



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, APRIL 15, 2024 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
 - 4.1. Seasonal Specialty Store, Hawkers and Vendors Permit
- 5. Board of Selectmen, Committees, Commissions and Boards**
 - 5.1. Appointments
 - 5.2. Resignation of Recreation Committee member
- 6. Administration**
 - 6.1. Action Items List
- 7. Staff Reports**
 - 7.1. REC Part-time Senior Citizen Program Coordinator Position - New Position
 - 7.2. DPW Surplus Equipment
- 8. Approvals**
 - 8.1. Minutes
- 9. Consent Agenda Items**
 - 9.1. Assessing
 - 9.2. Finance Manifests
- 10. Action Items**

11. Old/New Business

Adjournment

Next Meeting: April 29, 2024

You are invited to a Zoom webinar.

When: Apr 15, 2024 06:30 PM Eastern Time (US and Canada)

Topic: BOS Meeting April 15, 2024

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82795196893>

Or Telephone: +1 646 931 3860 US

Webinar ID: 827 9519 6893



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Seasonal Specialty Store, Hawkers and Vendors Permit **Department:** Administration

Meeting Date: April 15, 2024

Staff Contact:

BACKGROUND INFORMATION:

Seasonal Specialty Stores is applying for a permit to sell soft-serve ice cream from a truck in their parking lot during the prn and summer season.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the Hawkers, Peddlers and Vendors permit for Seasonal Specialty Stores.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Hawkers/Vendors Permit for Seasonal Specialty Stores

DATE RECEIVED: 4-9-24



TOWN OF AMHERST
APPLICATION FOR HAWKERS, PEDDLERS & VENDORS PERMIT

NAME OF APPLICANT: ~~AMHERST~~ Margaret Mimeault DOB: 1.28.79

RESIDENCE ADDRESS: 30 Pond Parish Rd

TOWN: Amherst STATE: NH ZIPCODE: 03031

LENGTH OF TIME AT THIS ADDRESS: 2 years, 2 months

PREVIOUS ADDRESS IF ABOVE IS LESS THAN THREE YEARS: 50 Baboisc Lake Rd.
Amherst, NH 03031

PHONE NO: (603) 320-3582

PHYSICAL DESCRIPTION:

HEIGHT: 5'3" WEIGHT: 185 HAIR: blonde/grey EYES: blue

NAME, ADDRESS OF PERSON, FIRM, OR CORPORATION OR ASSOCIATION WHOM APPLICANT IS EMPLOYED BY OR REPRESENTS:

NAME: The Full Group dba Seasonal Specialty Stores

ADDRESS: 120 State Route 101A
Amherst, NH 03031

PHONE NO: (603) 823-9535 LENGTH OF EMPLOYMENT/REPRESENTATION: 7 years

NAME, ADDRESS OF EMPLOYER DURING PAST THREE YEARS, IF OTHER THAN PRESENT EMPLOYER:

NAME: _____

ADDRESS: _____

HAWKERS & PEDDLERS STATE LICENSE NO: _____ EXP. DATE: _____
(REQUIRED)

DESCRIPTION OF PRODUCT & METHOD/LOCATION OF SALE: soft serve ice cream, smoothies, slushies out of a trailer parked in Seasonal's parking lot

NOTE: IF YOU ARE AT A LOCATION, OTHER THAN YOUR OWN, YOU NEED WRITTEN PERMISSION FROM THE PROPERTY OWENR GIVING YOU AUTHORIZATION TO BE ON HIS/HER PROPERTY.

PERIOD OF TIME FOR WHICH PERMIT IS APPLIED: _____

DATE OR APPROXIMATE DATE OF LATEST PREVIOUS APPLICATION FOR PERMIT UNDER THIS ORDINANCE, IF ANY:

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

YES _____

NO X _____

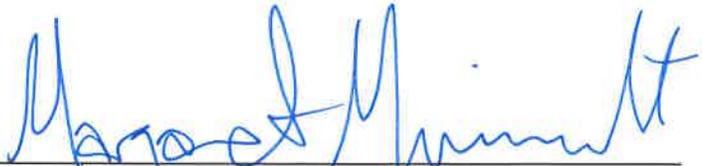
HAS THE APPLICANT EVER BEEN CONVICTED OF A MISDEMEANOR OR A FELONY UNDER THE LAWS OF THIS STATE OR ANY STATE OR FEDERAL LAWS OF THE UNITED STATES?

YES _____

NO X _____

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
4.9.24

DATE



REGISTRATION OF HAWKERS AND VENDORS

_____ whose name is affixed hereto has
been granted a permit to sell _____
in the town of Amherst for the following period: _____
subject to the following restrictions: _____

Selectmen by the Chairman

Margaret Minnutt

Applicant

[Signature]

Chief of Police



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Appointments
Meeting Date: April 15, 2024

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

Board, Commission and Committee Appointments	Term
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BICYCLE & PEDESTRIAN COMMITTEE

Tom Christensen, Member	Reappointment	3 year term, 2027
Jeff Thompson, Member	New Appointment	3 year term, 2027
John Harvey, Alternate	Reappointment	3 year term, 2027

CEMETERY TRUSTEE

Lovell Landon, Iterm	Appointment	1 year term, 2025

CONSERVATION COMMISSION

Lee Gilman, Member	Reappointment	3 year term, 2027
Mark Bender, Member	Reappointment	3 year term, 2027

FOURTH OF JULY COMMITTEE

Tom Darnall, Member	Reappointment	3 year term, 2027

HERITAGE COMMISSION

John Bement, Member	Reappointment	3 year term, 2027

HISTORIC DISTRICT COMMISSION

Doug Chabinsky, Member	Reappointment	3 year term, 2027
	New Appointment	3 year term, 2027

LIBRARY TRUSTEES

Bill Cassidy, Alternate	Reappointment	1 year term, 2025
Jim Kuhnert, Alternate	Reappointment	1 year term, 2025

NASHUA REGIONAL PLANNING COMMISSION		
Danielle Pray	Reappointment	4 Year term, 2028
SOUHEGAN REGIONAL LANDFILL DISTRICT REPS.		
Eric Slosek, Member	Reappointment	3 year term, 2027
SWAP SHOP		
Jackie Daly, Member	Reappointment	1 year term, 2025
Janet Gleason, Member	Reappointment	2 year term, 2026
Judith Seavey, Member	Reappointment	3 year term, 2027
TRUSTEES OF THE TRUST FUND		
Bill Dunn, Alternate	Reappointment	1 year term, 2025

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to appoint _____ to the _____ Commission, Committee or Board for a term ending _____ .

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Christensen, Tom Bike Ped Reappointment
2. Thompson, Jeff Ped_Bike_committee application
3. Thompson, Jeff Letter of Intent_Ped_Bike_committee
4. Harvey, John Bike Ped Alt. Reappointments
5. Landon, Lovell (Ted), Volunteer App and LOI for Cemetery Trustee
6. Bender, Mark ACC
7. Gilman, Lee ACC re-appointment
8. Darnall, Tom Fourth of July Committee Reappointment
9. Bement, John Heritage Commission Reappointment
10. Chabinsky, Doug Historic District Commission Reappointments
11. Library Board & Alternates
12. Daley, Jackie Swap Shop
13. Gleason, Janet Swap Shop

14. Seavey, Judith Swap Shop
15. Dunn, Bill Trustee of the Trust Fund Alternate Reappointments



For the best experience, open this PDF portfolio in Acrobat X or Adobe Reader X, or later.

[Get Adobe Reader Now!](#)

Letter of Intent

Name: Jeffrey C. Thompson

Date: 3/18/2024

Position: Amherst Bicycle & Pedestrian Advisory Committee Member

As a resident of the Amherst village, I have a strong interest in improving pedestrian and bicycle safety within the village. I have two children that rely on the sidewalk and bike path systems throughout town and feel that safety and access can always be improved. I was a bicycle commuter in Boston and Cambridge prior to moving to Amherst and have a strong understanding of the benefits of well designed sidewalks and bike paths.

Professionally, I work as a program manager and oversee a \$75M/5 yr program budget. I have extensive project management training and a mechanical engineering background. Additionally, I have fundraising experience as a member of the Boston Collegiate Charter School advisory committee.

From: [John Harvey](#)
To: [Jennifer Stover](#)
Cc: [Danielle Pray](#)
Subject: Re: Board/Committee/Commission Reappointments
Date: Monday, April 1, 2024 10:49:44 AM

[External Sender]:

Jennifer,

Thanks for the reminder. Yes, I would appreciate reappointment to the Conservation Commission.

John Harvey

On 4/1/2024 10:43 AM, Jennifer Stover wrote:

Good morning,,

I am reaching out as your term of service on your respective board, committee nor commission has ended.

If you wish to continue in your role, please send me a quick email confirming that you seek reappointment. We will not require any application; your email will be placed on the agenda for April 15th for reappointment. Your attendance at that meeting is not required.

If you no longer wish to continue to serve, I would appreciate also knowing that, and will thank you for your service to the Town of Amherst.

Thank you for letting me know by April 9th, either way

Jennifer

Jennifer Stover, SHRM-CP (she/her/hers)

Executive Assistant, Administration

Town of Amherst
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov
603/673-6041 Ext. 210

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Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: CEMETERY TRUSTEE

Applicant Name: LOVELL T. LANDON

Residence Address: 7 SPRAGUE RD

Mailing Address: SAME

Best Telephone: 603-493-3100
(Cell or home)

E-mail Address: llandonrph@gmail.com

Time Available – Estimated number of hours pe month: 40

Other Boards/Committee/Commission you have served on (may include other cities/towns):

AMHERST SCHOOL DISTRICT WAYS & MEANS

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

[Signature]
Signature

9/25/2024
Date

Please return this form and requested statements to:

Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031

or e-mail: jstover@amherstnh.gov

March 25, 2024

Board of Selectmen
Cemetery Trustees
Town of Amherst, NH

Ladies and Gentlemen:

I write to express my interest in the position of Cemetery Trustee. My interest was first piqued when I was hired as summer help some 5 years ago. I was given the task of mowing Amherst's cemeteries and greens, and quickly realized I had many friends buried in Cricket Corner, Chestnut Hill, and Meadow View. That first year was a very dry one and much of August was spent lifting grass markers, filling in holes, and mending broken stones. Just as I work on my home, maintaining the cemeteries seemed to be the right thing to do. Over the last four summers and with different partners, we have continued to use our spare time to repair and improve our cemeteries.

Now Amherst has a new cemetery. How we develop Forest View, I believe, will speak to the value we place on those who have gone before. I have a vision of a cemetery and its surrounding property as a place where one might visit and perhaps remember. Mount Auburn Cemetery comes to mind as such a place. I would like to be a part of that project.

After 6 years as Treasurer of Benevolent Lodge #7, F&AM, I currently serve as the Assistant Treasurer of that Masonic Lodge. I also serve as the Assistant Treasurer of Aaron P. Hughes Lodge of Perfection, Oriental Council Princes of Jerusalem, St. George Chapter of Rose Croix, and New Hampshire Consistory.

I spent 9 years on the Ways and Means Committee of the Amherst School District. During that time the committee kept the budget within the rate of inflation and it was never rejected.

This combination of hands on experience and fiduciary responsibility give me a unique perspective into this position. I know what needs to be done and how to manage the money to make it happen. I have worked with others in a cooperative fashion to plan and accomplish common goals. The \$35,000 paving job of the Masonic Lodge parking lot was the latest project in which I was involved.

I would look forward to your questions, guidance, and ideas were I chosen to fill the open position of the Cemetery Trustees.



Lovell T. Landon

From: [Mark B](#)
To: [Jennifer Stover](#); jared.hardner@gmail.com
Subject: ACC
Date: Thursday, March 14, 2024 4:35:06 PM

[External Sender]:

Jen,

My appointment as commissioner expires soon and I would like to continue working with ACC. Please ask the Selectmen to reappoint for another term.

Thanks,

Mark

From: [Lee Gilman](#)
To: [Jennifer Stover](#)
Cc: [Jared Hardner](#)
Subject: ACC re-appointment
Date: Thursday, March 14, 2024 6:28:42 PM

[External Sender]:

Hello Jennifer,

I am writing to express my interest in continuing to contribute to the Township of Amherst with re-appointment for another term as a commissioner on the ACC.

Lee Gilman

NHAA Certified Arborist #378
ISA Tree Risk Assessment Qualified
ISA Board Certified Master Arborist NJ-0145B
NH Licensed Supervisory Commercial Pesticide Applicator #S-2533380

Lee Gilman & Associates, LLC
28A Old Manchester Rd
Amherst, NH 03031
Tel. 603-249-5042, Cell 603-233-1839
lee@leegilmanassociates.com
www.leegilmanassociates.com

From: [Tom Darnall](#)
To: [Jennifer Stover](#)
Subject: Re: Board/Committee/Commission Reappointments
Date: Monday, April 1, 2024 7:43:19 PM

[External Sender]:

Hi Jennifer don't mind doing this year and next year.

Thanks,

Tom

Sent from my iPhone

On Apr 1, 2024, at 10:43 AM, Jennifer Stover <jstover@amherstnh.gov> wrote:

Good morning,,

I am reaching out as your term of service on your respective board, committee nor commission has ended.

If you wish to continue in your role, please send me a quick email confirming that you seek reappointment. We will not require any application; your email will be placed on the agenda for April 15th for reappointment. Your attendance at that meeting is not required.

If you no longer wish to continue to serve, I would appreciate also knowing that, and will thank you for your service to the Town of Amherst.

Thank you for letting me know by April 9th, either way

Jennifer

Jennifer Stover, SHRM-CP (she/her/hers)

Executive Assistant, Administration

Town of Amherst

2 Main Street

Amherst, NH 03031

jstover@amherstnh.gov

603/673-6041 Ext. 210

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From: [John Bement](#)
To: [Jennifer Stover](#)
Subject: Re: Board/Committee/Commission Reappointments
Date: Tuesday, April 9, 2024 3:08:15 PM

[External Sender]:

Hi Jennifer,

I will stay on for another 2 year term, thanks!

John Bement, Heritage Commission

On Mon, Apr 1, 2024 at 10:43 AM Jennifer Stover <jstover@amherstnh.gov> wrote:

Good morning,,

I am reaching out as your term of service on your respective board, committee nor commission has ended.

If you wish to continue in your role, please send me a quick email confirming that you seek reappointment. We will not require any application; your email will be placed on the agenda for April 15th for reappointment. Your attendance at that meeting is not required.

If you no longer wish to continue to serve, I would appreciate also knowing that, and will thank you for your service to the Town of Amherst.

Thank you for letting me know by April 9th, either way

Jennifer

Jennifer Stover, SHRM-CP (she/her/hers)

Executive Assistant, Administration

Town of Amherst

2 Main Street

Amherst, NH 03031

jstover@amherstnh.gov

603/673-6041 Ext. 210

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From: [Doug Chabinsky](#)
To: [Jennifer Stover](#)
Subject: Re: Board/Committee/Commission Reappointments
Date: Monday, April 1, 2024 10:53:50 AM

[External Sender]:

Jennifer
I am seeking reappointment to the HDC. Thank you.

Doug Chabinsky
Sent from my iPhone

On Apr 1, 2024, at 10:43 AM, Jennifer Stover <jstover@amherstnh.gov> wrote:

Good morning,,
I am reaching out as your term of service on your respective board, committee nor commission has ended.
If you wish to continue in your role, please send me a quick email confirming that you seek reappointment. We will not require any application; your email will be placed on the agenda for April 15th for reappointment. Your attendance at that meeting is not required.

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Thank you for letting me know by April 9th, either way

Jennifer

Jennifer Stover, SHRM-CP (she/her/hers)

Executive Assistant, Administration

Town of Amherst
2 Main Street
Amherst, NH 03031
jstover@amherstnh.gov
603/673-6041 Ext. 210

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be subject to public disclosure.

From: [Nancy Baker](#)
To: [Jennifer Stover](#)
Subject: Library Board & Alternates
Date: Wednesday, March 20, 2024 10:32:21 AM

[External Sender]:

Hi! The Library Board met Monday night and reorganized, so here is the list:

Nancy Baker, Chairman
Nancy Head, Vice-Chairman
Liz Larson, Secretary
Toni Dinkel
David Hallenbeck
Steve Mantius
Gretchen Pyles

Would you please reappoint Bill Cassidy and Jim Kuhnert as Alternates for the coming year?

Thanks!

Nancy



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: _____

Applicant Name: Jackie Daley

Residence Address: 34 Cross Road, Amherst, NH 03031

Mailing Address: SAME

Best Telephone: 603-673-4607
(Cell or home)

E-mail Address: SBDJACKIE@COMCAST.NET

Time Available – Estimated number of hours pe month: 10

Other Boards/Committee/Commission you have served on (may include other cities/towns):

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Jackie Daley
Signature

3-26-2024
Date

Please return this form and requested statements to:

**Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031**

or e-mail: jstover@amherstnh.gov



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: NA

Applicant Name: Janet Gleason

Residence Address: 12 Pavilion Rd. Amherst NH 03031

Mailing Address: " " " " "

Best Telephone: 603 673 3177
(Cell or home)

E-mail Address: westonpond10@gmail.com

Time Available – Estimated number of hours pe month: 40

Other Boards/Committee/Commission you have served on (may include other cities/towns):

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Janet S. Gleason
Signature

3/26/24
Date

Please return this form and requested statements to:

Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031

or e-mail: jstover@amherstnh.gov



Town of Amherst, NH Volunteer Application

Board/Committee/Commission you wish to serve on: _____

Applicant Name: Judith Seavey

Residence Address: 48 Souverns Bridge

Mailing Address: Same

Best Telephone: 603-494-6290
(Cell or home)

E-mail Address: Joseavey@Aon.com

Time Available – Estimated number of hours pe month: 40 Approx / month

Other Boards/Committee/Commission you have served on (may include other cities/towns):

To complete your application, please submit a separate Letter of Intent with this form, describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Judith E. Seavey
Signature

3-26-2024
Date

Please return this form and requested statements to:

**Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031**

or e-mail: jstover@amherstnh.gov

From: wedunn@juno.com
To: [Jennifer Stover](mailto:Jennifer.Stover)
Subject: Fw: Board/Committee/Commission Reappointments
Date: Monday, April 1, 2024 3:58:33 PM

[External Sender]:

I'm in.
Bill Dunn

----- Forwarded Message -----
From: Jennifer Stover <jstover@amherstnh.gov>
To: Jennifer Stover <jstover@amherstnh.gov>
Cc: Danielle Pray <dpray@amherstnh.gov>
Subject: Board/Committee/Commission Reappointments
Date: Mon, 1 Apr 2024 14:43:48 +0000

Good morning,,

I am reaching out as your term of service on your respective board, committee nor commission has ended.

If you wish to continue in your role, please send me a quick email confirming that you seek reappointment. We will not require any application; your email will be placed on the agenda for April 15th for reappointment. Your attendance at that meeting is not required.

If you no longer wish to continue to serve, I would appreciate also knowing that, and will thank you for your service to the Town of Amherst.

Thank you for letting me know by April 9th, either way

Jennifer

Jennifer Stover, SHRM-CP (she/her/hers)

Executive Assistant, Administration

Town of Amherst

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Amherst, NH 03031

jstover@amherstnh.gov

603/673-6041 Ext. 210

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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Resignation of Recreation Committee **Department:** Administration
member

Meeting Date: April 15, 2024

Staff Contact:

BACKGROUND INFORMATION:

Tom Murphy is resigning his position as member of the Recreation Commission with a term of 2027 due to other commitments. There is a vacancy currently posted for this commission.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to accept with regret the resignation of Tom Murphy from the Recreation Commission.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Murphy, Tom resignation, RE_ Rec commission

From: [Craig Fraley](#)
To: [Thomas Murphy](#); [Jennifer Stover](#)
Subject: RE: Rec commission
Date: Friday, April 5, 2024 11:17:16 AM

Hi Tom,

That is a shame, but I totally understand. Thanks for letting us know and feel free to reach out if you find time in the future.

Take care,

Craig

Craig Fraley, CPRP
Recreation Director
Amherst Parks & Recreation
603-673-6248

From: Thomas Murphy <thomas.k.murphy@gmail.com>
Sent: Thursday, April 4, 2024 11:43 AM
To: Craig Fraley <cfraley@amherstnh.gov>; Jennifer Stover <jstover@amherstnh.gov>
Subject: Rec commission

[External Sender]:

Good morning, Craig and Jennifer -

I hope the week is going well. I wanted to let you know that unfortunately, I will need to resign from my short-lived position as an alternate for the Recreation Commission. It's become clear that I'll have consistent conflicts and will not be able to provide the time needed to be an impactful member.

Thanks,
Tom Murphy



**Town of Amherst, NH
BOARD OF SELECTMEN
STAFF REPORT**

Title: Action Items List
Meeting Date: April 15, 2024

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. BOSActionItemsPDF

AMHERST BOS ACTION ITEMS

	ITEM	CREATION DATE	DUE DATE	PERSONS RESPONSIBLE	NOTES
1	Writing of No Thru Truck Traffic Ordinance w/ weight classification & waivers	3/18/2024	4/29/2024	Chief Ciampoli & Dean	Needs counsel review & sceduling of public hearing
2	Schedule for Public Hearing Engine Brake Ordinance	3/18/2024	4/29/2024	Jennifer	Needs counsel review & sceduling of public hearing
3	Ensure AFR Solar Panels Functioning and Town is Receiving Net-Metering credit	2/12/2024	4/15/2029	Dean, Chief Conley	Chief is awaiting Eversource confirmation
4	Written request for impact fee expenditure for Buck Meadow Engineering per policy	11/20/2023	6/24/2024	Craig	
5	Discussions re revision to Mont Vernon Ambulance Contract	6/26/2023	5/28/2024	Danielle, Dean	Prepare for and commence negotiations
6	Sanborn-Head Report/Recommendations re Fire Station Remediation	10/10/2023	4/15/2024	Dean	Status of Report/Recommendations. Preliminary Cost Estimate if possible
7	BOS discuss use of ARPA Funds	5/22/2023	4/29/2024	BOS	Timing of commitment requirement (12/31/24) vs. PFAS usage
8	Provide recommendations on who should conduct assessment of Tower Truck	12/18/2023	4/15/2024	Chief Conley	
9	Make inquiries re improving cell service in village	7/24/2023	4/29/2024	Peter, Danielle, Dean	Chief & Dean following up with tower company
10	Status of TF I Property Quiet Title Effort	10/10/2023	5/28/2024	Dean	Check with T. Quinn re status
11	Chestnut Hill traffic study/Highway Safety status	11/6/2023	6/24/2024	Dean, Chief Ciampoli	Need additional information from NRPC
12	Review of Town Common Usage Policy	12/11/2023	4/29/2024	BOS	Peter to develop recommended changes
13	Draft Changes to retirement policy to reflect 457(b) and NHRS changes	1/22/2024	5/1/2024	Dean, Jennifer	
14	Advise BOS of Ambulance Usage and Cost information, separately for each of the three ambulances	5/8/2023	5/1/2024	Chief Conley	
15	Review Personnel Funded through -02 Account	12/11/2023	6/10/2024	Bill	BOS and Rec make decisions before next budget cycle
16	Civil Engineering on-Call Contract - Report on FY24 Usage	9/11/2023	7/15/2024	Eric	Compare usage of two awardees



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: REC Part-time Senior Citizen
Program Coordinator Position - New
Position

Department: Parks & Recreation
Department

Meeting Date: April 15, 2024

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Parks and Recreation Department would like to create the position of Senior Citizen Program Coordinator. This position will assist in the planning and running of programs for adults and senior citizens. This important area of programming has been difficult for the department to offer as we are busy with the many other programs and facilities. This newly created position will be no more than 19 hours per week but will average 15 hours per week. With the allotted hours, this position will not require any paid benefits. This position will be completely financed through the 02 Recreation Revolving Fund, so there is no additional cost to the taxpayer. Revenue generated from Senior Programming will offset the cost of the Senior Program Coordinator Position.

The workstation for the Senior Citizen Program Coordinator will be at the same desk as the Administrative Assistant or at home. The current Administrative Assistant works until 2pm, Monday - Thursday, and does not work on Fridays. The Senior Citizen Program Coordinator will have the ability to use the workstation anytime after 2pm or all day on Friday.

With this being a new position, we would like to try it out for one year and see how it goes. As with anything we do, we will constantly evaluate how things are going and make any necessary changes as needed.

I have attached the Job Description as a reference to the position.

BUDGET IMPACT:

(Include general ledger account numbers)

02 Revolving Fund

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

I recommend we do this.

SUGGESTED MOTION:

I move we allow the Recreation Department to create the Part Time position of Senior Program Coordinator at Grade 5. This part Time position will be paid for out of the 02 Revolving Fund.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

- 1. Recreation - Senior Citizen Program Coordinator

**Town of Amherst, New Hampshire
Position Description**

Position Title: **Senior Program Coordinator Part-Time**

Department: Recreation

Reports To: Recreation Program Supervisor

Date: January 2024

Grade: 5 Part time (No more than 19 hours per week)

GENERAL SUMMARY:

Under general supervision of the Recreation Program Supervisor responsible for the coordination of trips and programs for adult/senior citizens

ESSENTIAL JOB FUNCTIONS: *

- Plans, organizes, schedules, and implements activities and events for adults 50+
- Develops new recreational activities to meet the needs of the community, while enhancing existing programs.
- Works with local social organizations, senior organizations and other formal groups in planning and implementing educational and recreational programs and trips.
- Works with the Peabody Mill Environmental Center Program Coordinator on offering adult education classes dealing with the environment and outdoors.

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintains positive community relations.
- Helps to ensure facilities are clean and ready for other uses.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of recreation programs equivalent to completion of a bachelor's degree and one to three years of related experience, or equivalent combination of education and experience.

Knowledge of modern recreation practices, procedures, and equipment

Knowledge of departmental rules, procedures, and functions.

Ability to follow and give oral and written instructions.

Ability to establish and maintain effective working relationships with other departments, employees, and the public.

Must possess or be willing to obtain CPR for the Professional Rescuer and Community First Aid.

Ability to learn and implement the Parks and Recreation's Recreation Software.

Knowledge of and ability to learn personal computer use to include Microsoft Office applications and Publishing software.

Ability to access and obtain information from the Internet.

Knowledge of business English, grammatical construction, spelling, punctuation and vocabulary, and the ability to compose routine correspondence.

Ability to handle multiple projects, to deal with interruptions, adjust priorities as required, meet deadlines, and work independently.

Ability to maintain confidentiality of departmental information.

Ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to interact with a wide variety of people.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

May spend extended time at computer terminal, on the phone or operating office machines.

Some direct recreation programming may be required involving supervision of children and adults.

May involve evening and/or weekend hours.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	O
Lift 1-25 lb.	O
Lift 25-50 lb.	O
Lift over 50 lb.	O

Twist	O
Bend	O
Squat	R
Crawl	N
Kneel	N
Crouch	R
Climb	O
Balance	O

Carry up to 10 lb.	O
Carry 1-25 lb.	O
Carry 25-50 lb.	O
Carry over 50 lb.	O

Reach :	
below shoulder ht	O
at shoulder ht	O
above shoulder ht	O
Push/Pull	O

Of 8 hour day:	
Sit	4
Stand	3
Walk	1

Hand Manipulation:	
Grasping	O
Handling	O
Torquing	R
Fingering	F

KEY :	
Not required	N
Rarely	R
Occasionally	O
Frequently	F
Constantly	C

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

Approval

Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Surplus Equipment
Meeting Date: April 15, 2024

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The DPW has been working to clean up our facility and grounds. We have identified several pieces of equipment that are either no longer being used, or have reached their maximum service life. We are seeking a declaration of these items as surplus from the BOS, allowing DPW to sell them at auction. These surplus items include two (2) electronic sign boards, two (2) stainless steel sanders, and one (1) asphalt milling machine (zipper), photos attached. We request that the proceeds from these auctioned items be earmarked to the DPW New Equipment Capital Line and be used toward the purchase of new equipment at DPW including, but not limited to, a grapple for the excavator, and/or a replacement electronic sign board.

Upon a declaration as surplus from the BOS and subsequent sale at public auction, the appropriate fixed asset disposition information forms will be completed and submitted to Finance for proper disposal of these assets.

BUDGET IMPACT:

(Include general ledger account numbers)

Revenue from the auction will go to New Equipment Capital (01-4312-70-2740).

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend declaring surplus.

SUGGESTED MOTION:

I move to declare two electronic signboards, model year 2007; two Swenson stainless steel sanders, model years unknown; and one asphalt zipper, as surplus, and authorize said equipment to be auctioned by the DPW. Proceeds from the auction will be earmarked to the New Equipment Capital line in the highway budget, and be used for the purchase of new equipment at DPW including but not limited to a new grapple for the excavator, and/or new electronic sign board.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. surplus equip photos_001





EPSON SPRAD

LINDLENNWOOD, ILLINOIS 61049

THIS MACHINE MAY BE COVERED BY ONE OR MORE OF THESE PATENTS

3,189,855

3,332,691

3,510,000

3,851,804

4,342,163

4,353,177

4,549,697

SERIAL NO

98105

Svensson Spreader®

LINDENWOOD, ILLINOIS 61049

THIS MACHINE MAY BE COVERED BY ONE OR MORE OF THESE PATENTS

3,189,355 | 3,882,691 | 3,510,066 | 3,851,804 | 4,342,163

4,353,177 | 4,549,697 | SERIAL NO. 97294





MFD BY: **AMERICAN SIGNAL CO.**

DATE 05 / 10 / 02

GAWR 1334 KG (2940#) GAWR 1588 KG (3500#)

THIS VEHICLE CONFORMS TO ALL APPLICABLE U.S. MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON DATE OF MANUFACTURE SHOWN ABOVE.

TIRE DATA

TIRE SIZE

F78-15ST

RIM SIZE

15 X 5

MAX CAPACITY

826 KG (1820#)

PRESSURE (COLD) 345 kPa (50 PSI)

VIN 1A9B

S 331

072

228310

PORTABLE - CHANGEABLE MESSAGE TRAILER

Product May Be Covered By One Or More Of The Following U.S. Patents, As Well As Patents Pending: 5,159,259; 6,027,134; 6,028,597; 5,793,343; 6,244,727







MANUFACTURED BY



WILLIAMSON

OCEAN-TRAILERS®

8531 South 700 Sandy, Utah 84070 565-8000

DATE OF MFR.

JULY 2006

MODEL NO.

BT0011

SERIAL NO.

109FC032290023777

GROSS VEHICLE WEIGHT RATING

10,000 LB

POUNDS

WITH

[Redacted]

[Redacted]

PLY TIRES

THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE.

WATER BUFFALC	M107	5162	1970	G03754
DUMP TRAILER	DT610	43YDC10203C019454	2003	G17104
DUMP TRAILER	612HX	5HABD12264N040243	2004	G18757
20 TON TRAILER	T-40	4KNFT19215L161062	2005	G21243
TRAILER	UTLITY	NHTR0163783	2013	G01937
VERMA	PSMS1210	03091376RS	2003	G14547
TRAILER	4X6T	4YMUL06158V168107	2008	G20596
OIL TRAILER	BCIM	1022	1960	G22370
LANDSCAPE TRA	7X12	4YMUL1218BV036056	2011	G22096
HOT BOX	RC8000	1R9R14221BC463084	2011	G22803
DPW LOADER	LOADER	LF0810048	2008	G16200
BANDIT	CHIPPER	4FMUS1610DR04860	2013	G17194
ZIPPER	ZIPPER	109FSQ8227U023777	2006	G19608
GRADER	740A	X026678X	1986	G12676
ATS LOADER	LOADER	HLN06VF0000133	2016	G01095
KUBOTA	M5091	51658	2017	G19693
BACKHOE	BKHOE	NFC723120	2016	G01784
TRACKLESS	V	MT61894	2015	G00569
SIGN BOARD	BOARD	1A9BS331972228316	2007	G23903
GSIGN BOARD	BOARD	2S9US2115DS132150	2013	G23902



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Minutes

Meeting Date: April 15, 2024

Department: Administration

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the meeting minutes of the Board of Selectmen of April 1, 2024.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2024.04.01 BOS_DRAFT - PL Tracked Changes



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, April 1, 2024, 6:30PM

1 Attendees: Chairman Danielle Pray, Selectman Bill Stoughton, Selectman Cynthia Dokmo,
2 Selectman Peter Lyon, and Selectman Tom Grella

3

4 1. Call to Order

5 Chairman Danielle Pray called the meeting to order at 6:30 p.m.

6

7 2. Pledge of Allegiance – led by John D’Angelo.

8

9 3. Citizens Forum

10

11 John D’Angelo, Woodland Drive, stated that he was previously the Board of Selectmen
12 representative to the Highway Safety Committee. This group met several times to discuss the
13 proposed No Thru Trucking Ordinance. The Committee rejected the proposal with a vote of 4-
14 1 as there was no objective data or factual evidence found to support it. Chief Ciampoli
15 disagreed with the majority vote. As previously mentioned by Selectman Stoughton, there is a
16 19-year history which shows no speed related incidences in the Village. Mr. D’Angelo stated
17 that Selectman Stoughton also expressed that the ordinance could be considered as he could
18 imagine that an incident could occur in the future. Mr. D’Angelo explained that he does not
19 believe the Board should consider restricting the liberties of certain people traveling through
20 this area based on imagined scenarios. He noted that an ordinance may not even prevent these
21 imagined instances from occurring. He explained that passing of this ordinance will push
22 traffic off Boston Post Road and into other neighborhoods in Town which may be less well
23 suited for this type of traffic. Those neighborhoods will then lose some quality of life. He
24 asked if the Board plans to pick and choose which neighborhoods in Town will lose quality of
25 life versus having it improved. He asked what will happen if truck drivers decide to sue the
26 Town if this ordinance is passed or seek a class action lawsuit. He urged the Board not to
27 create a discriminatory ordinance that will impact truck drivers, especially as there is not a
28 current problem with safety and there is no data to support this. At the very least, he requested
29 that the Board have Town Counsel review the draft ordinance in terms of its legality.

30

31 4. Board of Selectmen Reorganization

32

32 4.1 Board Reorganization and committee assignments

33

34 The Board agreed to the following committee assignments:

35

Board of Selectmen Assignments	2024-2025
Commissions	

Conservation Commission	Peter Lyon
Heritage Commission	Tom Grella
Historic District Commission	Tom Grella
Recreation Commission	Cynthia Dokmo
Roads & Bridges Commission	Tom Grella
COMMITTEES	
Baboosic Lake Septic Committee	Peter Lyon
Bicycle & Pedestrian Advisory	Peter Lyon
Capital Improvements Committee	Cynthia Dokmo
Energy Committee	Bill Stoughton
Highway Safety Committee	Tom Grella
Stormwater Committee	Bill Stoughton
LIAISONS	
Legislative liaison	Danielle Pray
Schools	Bill Stoughton
Cemetery Trustees	Cynthia Dokmo
Library Trustees	Danielle Pray
REPRESENTATIVES	
Planning Board	Bill Stoughton/Cynthia Dokmo (alt)
Trustee of the Trust Fund	Cynthia Dokmo
Master Plan Steering Committee	N/A (not currently meeting)

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5. Board Discussion

5.1 Draft of Select Board Consent Agenda procedure

The Board reviewed the draft Select Board Consent Agenda procedure. Selectman Stoughton explained that topics for the Consent Agenda were chosen based on items the Board usually moves through without much discussion. It was noted that any member of the Board can request to remove an item from the Consent Agenda in order to have further discussion.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Dokmo to adopt the Board’s Consent Agenda procedure, with the addition of pole licenses to the list. Vote: 5-0-0; motion carried unanimously.

5.2 No Thru Trucking Ordinance draft

In response to question from Chairman Pray, Police Chief Ciampoli stated that Town Counsel has not yet reviewed this draft document.

Chief Ciampoli explained that, if this was a blanket No Thru Trucking ordinance with a weight limit set at 26,000 lbs., he would tend to agree with some of the legality comments made earlier by Mr. D’Angelo. However, with a weight limit suggestion of 60,000 lbs.+ and a

58 specific roadway in Town (Boston Post Road), he believes this is closer to meeting the
59 Board's goals and will be acceptable to Town Counsel. He noted that the draft ordinance also
60 outlines a waiver process. This proposal seeks to stop large commercial, thru traffic from
61 using the Village as a cut through. He noted that this could lead to an influx of traffic onto
62 other nearby roads, leading more neighborhoods in Town seeking relief through this
63 ordinance. Chief Ciampoli stated that he has not heard of any legal issues for other nearby
64 towns that have similar ordinance sign postings.
65

66 Selectman Stoughton asked if the draft ordinance proposes a weight limit of 26,001 lbs. Chief
67 Ciampoli stated that it does not. The ordinance language allows the Board to authorize
68 different weight limits for various roads in Town. The most common weight limit for similar
69 ordinances is 26,001 lbs., but if the Board would like to allow some 6-wheeled dump trucks,
70 as previously discussed, the weight limit should be increased. Chief Ciampoli noted that
71 ancillary roadways to Boston Post Road could be a concern for shifting traffic and so he is
72 thus proposing including Mont Vernon Road, Christian Hill Road, and Lyndeborough Road.
73

74 Selectman Stoughton stated that his concern is safety. He is not willing to wait for an accident
75 to occur along Boston Post Road involving a child. This is a narrow roadway with sidewalks
76 directly next to the road and children walking to school. If, as suggested by Mr. D'Angelo,
77 this is simply his imagination creating concerns, then he does not have an issue with this. He
78 would advocate for a lower weight limit along Boston Post Road for the ordinance but will
79 support the proposed weight limit. He suggested that nearby roads should be examined to see
80 how much traffic is being pushed onto them before implementing the ordinance on them as
81 well.
82

83 Selectman Grella agreed that a good first step would be having Town Counsel review the draft
84 ordinance.
85

86 Selectman Dokmo stated that she would like to wait until the required public hearings before
87 deciding on the ordinance. She stated that she believes all ancillary roadways should be
88 considered if needed in the future. Chief Ciampoli noted that an important piece of the
89 ordinance will be how the Town decides to advertise it.
90

91 Selectman Lyon stated that he would also like to reserve judgement on the ordinance until the
92 public hearings. He likes the direction thus far in terms of limiting only very large vehicles
93 from traveling down Boston Post Road. He suggested that the Town should notify Milford as
94 to when the public hearings on this item are being held.
95

96 Chairman Pray stated that she believes the 60,000+ lb. weight limit seems high but deferred to
97 the expertise of others. She suggested seeking options for penalties for first and second
98 offenses from other towns with similar ordinances.
99

100 There was agreement that the ordinance should consider a weight limit along Boston Post
101 Road from Mont Vernon Road at the Town line to Boston Post Road, and Boston Post Road
102 south to Amherst Street. There was discussion regarding where to post this in Mont Vernon in
103 order to alert truck drivers.
104

105 Town Administrator Shankle explained that the Board may want to use traffic study data in
106 order to back up the proposal to post this ordinance for other roads in Town as well. Chairman
107 Pray asked if other towns with similar ordinances have used data in their processes to pass
108 them. Chief Ciampoli stated that he believes other towns likely passed similar ordinances due
109 to community concerns.

110

111 Selectman Grella noted that Mack Hill Road could also be used as a way for trucks to get
112 around the Village and could also be studied. There was discussion that additional roads
113 should not be added until it is clear what the impact of passing the ordinance will be.

114

115 **5.3 Energy Committee**

116

117 Selectman Stoughton noted that the Committee has reviewed community power, solar on
118 Town buildings, and increased reliability in Town. He asked if the Board had other areas it
119 would like the Committee to focus on. Mercedes Olster, Chair of the Energy Committee,
120 explained that this depends on if the Town has other renewable energy or sustainability goals.

121

122 The Board agreed to pause action by this Committee at this time, with the note that the
123 Committee may be called back in the future.

124

125 **6. Administration**

126

126 **6.1. German Christmas Market response to request**

127

128 Town Administrator Shankle explained that the German Christmas Market group has offered
129 to pay the Town \$2,542 or half of what was requested for Town services provided during the
130 event.

131

132 Selectman Lyon expressed disappointment over the offer but noted that he was inclined to
133 accept it over nothing.

134

135 Selectman Dokmo stated that she does not believe the Town's citizens should have to pay for
136 any of the costs incurred by this event. This should be paid in full by the German Christmas
137 Market group. It is not the Town's fault that this group underestimated the number of people
138 that attended the event this year and the cost of the Town's services for this.

139

140 Selectman Grella expressed his disappointment. The group's financial information shows the
141 amount of money it earned from this event and none of it came back to the Town. The citizens
142 should not have to pay for these costs.

143

144 Selectman Stoughton expressed his disappointment. He noted that the financial statement
145 shows that the group made approximately \$11,700 on this event, leaving enough to pay for the
146 Town's services. The Board has asked numerous times about who the beneficiary is of this
147 charitable organization without any answer. It is unclear where the money earned by this
148 event is going. The taxpayers subsidized these profits. The Board has certainly learned its
149 lesson in terms of approving this type of event moving forward.

150

151 Chairman Pray expressed her disappointment, especially after seeing the amount of revenue
152 from this event which could have covered the costs incurred by the Town.

153
154 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
155 *accept, with disappointment, the offered amount from the Amherst German Christmas Market.*
156 *Vote: 4-1-0; motion carried [Selectman Dokmo against.]*

157 158 **6.2. Update on Thornton Ferry Road 1, PFAS Concern**

159
160 Town Administrator Shankle explained that the Town was recently approved by the State to
161 amend the date by which to spend the \$1.5M State grant to remediate the PFAS exceedances
162 in Town to January 1, 2026. The Town has spent approximately \$574,000 of the grant so far.
163 There should be plenty of funding left to take on the water line project on Thornton Ferry I.
164 There is also a balance in the Town's ARPA funding of approximately \$852,000. If the Town
165 decides to take care of the non-exceedance issues on Thornton Ferry I, it will need to use
166 ARPA funding. On Thornton Ferry I, only #14 and #17 are in exceedance and are the Town's
167 responsibility.

168
169 There was agreement on the Board regarding the recommendations to connect #14 and #17 to
170 the water line and to provide #23 with filters. Selectman Stoughton noted that the remediation
171 needed for the Fire Station site is still unclear and will require use of ARPA and/or other
172 funding.

173
174 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
175 *authorize Town Administrator Shankle to direct Pennichuck to make connections to all*
176 *residences on this side of the bridge on Thornton Ferry Road I that are affected by the Town's*
177 *PFAS contamination and to offer filtration equipment to the residents at #23 Thornton Ferry*
178 *Road I.*
179 *Vote: 5-0-0; motion carried unanimously.*

180 181 **6.3. NHIT Renewal, Health Insurance**

182
183 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
184 *approve the renewal of the NHIT contract, as recommended by Staff.*
185 *Vote: 5-0-0; motion carried unanimously.*

186 187 **6.4. HealthTrust Renewal Package for Dental, Life, STD, and LTD**

188
189 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
190 *approve the benefit renewal package from HealthTrust as written.*
191 *Vote: 5-0-0; motion carried unanimously.*

192 193 **6.5. Action Items list**

194
195 The Board reviewed its action items.

196 197 **7. Staff Reports**

198 **7.1. Regular Part-time Hire – Transfer Station Attendant**

199
200 DPW Director Slosek explained the DPW recently conducted interviews for the vacant
201 position of regular part-time transfer station attendant. He recommended Jake Coulter, an
202 Amherst resident, for this position.
203

204 *A MOTION was made by Selectman Grella and SECONDED by Selectman Lyon to hire Jake*
205 *Coulter to fill the vacant position of Regular Part-Time Transfer Station Attendant, effective*
206 *Tuesday, April 2, 2024, under the conditions as specified in the conditional offer of*
207 *employment at Grade 3, Step 5 at \$21.35 an hour.*

208 *Vote: 5-0-0; motion carried unanimously.*
209

210 **8. Approvals**

211 **8.1. Assessing**

212
213 **Solar Exemption**

214 **Item A.** The Assessor has reviewed the application for the solar exemption under RSA 72:62
215 and recommends approval.
216

217 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
218 *approve the solar exemption in the amount of \$30,000 for Map 004 Lot 100-004 commencing*
219 *in tax year 2024.*

220 *Vote: 5-0-0; motion carried unanimously.*
221

222 **Item A-1.** The Assessor has reviewed the application for the solar exemption under RSA
223 72:62 and recommends approval.
224

225 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
226 *approve the solar exemption in the amount of \$12,500 for Map 002 Lot 146-059 commencing*
227 *in the tax year 2024.*

228 *Vote: 5-0-0; motion carried unanimously.*
229

230 **Item A-2.** The Assessor has reviewed the application for the solar exemption under RSA
231 72:62 and recommends approval.
232

233 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
234 *approve the solar exemption in the amount of \$20,000 for Map 008 Lot 074-000 commencing*
235 *in the tax year 2024.*

236 *Vote: 5-0-0; motion carried unanimously.*
237

238 **Item A-3.** The Assessor has reviewed the application for the solar exemption under RSA
239 72:62 and recommends approval.
240

241 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
242 *approve the solar exemption in the amount of \$20,000 for Map 001 Lot 010-002 commencing*
243 *in the tax year 2024.*

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

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Veteran Tax Credit

Item B. 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 002, Lot 098-029 commencing in Tax Year 2024. Vote: 5-0-0; motion carried unanimously.

Item B-1. The attached Veteran Tax Credit Application has been reviewed, and the applicant does not qualify 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 deny the Veteran Tax Credit for Map 003, Lot 166-001 in Tax Year 2024. Vote: 5-0-0; motion carried unanimously.

Item B-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.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman to approve the Veteran Tax Credit for Map 002 Lot 146-059 commencing in Tax Year 2024. Vote: 5-0-0; motion carried unanimously.

Abatement

Item C. The Assessor has inspected the property and recommends changing the assessed value from \$505,000 to \$475,300.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the abatement in the amount of \$650.00 for Map 002, Lot 087-031. Vote: 5-0-0; motion carried unanimously.

Item C-1. The Assessor recommends granting the abatement due to the small building envelope and adverse development conditions.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman to grant an abatement for this property in the amount of \$753.00, revising the assessed value from \$68,800 to \$34,400 for Map 021, Lot 018-039. Vote: 5-0-0; motion carried unanimously.

Timber Tax Levy

Item D. The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$3.20 for Map 010, Lot 028-007.

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

293

294 **8.2 Atlas Fireworks Permit for Wholesale/Retail sales**

295

296 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
297 *approve the Application & Permit for Wholesale / Retail Sales of Permissible Fireworks for*
298 *Atlas Fireworks.*

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

300

301 **8.3. Payroll, AP, and Minutes**

302

303 **Accounts Payable**

304

305 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve*
306 *one (1) Accounts Payable Manifest in the amount of \$46,608.94 dated March 16, 2024,*
307 *subject to review and audit. (NH DMV)*

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

309

310 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve*
311 *one (1) Accounts Payable Manifest in the amount of \$7,992.38 dated March 6, 2024, subject*
312 *to review and audit. (Vendors)*

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

314

315 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve*
316 *one (1) Accounts Payable Manifest in the amount of \$654,553.06 dated March 28, 2024,*
317 *subject to review and audit. (Vendors)*

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

319

320 **Minutes**

321

322 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve*
323 *the Board of Selectmen meeting minutes of March 18, 2024, as amended.*

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

325

326 **7. Action Items**

327

328 *This item was previously addressed.*

329

330 **8. Old/New Business**

331

332 Chairman Pray stated that she would like to work on the Town's Hiring Policy. It was agreed
333 that she would work with Selectmen Stoughton and Staff on a draft of this item.

334

335 **9. Adjournment**

336

337 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to*
338 *adjourn the meeting at 8:20pm.*

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

340

341 **NEXT MEETING: April 15, 2024**

342

343

344 _____
Selectman Peter Lyon

Date

DRAFT



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: April 15, 2024

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

Service-Connected Disabled Veteran Tax Credit

Item A. I have reviewed the attached Service-Connected Total Disabled Veteran Tax Credit Application provided and the applicant does qualify for the Tax Credit Map 005, Lot 002-007 under RSA 72:35 for the 2024 tax year. Our Assessor recommends approval.

Item A-1. I have reviewed the attached Service-Connected Total Disabled Veteran Tax Credit Application provided and the applicant does qualify for the Tax Credit for Map 004, Lot 109-020 under RSA 72:35 for the 2024 tax year. Our Assessor recommends approval.

Veteran Tax Credit

Item B. The attached Veteran Tax Credit Application has been reviewed and the applicant qualifies for the Tax Credit or Map 008, Lot 002-007 under RSA 72:28 for the 2024 tax year. Our Assessor recommends approval.

Solar Exemption

Item C. The attached solar exemption application provided has been reviewed and the applicant qualifies for the Tax Credit for Map 007, Lot 033-015 under RSA 72:62 for the 2024 tax year. Our Assessor recommends approval.

Item C-1. The attached Solar Exemption Application has been reviewed and the applicant qualifies for the Tax Credit in the amount of \$17,500 Solar Exemption for Map 010, Lot 059-001 under RSA 72:62 for the 2024 tax year. Our Assessor recommends approval.

Item C-2. The Assessor has reviewed the attached Solar Exemption Application provided and the applicant qualifies for the Tax Exemption in the amount of \$15,000 for Map 002, Lot 119-000 under RSA 72:62 for the 2024 tax year. Our Assessor recommends approval.

Item C-3. The Assessor has reviewed the attached Solar Exemption Application provided and the applicant qualifies for the Tax Exemption in the amount of \$20,000 for Map 002, Lot 106-000 under RSA 72:62 for the 2024 tax year. Our Assessor recommends approval.

Item C-4. The Assessor has reviewed the attached Solar Exemption Application provided and the applicant qualifies for the Tax Exemption in the amount of \$20,000 for Map 011, Lot 012-02 under RSA 72:62 for the 2024 tax year. Our Assessor recommends approval.

Item C-5. The Assessor has reviewed the attached Solar Exemption Application provided and the applicant qualifies for the Tax Exemption in the amount of \$15,000 for Map 002, Lot 087-079 under RSA 72:62 for the 2024 tax year. Our Assessor recommends approval.

Elderly Exemption

Item D. The applicant has applied for an Elderly Exemption under RSA 72:39-a or Map 008, Lot 077-020, which meets the income and asset limits and qualifies for the exemption. Our Assessor recommends approval.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

- 1. Item A Confidential
- 2. Item A-1 Confidential
- 3. Item B Confidential
- 4. Item C Confidential
- 5. Item C-1 Confidential

6. Item C-2 Confidential
7. Item C-3 Confidential
8. Item C-4 Confidential
9. Item C-5 Confidential
10. Item D Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Finance Manifests
Meeting Date: April 15, 2024

Department: Finance Department
Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

Payroll Manifest in the amount of \$274,134.64 dated April 4, 2024, subject to review and audit.

AP Manifest in the amount of \$3,149,219.00 dated April 1, 2024, subject to review and audit.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Approve

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None