been to hire an outside contractor to VertiQuake the Bean fields every two to three years. The cost to hire a contractor to do this is \$3,000. The Amherst fields get a lot of use throughout the year. Owning a VertiQuake will enable the town to increase field usage and have healthier and safer playing surfaces. The cost of the aerator will be paid for from the '02 revolving fund.

Vice Chairman Panasiti moved, second by Selectman Grella, to award the bid for a VertiQuake 2521 aerator to the lowest bidder, MTE Turf Equipment Solutions from Tewksbury, MA at a cost of \$15,686.10. Motion passed unanimously, 4-0.

Amherst Police Department

Police Chief, Mark Ream's quarterly report included a PowerPoint presentation [attached] that provided data on the number of calls received for service, a training update, a status update on a number of projects and events, and a quarterly "spotlight" to SRO John Smith who has served in that role at the Souhegan High School since the program's inception in 2004. Officer Smith teaches Accident Reconstruction each spring and is quoted in the upcoming fall 2016 National Association of School Resource Officer publication on "Making the Case for the Value of School-based Law Enforcement". Selectman Lyon stated that he understood it was a challenging time for all of law enforcement. The Board expressed their appreciation. Chief Reams said the community support has been overwhelming with cards, food, and gift baskets.

Department of Public Works

Bruce Berry, Director, Department of Public Works, provided the following quarterly report:

- New vehicle lift was installed in the DPW mechanic's work area
- Plow wings have been patched and wings and plows are in process of being repainted
- Crew hauled 54 concrete Lego blocks and started assembling one new additional sander hanger bay.
- The new Deputy Public Works Director will begin August 1st – Asset Management Software
- Two significant storm events resulted in numerous downed trees. A team of employees cut and chipped brush on fifteen roads with two trucks which produced 166 loads or approximately 830 yards of chips.
- During follow-up grading, gravel roads, received approximately 1,173 yards of new crush gravel rap using both ten wheelers and at least one six wheeler.
- Using an outside resource, all vehicles and equipment received its spring power washing.

- Currently undertaking process of evaluating all road signage and replacing faded or damaged signs as needed.
- On July 1st, the roadside mowing program, done annually, started and will continue and get done as many of the 244 lane miles as possible before winter arrives.
- By mid-June Continental Paving completed work on the number of roads.
- Roads planned for the remainder of the construction year include: Col. Wilkins Road, Miles Road, far end of Baboosic Lake Road, Manchester Road, and with Planning Board approval, Pond Parrish Road.
- Center line road painting is complete.
- Roadside sweeping collected 180 yards of sand for testing and disposal.
- Building projects were completed using internal staff or supervising outside contractors: floor beams and supports were reconstructed at the recreation office; replaced roof over recycling stations at the transfer station, library roof, and A/C compressor and air handler at EMS.

Chairman Brew adjusted the agenda to take up DPW-related items.

6.7 DPW Bid – Ford F550 Truck

Bruce Berry indicated that the RFP for the Ford F550 Truck went out to five vendors. Three responded with one not meeting the specifications; two did not respond. Selectman Lyon moved, second by Selectman Grella, to award Bid #13-16 to the lowest bidder, AutoFair Ford of Manchester, at a total cost of \$82,907. Motion passed unanimously, 4-0.

6.8 DPW Bid – Propane and Heating Oil

Selectman Grella moved, second by Selectman Lyon, to award Bid #14-16A to Rymes Propane for propane at a fixed rate of \$1.295 with a Variable, OPIS + \$0.50. Motion passed unanimously, 4-0.

6.9 DPW Bid – Lawn Tractor

Selectman Grella moved, second by Selectman Lyon, to award the bid for a O-turn riding lawn tractor to Chappell Tractor/Ferris for \$7,700. Motion passed unanimously, 4-0.

6.10 DPW Bid – Tractor Purchase

Chairman Brew pointed out that funds for the purchase of the tractor was encumbered at the last Board meeting. Selectman Grella moved, second by Vice Chairman Panasiti, to award Bid # 12-16 to Chappell Tractor for a total amount of \$68,117. Motion passed unanimously, 4-0.

6.11 DPW Diesel Fuel & Gasoline

Selectman Lyon moved, second by Selectman Grella, to authorize a one-year extension to Dennis K. Burke as defined on page 3 of the bid specification package 07-15. Motion passed unanimously, 4-0.

Home Heating Oil, Bid # 14-16 B

Selectman Grella moved, second by Selectman Lyon, to table the matter. Motion passed unanimously, 4-0.

232
233 6.12 DPW Bid – Equipment Lease Payments (Financing)
234

235 Selectman Grella moved, second by Selectman Lyon, to accept a 5-year financing proposal for the
236 purchase of new equipment in the amount of \$445,423 to Granite Bank at a rate of 1.95% fixed
237 interest for the 60 month term of the agreement. Motion passed unanimously, 4-0.
238

239 Elizabeth Overholt, Town Treasurer, came forward to state that the bank could not hold the 1.95%
240 rate until the truck is finished. Selectman Grella moved, second by Vice Chairman Panasiti, to
241 reconsider the motion previously made. Motion passed unanimously, 4-0.
242

243 Selectman Grella moved, second by Selectman Lyon, to amend the initial motion to accept a 5-
244 year financial proposal for the purchase of new equipment in the amount of \$445,423 to Granite
245 Bank at a rate of 2.125% fixed interest for the 60 month term of the agreement. Motion passed
246 unanimously, 4-0.
247

248 Vice Chairman Panasiti moved, second by Selectman Grella, to authorize Town Administrator Jim
249 O'Mara to sign all related documents having to do with this matter. Motion passed unanimously,
250 4-0.
251

252 **6.3 Recreation Bid – VertiQuake Aerator – Taken Up Earlier**
253

254 **6.4 AFR Bid – AEDs**
255

256 Selectman Grella moved, second by Selectman Lyon, to award the purchase of 24 AEDs to the
257 lowest bidder, Physio-Control, for the amount of \$36,087.96. Motion passed unanimously, 4-0.
258 Town Administrator O'Mara indicated that 23 of the AEDs would be of one model and one of a
259 different model. The bid package included training supplies and equipment for these AEDs to be
260 placed in town buildings. Also, Parks and Recreation will purchase two of the 24 AEDs with a
261 grant received from the Amherst Junior Women's Club.
262

263 **6.5 AFR Bid – Lucas Device**
264

265 Selectman Lyon moved, second by Selectman Grella, to award the purchase of two LUCAS
266 devices to the lowest bidder, Physio-Control, for the amount of \$29,844.43. Motion passed
267 unanimously, 4-0. It was noted that the cost of the LUCAS units came in less than anticipated.
268 The balance will be used to cover the \$87 overage on the AEDs.
269

270 **6.6 AFR Station 2nd Floor Build-Out Discussion**
271

272 Town Administrator Jim O'Mara indicated that the 2nd floor fire station design has been approved,
273 and he would like the Board's guidance on the possibility of sole sourcing to a construction
274 management design firm that could help create a bid for the work that needs to be done at the fire
275 station and would do all bidding for the town. The school has done that and Selectman Grella said
276 the firm did a great job for the school. Chairman Brew suggested inviting potential bidders to look
277 at the site and have interested bidders put together a presentation to the Board. Administrator
278 O'Mara said the firm would be responsible for all the details. Chairman Brew asked Administrator
279 O'Mara to identify people and have Fire Chief Conley show them around the second floor of the

fire station and ensure that all questions are presented to each participant. Administrator O'Mara was satisfied with the direction and would keep the Board involved.

6.7 DPW Bid – Ford F550 Truck – Taken Up Earlier

6.8 DPW Bid – Propane and Heating Oil – Taken Up Earlier

6.9 DPW Bid – Lawn Tractor – Taken Up Earlier

6.10 DPW Bid – Tractor Purchase – Taken Up Earlier

6.11 DPW Diesel Fuel & Gasoline – Taken Up Earlier

6.12 DPW Bid – Equipment Lease Payments (Financing) – Taken Up Earlier

6.13 Appointments: Conservation Commission, Recreation Commission

Town Administrator, Jim O'Mara, said that G. Wesley Robertson was elevated to a full member of the Conservation Commission, opening a vacancy to fill his Alternate position. Selectman Lyon moved, second by Vice Chairman Panasiti, to appoint Frank Montesanto as an Alternate member of the Conservation Commission with term to expire in 2017. Motion passed unanimously, 4-0.

Administrator O'Mara stated that William Dean's position on the Recreation Commission expired this year. Vice Chairman Panasiti moved, second by Selectman Lyon, to elevated Lisa Eastland to full membership on the Recreation Commission with a term to expire in 2019. Motion passed unanimously, 4-0. Selectman Grella moved, second by Vice Chairman Panasiti, to appoint Michael Spencer as Alternate to the Recreation Commission with a term to expire in 2019. Motion passed unanimously, 4-0.

6.14 New Hires, Amherst Fire Rescue

Selectman Lyon moved, second by Selectman Grella, to authorize hiring Nicholas Berube as a firefighter effective July 1, 2016. Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chair Panasiti, to authorize hiring Tyler Green, as a firefighter effective July 1, 2016. Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Vice Chair Panasiti, to authorize hiring Jeffrey Humphrey as an EMT-Paramedic effective July 1, 2016. Motion passed unanimously, 4-0.

Selectman Lyon moved, second by Selectman Grella, to authorize hiring Kevin Shea as a firefighter effective July 1, 2016. Motion passed unanimously, 4-0.

6.15 Amherst Jr. Women's Club Donation, Recreation

Vice Chairman Panasiti moved, second by Selectman Grella, to accept and expend a gift from the Amherst Junior Women's Club to the Amherst Parks and Recreation Department a \$3,000 grant to be used for the purchase of two defibrillators and storage cabinets. Motion passed unanimously, 4-0.

7 Strategic Planning – this agenda item was deferred to the last Board meeting in August.

8 Approvals

329 **8.1 Hawkers & Vendors, Nero**

330
331 Selectman Lyon moved, second by Selectman Grella, to grant a permit to Joshua Nero to sell
332 Edward Jones Financial Products in the Town of Amherst for the period July 11, 2016 through
333 July 10, 2017, Monday through Friday from 9:00 a.m. to 5:00 p.m. Motion passed unanimously,
334 4-0.

335
336 **8.2 Yield Tax**

337
338 Vice Chairman Panasiti moved, second by Selectman Grella, to approve and sign yield tax levies
339 for Map 6, Lot 92 located at 12 Broadway in the amount of \$1,486.24 and Map 9, lot 1 located at
340 Chestnut Hill and Mack Hill in the amount of \$1,156.84. Motion passed unanimously, 4-0.

341
342 **8.3 Timber Tax, Intent to Cut**

343
344 Vice Chairman Panasiti moved, second by Selectman Grella, to approve and sign the Notice of
345 Intent to cut Timber for Map 7, Lot 42 located on Austin Road. Motion passed unanimously, 4-0.

346
347 **8.4 Payroll**

348
349 Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Payroll
350 Manifest in the amount of \$215,841.40 dated July 21, 2016, subject to review and audit. Motion
351 passed unanimously, 4-0.

352
353 Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Payroll
354 Manifest in the amount of \$57,886.66 dated July 22, 2016, subject to review and audit. Motion
355 passed unanimously, 4-0.

356
357 **8.5 Accounts Payable**

358
359 Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Accounts
360 Payable Manifest in the amount of \$33,868.94 dated July 18, 2016, subject to review and audit.
361 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 4-0.

362
363 Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Accounts
364 Payable Manifest in the amount of \$131,349.73 dated July 13, 2016, subject to review and audit.
365 Motion passed unanimously, 4-0.

366
367 Vice Chairman Panasiti moved, second by Selectman Lyon, to approve one (1) FY16 Accounts
368 Payable Manifest in the amount of \$225,418.83 dated July 13, 2016, subject to review and audit.
369 Motion passed unanimously, 4-0.

370
371 Vice Chairman Panasiti moved, second by Selectman Grella, to approve one (1) FY17 Accounts
372 Payable manifest in the amount of \$418.00 dated July 22, 2016, subject to review and audit.
373 Motion passed unanimously, 4-0.

374
375 **8.6 Previous Meeting Minutes: July 11, 2016**

376

Vice Chairman Panasiti moved, second by Selectman Lyon, to approve the Board of Selectmen meeting minutes of July 11, 2016, as presented. Motion passed unanimously, 4-0.

9 New/Old Business

Town Administrator O'Mara wanted it reflected in the minutes that a non-public session scheduled for 6:00 p.m. today did not take place.

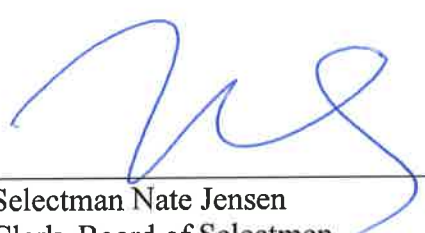
Selectman Lyon said the Planning Board has met twice on the Pond Parrish and a site walk will take place tomorrow. Final action is expected on Wednesday evening.

Vice Chairman Panasiti indicated that a homeowner, with a PFOA issue, has a problem with the evaluation and have been advised to set up an appointment with KRT regarding a possible abatement. Administrator O'Mara said that there is no evidence that property values have been affected by PFOA.

10 Adjournment

Selectman Grella moved, second by Selectman Lyon, to adjourn the meeting at 9:28 p.m. Motion passed unanimously, 5-0.

NEXT MEETING: August 8, 2016



Selectman Nate Jensen
Clerk, Board of Selectmen



Date