



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 12, 2024, 6:00PM**

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

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4 **1. Call to Order**

5 Chairman Peter Lyon called the meeting to order at 6:00 p.m.

6

7 **2. Pledge of Allegiance – led by Police Chief Ciampoli.**

8

9 **3. Badge Ceremony**

10 Police Chief Ciampoli led a ceremony celebrating the promotions of Captain Derek Mahoney,  
11 Sergeant Justin Gerome, Sergeant Kevin Kelly, and Berry (K-9). A pinning ceremony by  
12 family members followed administration of the oath of office by Town Clerk, Nancy Demers.

13

14 *The Board took a brief recess to host the ceremony reception until 6:36pm.*

15

16 **4. Board Appointment**

17 **4.1. Thomas Murphy, Recreation Commission, Term ending 2027**

18

19 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*  
20 *appoint Thomas Murphy to the Recreation Commission for a term ending 2027.*

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

22

23 **5. Citizens Forum**

24

25 None at this time.

26

27 **6. Scheduled Appointments**

28 **6.1. NRPC/DPW Presentation of Amherst Roadwork Plan**

29

30 Eric Slosek, DPW Director, and Tyrel Borowitz, NRPC, presented on the Road Surface  
31 Management System project. Mr. Borowitz explained that NRPC drove all the roads in  
32 Amherst that the Town is responsible for maintaining to consider various aspects of the roads.  
33 Of the approximately 115 miles of Town-maintained roads, 46% were in excellent condition  
34 and 27% were in poor condition. NRPC and DPW then discussed two different scenarios:  
35 rebuilding roads in poor condition and cost-effectively using the budget to keep excellent  
36 roads in excellent condition or repairing the worst roads first and focusing the budget on the  
37 bad roads. DPW Director Slosek noted that the DPW has been working under a worst roads  
38 first for some of the past years. However, more roads will be repaired under the balanced

39 approach than the worst-first approach. Mr. Borowitz explained that the worst-first approach  
40 means chasing the roads that continue to fall into disrepair, leading to increased costs per mile  
41 over time. DPW Director Slosek explained that it is most cost effective to spend money when  
42 the road is still in fairly good condition, than waiting until it is in disrepair.

43

44 Mr. Borowitz stated that crack sealing is one of the best techniques to use on roads to keep  
45 them in good shape. The roads are one of the Town's most expensive assets and cannot be  
46 neglected.

47

48 Selectman Stoughton asked if there are recommendations from this study. DPW Director  
49 Slosek stated that the recommendation is to pause, consider the information, and wait another  
50 five years to reevaluate the roads to see how much the budget needs to be changed, if any.  
51 Selectman Stoughton noted that the proposal is to increase the budget by \$100,000 each year  
52 until the budget line reaches \$1.7M, at which time it will remain flat. He stated that he does  
53 not like sticking with a plan that leaves the Town worse off 5-10 years from now, although the  
54 cost of changing this is yet unclear.

55

56 Selectman Grella asked about the mix of salt/sand during winter treatment and how it impacts  
57 the condition of the roads. DPW Director Slosek stated that he believes the method has helped  
58 roads overall.

59

60 Selectman D'Angelo stated that it appears the originally set seven-year Road Plan will not  
61 achieve the original goal of 90% good/excellent/fair roads in Town. Capping the budget at  
62 \$1.7M will also likely lead to deterioration in the end. He asked what it will cost to get to the  
63 original figure of 90% within the next 4-6 years. If that is cost-prohibitive, he asked what  
64 maximum figure could be achieved. He expressed disappointment that unless the budget is  
65 increased there will be a slow deterioration of the roads over the next 5-10 years.

66

67 In response to a question from Selectman D'Angelo, Mr. Borowitz stated that most towns in  
68 the NRPC region have a budget of around 50%-60% of the annual depreciation value of the  
69 roads.

70

71 Selectman Pray asked if there is a standard that NRPC likes to see. Mr. Borowitz stated that  
72 this depends on the town, how expansive their network is, and the condition of their network  
73 at the time of assessment.

74

75 Chairman Lyon stated that he believes good progress has been made on the roads in the last  
76 10 or so years and he would like to see this progress continue. He stated that he looks forward  
77 to hearing during the Strategic Plan process about how to potentially implement the  
78 recommendations.

79

## 80 **7. Administration**

### 81 **7.1 Administrative Updates**

82

83 Town Administrator Shankle explained that Sanborn Head will be sending out a new report to  
84 DES soon regarding the PFAS item on Thornton Ferry Road I. He noted that the Town has

85 received the deed for 34 West Street. The Board could sign off on this, while holding it in  
86 escrow pending receipt of payment and a signed release.

87  
88 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to sign*  
89 *the deed, contingent upon receipt of payment and the signed release.*  
90 *Vote: 5-0-0; motion carried unanimously.*

## 91 92 **7.2. Discussion of Deliberative Meeting**

93  
94 Chairman Lyon suggested that the Board review its vote on the operating budget, due to  
95 disagreement on the budget motions made during the Deliberative Session. He asked for a  
96 show of hands regarding which Board members are in favor of the budget as amended. All  
97 Board members indicated their support.

## 98 99 **7.3. BOS Action Items**

100  
101 The Board reviewed its list of action items.

102  
103 Regarding improved cell service in the Village, Chairman Lyon explained that this item was  
104 discussed with a company that erects towers while leasing space to cell carriers. There was  
105 interest on behalf of the company to build a tower at the emergency services complex. This  
106 would cost the Town nothing out of pocket to erect. The company would then allow the Town  
107 a long-term lease on the top 10' of the tower. Chief Ciampoli noted that a representative from  
108 the company reviewed three potential spots on the site.

109  
110 Selectman D'Angelo asked how much cell service would improve for those in Town. Chief  
111 Ciampoli stated that most individual carriers want to lease space on a pole, and it is likely that  
112 they will be interested in this opportunity. This would drastically improve service for most in  
113 the Village area. A second tower may be needed in order to improve service throughout  
114 Town.

115  
116 There was discussion regarding talking to Sanborn Head about the potential location for the  
117 tower on the site. There was also discussion regarding speaking with the Town attorney  
118 regarding the potential lease terms.

## 119 120 **8. Staff Reports**

### 121 **8.1. New Hire - Parks and Recreation Department - Regular Part-Time Grounds** 122 **Keeper Position**

123 Chairman Lyon explained that the Department would like to hire Arthur McCann as the  
124 regular part-time Groundskeeper. This position has been vacant since the end of the summer  
125 of 2023. Due to Mr. McCann's experience, the suggestion is to hire him at Grade 4 Step 10  
126 (FY24 Step 10).

127  
128 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to hire*  
129 *Arthur McCann as the regular part-time Groundskeeper at Grade 4 Step 10 at \$24.45 per*  
130 *hour.*

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

132

133

### **8.3. Highway Safety Grant Award Amendment**

134 The Board reviewed amended grant paperwork for the FY24 Amherst Police Department  
135 Highway Safety Grant, which increases the amount from \$11,600 to \$23,214.70. This grant  
136 will allow for the purchase of two new radars and two mobile data terminals with a minimum  
137 75% reimbursement.

138

139 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
140 *accept the amendments to the FY24 Amherst Police Department Highway Safety Grant as*  
141 *proposed by the Chief and authorizing the Chair to sign the associated documentation.*

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

143

144

### **8.4. New Hire Dispatch- Noah Saunders**

145

146 Police Chief Ciampoli explained that Noah Saunders recently participated in a selection  
147 process for a communications specialist. He will be filling the anticipated full-time vacancy of  
148 Noemi Goohs, who will transition to part-time on February 18<sup>th</sup>.

149

150 *A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to accept*  
151 *the appointment of Noah Saunders to the position of Communications Specialist effective*  
152 *February 19, 2024 at Grade 6/Step5 which is \$25.13.*

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

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### **8.5. New Hire Police**

156

157 Police Chief Ciampoli stated that Marc Frederick is currently employed by the New Ipswich  
158 Police Department as a Patrol Officer. His employment contract with New Ipswich will  
159 terminate the first week of March and he intends to start at the Amherst Police Department on  
160 March 11, 2024.

161

162 The Board discussed proposed changes to the contract associated with this hire. The Board  
163 agreed to allow the changes to be worked out by Staff.

164

165 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*  
166 *accept the appointment of Marc Frederick effective March 11, 2024, to the position of*  
167 *Patrolman at Police Union Grade 9/Step 4 of \$30.10.*

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

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170

### **8.2. DPW- Stormwater Utility update**

171 DPW Director Slosek stated that the DPW seeks direction from the Board regarding the MS4  
172 Stormwater Utility item. The DPW advocates for the development of a stormwater utility as  
173 the funding mechanism to pay for MS4 compliance in Amherst. There are costs associated  
174 with the development of questions and answers necessary to make informed decisions on this  
175 matter. A first critical step is to conduct an impervious surface parcel analysis of all properties  
176 in Town, and to use this information to develop a rate structure. The Town's engineer sent a

177 proposal for this work. Without this information, the DPW will not be able to assess the  
178 viability of the funding mechanism. The engineer submitted a cost proposal for these tasks  
179 which was presented to the Board on December 4<sup>th</sup> for \$18,513.00. The Board decided that  
180 the DPW should consider reducing this expense by utilizing NRPC for the GIS component of  
181 the proposal. The DPW has since received a quote for the GIS services from NRPC, and an  
182 updated quote from Weston & Sampson removing the GIS component. The updated combined  
183 quotes total \$13,390 to complete these tasks.

184

185 In response to a question from Selectman Stoughton, DPW Director Slosek stated that there is  
186 funding for this within his budget. Selectman Stoughton noted that this information is needed  
187 but the end decision may be that the funding mechanism may still be best done through  
188 taxation versus a stormwater utility.

189

190 Selectman Pray asked if the impervious surface data is needed for other additional uses or for  
191 the rate structure proposal only. DPW Director Slosek stated that it would be useful data to  
192 have, but he is not sure how it would be used toward MS4 compliance. Selectman Stoughton  
193 stated that he believes one requirement of the MS4 permit is that the Town has to inventory at  
194 least the Town-owned impervious surfaces.

195

196 Selectman Pray stated that she is unclear if she wants to move forward with the funding for  
197 the development of associated stormwater rate structures. DPW Director Slosek stated that  
198 DPW believes this is the most fair and equitable way to fund MS4 compliance. If the Board is  
199 interested in considering the rate structure, this information would be helpful to make a more  
200 informed decision. NRPC is not able to complete the rate structure analysis. Selectman Pray  
201 stated that she believes NRPC should be able to give a basic breakdown of some of the  
202 information to get a sense of the impervious surfaces for commercial versus residential areas  
203 in Town, prior to voting for the funding of the development of associated stormwater rate  
204 structures.

205

206 Town Administrator Shankle suggested doing the impervious parcel analysis first before  
207 determining if the Board would like to move forward with funding the development of  
208 associated stormwater rate structures. DPW Director Slosek agreed that these were intended to  
209 be separate steps.

210

211 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to accept*  
212 *a proposal from NRPC in the amount of \$3,500.00, to complete an impervious parcel analysis*  
213 *of Amherst properties.*

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

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## 216 **9. Approvals**

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### 218 **9.1. Town Common Request: AJWC Easter Egg Hunt**

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220 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
221 *approve the request for use of the Common for the AJWC Easter Egg Hunt on March 23,*  
222 *2024, from 8am-12pm.*

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

224 **9.2. Assessing**

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**Current Use Application**

**Item A.**

The Assessor has reviewed the application and determined the applicant qualifies for one acre to be placed in Current Use under RSA 79-A and CUB 304.01 and recommends approval. This lot is contiguous with Map 003, Lots 060-002, and 060-003.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Current Use application for Map 003, Lot 061-001 commencing in Tax Year 2024.*

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

**Solar Exemption Application**

**Item B.**

The Assessor has reviewed the application for the solar exemption under RSA 72:62 and recommends approval.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the solar exemption in the amount of \$20,000 for Map 002 Lot 163-062 commencing in tax year 2024.*

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

**Veteran, All Service, Service-Connected Disability Tax Credit**

**Item D.**

The attached application has been reviewed by the Assessor and the Assessor recommends granting this credit.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the All-service Veteran Tax Credit for Map 007, Lot 017-035 commencing in Tax Year 2024.*

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

**Item D-1.**

The attached application has been reviewed by the Assessor and the Assessor recommends granting this credit.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Veteran Tax Credit for Map 005, Lot 025-006 commencing in Tax Year 2024.*

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

**Item D-2.**

The Assessor has reviewed the application for the Service-Connected Total Disabled Tax Credit under RSA 72:35 and recommends approval.

269 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
270 approve the Service-Connected Total Disabled Tax Credit for Map 005, Lot 025-006  
271 commencing in tax year 2024.  
272 Vote: 5-0-0; motion carried unanimously.  
273

274 **Item D-3.**

275 The attached application has been reviewed by the Assessor and the Assessor recommends  
276 granting this credit.  
277

278 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
279 approve the Veteran Tax Credit for Map 004, Lot 124-001 commencing in Tax Year 2024.  
280 Vote: 5-0-0; motion carried unanimously.  
281

282 **Item D-4.**

283 The Assessor has reviewed the application for the Service-Connected Total Disabled Tax  
284 Credit under RSA 72:35 and recommends approval.  
285

286 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
287 approve the Service-Connected Total Disabled Tax Credit for Map 005, Lot 070-000  
288 commencing in tax year 2024.  
289 Vote: 5-0-0; motion carried unanimously.  
290

291 **Item D-5.**

292 The attached application has been reviewed by the Assessor and the Assessor recommends  
293 granting this credit.  
294

295 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
296 approve the Veteran Tax Credit for Map 005, Lot 070-000 commencing in Tax Year 2025.  
297 Vote: 5-0-0; motion carried unanimously.  
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299 **Item D-6.**

300 The Assessor has reviewed the application for the Service-Connected Total Disabled Tax  
301 Credit under RSA 72:35 and recommends approval.  
302

303 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
304 approve the Service-Connected Total Disabled Tax Credit for Map 004, Lot 112-018  
305 commencing in tax year 2024.  
306 Vote: 5-0-0; motion carried unanimously.  
307

308 **Item D-7.**

309 The attached application has been reviewed by the Assessor and the Assessor recommends  
310 granting this credit.  
311

312 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
313 approve the Veteran Tax Credit for Map 002, Lot 166-054 commencing in Tax Year 2024.  
314 Vote: 5-0-0; motion carried unanimously.  
315

316 **9.3. AP, Payroll, Minutes**

317

318 **Payroll**

319 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
320 *approve one (1) Payroll Manifest in the amount of \$269,909.40 dated January 25, 2024,*  
321 *subject to review and audit.*

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

323

324 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
325 *approve one (1) Payroll Manifest in the amount of \$258,774.68 dated February 8, 2024,*  
326 *subject to review and audit.*

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

328

329 **Accounts Payable**

330 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
331 *approve one (1) Accounts Payable Manifest in the amount of \$33,673.15 dated January 16,*  
332 *2024, subject to review and audit. (NH DMV)*

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

334

335 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
336 *approve one (1) Accounts Payable Manifest in the amount of \$31,488.74 dated February 1,*  
337 *2024, subject to review and audit. (NH DMV)*

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

339

340 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
341 *approve one (1) Accounts Payable Manifest in the amount of \$381,536.89 dated February 1,*  
342 *2024, subject to review and audit. (Vendors)*

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

344

345 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
346 *approve one (1) Accounts Payable Manifest in the amount of \$3,149,219.00 dated February 1,*  
347 *2024, subject to review and audit. (Schools)*

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

349

350 **Minutes**

351 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*  
352 *approve the Board of Selectmen meeting minutes of January 22, 2024.*

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

354

355 **10. Action Items**

356

357 The Board reviewed potential new action items.

358

359 **11. Old/New Business**

360

361 *A MOTION was made by Selectman Grella and SECONDED by Chairman Lyon that the*  
362 *Town send an invoice to the German Market for services supplied by the Amherst Department*

363 of Public Works for \$3,007 and the Amherst Fire Rescue for \$2,080 during the December 9,  
364 2023, weekend.

365

366 Discussion:

367 Selectman Grella stated that a number of citizens asked if the Town made any money from the  
368 Amherst German Christmas Market and asked why the Town allowed for it to occur. He does  
369 not like to see budget funding supporting this type of item. The Department's need to be made  
370 whole for their service to the public good for this event.

371

372 Chairman Lyon stated that the Board previously discussed whether to bill for these fees. The  
373 Board found it would be appropriate for them to be billed for but, as it was not part of the  
374 original agreement, thought it would be difficult to do so.

375

376 Town Administrator Shankle explained that he has not been provided copies of the German  
377 Christmas Market's non-profit financial information, as previously requested. If a bill is sent  
378 to them, maybe this would open the conversation.

379

380 In response to a question from Selectman Pray, DPW Director Slosek explained that the DPW  
381 costs included 53 hours of labor and equipment usage. Selectman Pray expressed interest in  
382 the breakdown of the DPW and Fire Rescue bills for the event.

383

384 Chairman Lyon stated that he does not believe the Town should foot the bill for this event.  
385 However, this was not made clear to the German Christmas Market in the first place. There is  
386 a difference that should be considered between damages made within the Village from the  
387 event and other billed services.

388

389 In response to a question from Selectman Stoughton, Chairman Lyon stated that he believes  
390 the Town would seek reimbursement from anyone who held an event and damaged Town  
391 property. DPW Director Slosek stated that he reviewed damage to Town property after the  
392 event and the Civil War Common may have had ruts from vehicles. This could have occurred  
393 from those attending the event and not necessarily anyone directly associated with the event.  
394 The damage was mostly negligible and could be handled by minor raking and maintenance.

395

396 Selectman D'Angelo stated that there was no indication given that the organizers would be  
397 billed for DPW or Fire Rescue hours and to do so after the fact seems a bit low class. It can  
398 be made clear in the future that this would occur.

399

400 In response to a question from Selectman Stoughton, DPW Director Slosek stated that a week  
401 before the event it became clear this would be a significant event. The DPW, Fire, and Police  
402 Departments met to discuss what would be needed to make the event safe. The German  
403 Christmas Market organizers were not directly involved in those meetings.

404

405 Selectman Pray stated that she would like this motion to be run by Town Counsel. The Board  
406 agreed to table this item until hearing from Town Counsel.

407

408 Selectman Grella tabled this motion in order to hear from Town Counsel first.

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*A MOTION was made by Selectman Grella that the Amherst Department of Public Works be paid \$3,007 and the Amherst Fire Rescue be paid \$2,080 for service at the German Market from the Town Contingency Fund.*

*Selectman Grella also tabled the motion in order to hear from Town Counsel first.*

Selectman D'Angelo stated that the SAU39 Board is meeting on February 19, 2024, at 6pm at Souhegan High School.

**12. Adjournment**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to adjourn the meeting at 8:39pm.*

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

**NEXT MEETING: February 26, 2024**

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

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