



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, January 30, 2017**

**1. Call to Order**

Chairman Dwight Brew called the public meeting to order at 6:32 p.m.

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

**2. Pledge of Allegiance** – Lisa Montesanto, Heritage Commission member, led the pledge.

**3. Citizen's Forum**

Dave Williams came forward indicating that he had come before the Board in November to see if anything could be done about limiting the number of political signs that are all over town. He made recommendations at that time and asked for an update on the status of the situation. Chairman Brew said he met with the Community Development Director to make sure the town ordinance was in compliance with the State ordinance. There was a question about the town ordinance being over-reaching. Chairman Brew reported that Gordon Leedy, Community Development Director, has not had a chance to complete his research on the matter. Town Administrator, Jim O'Mara, will ensure that Director Leedy attend the Board's next meeting on February 13<sup>th</sup> to provide an update on his findings regarding Mr. William's suggested actions.

Chairman Brew adjusted the agenda to take up item **4.2 – DPW/2017 Road Construction Update Presentation.**

Public Works Director, Bruce Berry, and Assistant Director, Eric Hahn, came forward and went through a PowerPoint presentation [attached] that provided background information and an overview of remaining bond and non-bond road work to be done. Director Berry indicated that in late 2008, a road study of every paved road was completed, and on January 11, 2010 at a Board of Selectmen meeting, a road reconstruction list was directly tied to warrant article #22 asking for \$15 million. Warrant article #22 was passed by voters in March 2011.

Director Berry went through the status and provided a map of each of the following: New Boston Road, Christian Hill, Dodge Road, Hubbard Road, Manchester Road, Norton Street, Maple Drive,

36 Old Manchester Road, Ponemah Hill Road, and Mack Hill. The presentation included a  
37 breakdown of road work under consideration through 2018, the estimated costs for sections  
38 covered under the bond and those not covered under the bond, as well as the cost of work per  
39 linear foot and costs for this summer's construction season. In addition, highlights of work to be  
40 done, with emphasis on scenic and historic roads, was provided. Director Berry stated that  
41 information meetings and discussions have been held with Pennichuck Water Company, the  
42 Planning Board, Historic District Commission, and Keach/Nordstrom Engineering. He apologized  
43 for not having come before the Board of Selectmen earlier.

44  
45 The Board discussed funds remaining in the bond and estimated costs presented. Director Berry  
46 said both the bond figure and estimated costs are reasonably close. Selectman Jensen noted that  
47 work to date is coming in \$1 million under budget. Chairman Brew pointed out that coming in  
48 under budget does not mean that money was left on the table; it means not paying interest, etc. on  
49 the bond. Selectman Grella said it was unfortunate that work on Nathan Lord and Lord Jeffrey  
50 was still not done. Director Berry said the expense of that work was large.

51  
52 Board members questioned how the work was prioritized. Selectman Lyon said he would like to  
53 see an engineering plan and estimated numbers developed, even for road repairs that are not  
54 affordable right now. He said other roads could be deferred in order to address roads that may  
55 need more immediate attention, like Nathan Lord. He said he was okay with putting off some  
56 work so long as there is a plan in place to address the issues. Director Berry said they've received  
57 a lot of complaints about Boston Post Road and Mack Hill. Chairman Brew asked if the town  
58 work was being sequenced with the work to be done by Pennichuck. Vice Chairman Panasiti  
59 asked about the cost and need of including sidewalks on Mack Hill and when the issue came up.  
60 Director Berry said that Pennichuck will not replace the water main if the town does not  
61 reconstruct Mack Hill, and indicated that the most cost effective time to add sidewalks is during  
62 road reconstruction. Administrator O'Mara indicated that Pennichuck is not required to take out  
63 the pipes which can stay encapsulated. In response to Selectman Grella on doing the drainage  
64 work but not the final coat of asphalt, Director Berry said savings would not be significant and the  
65 base asphalt is porous.

66  
67 Dean Jackson of 5 Mack Hill Road asked who approves a sidewalk being put in. Selectman Grella  
68 said the Historic District Commission and Planning Board weigh in. Director Berry said the same  
69 presentation given tonight was provided to the Planning Board and Historic District Commission  
70 and the matter is not yet at the decision-making stage. Will Ludt, Chairman of the Heritage  
71 Commission, said that Director Berry had briefed the Planning Board and indicated his need to go  
72 before the Board and others and then come back to the Planning Board.

73  
74 A resident said he walks the road every day and there is plenty of space to get off the road when  
75 traffic comes by. The traffic on Mack Hill is nowhere near that of Boston Post leading up to the  
76 school.

77  
78 Dave Clark, an Amherst resident of 35 years with 15 years living on Mack Hill, said he agrees  
79 with Mr. Jackson. He said drivers do slow down in winter months and are attentive to pedestrians.  
80 With regard to erosion, Mr. Clark said the DPW is doing a fine job and he doesn't see a need to put  
81 in a catch basin. On the matter of transparency, he said he is paying taxes and would not have  
82 found out about this kind of construction were it not for his wife serving as a member of the

Historic District Commission. He said the Vice Chairman was not aware of the plan either so it seems information flow is not taking place.

Chairman Brew said the process is far from complete and that a public hearing will likely be scheduled on the matter. Selectman Grella noted that during the bridge work, residents were informed of work to be done at least two weeks prior. Citizens do have an opportunity to comment on contemplated road work. Director Berry said “this is the discussion process”. At the Board’s request, Town Administrator O’Mara will put together a timeline of work to be done to include public notices of when public input will take place. In addition, he will prepare a flowchart of all road work in need of attention, in priority order, to be considered by the Board.

Susan Clark asked what the Historic District Commission’s authority was on such matters. Chairman Brew said the commission had no legal authority but that the Board members are residents too and would certainly not ignore the input of Commission members. Selectman Grella pointed out that resident comments have always been considered very heavily by the Board and referred to a number of occasions where that occurred.

Jose Perez rose and applauded the Board for their efforts. He asked if excess bond funds could be used as necessary. Selectman Jensen said bond funds could not legally be used for other than the stated purpose at the time the bond was sought. Mr. Perez said he has been living in Amherst for 30 years and wants the Board to be mindful of other residents and not just those who make the most noise.

A resident asked when the last evaluation was done on Lord Jeffrey Drive. Director Berry said 2008 and it was presented last summer as part of the Strategic Plan.

#### **a. Fire Station Update**

Town Administrator, Jim O’Mara, provided a Fire Station Build-Out Update as follows:

- Architectural plans have been finalized and stamped by architect. Plans have been submitted for building permit.
- Mechanical/plumbing contractor (Denron Plumbing & HVAC) has completed preliminary drawings.
- Electrical contractor (Interstate Electric) is working on their drawings.
- Fire protection contractor (Carter Sprinkler) is working on their drawings.
- Turnstone coordinating window replacement selection with Chief Conley.
- Turnstone working with electrical contractor and Chief Conley on potential LED light fixture rebates through Eversource.
- Scheduled an environmental company to inspect existing insulation for tomorrow, January 31<sup>st</sup>.
- Tentative start February 13<sup>th</sup>.
- Pre-construction meeting Tuesday, February 7<sup>th</sup> on site at 9:00 a.m.

Selectman Jensen moved, second by Selectman Lyon, to authorize waiving the permitting fees of the town associated with this project. Motion passed unanimously, 5-0.

130 **4. Town Administrator**

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132 **4.1 Police Department Cruiser Bid**

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134 Selectman Jensen moved, second by Selectman Jensen, to award the bid for the purchase of two  
135 police cruisers to Irwin Automotive Group of Laconia at a cost of \$22,293 per cruiser. Motion  
136 passed unanimously, 5-0.

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138 **4.2 DPW – 2017 Road Construction Update Presentation – Taken Up Earlier**

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140 **4.3 Amherst Farmer's Market Beer/Wine Samples**

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142 The Board reviewed a memorandum from Community Development Director, Gordon Leedy,  
143 regarding a licensed beverage manufacturer wishing to distribute wine samples at the farmer's  
144 market in Amherst consistent with the requirements of the NH State Liquor Commission.

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146 Selectman Jensen moved, second by Selectman Grella, to authorize Loyal Dog Winery to provide  
147 wine samples for tasting to persons of legal drinking age at the Amherst Open Air Market which is  
148 located at Map 8, Lot 75-1, 305 NH Route 101 and is expected to be open through May 14, 2017.  
149 Motion passed unanimously, 5-0.

150  
151 **4.4 ACTV**

152  
153 Town Administrator O'Mara provided a revised plan on hiring of a Community Cable Station  
154 Manager. He also provided information about Joe Cummings of Emerald Drive Productions.  
155 Selectman Jensen moved, second by Selectman Grella, to authorize the hiring of a Station  
156 Manager at an hourly rate of \$20 per hour. Motion passed unanimously, 5-0.

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158 **4.5 FY17 Spending Review**

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160 Town Administrator O'Mara presented a Second Quarter Appropriations review. The Board looks  
161 to receiving such reports the second week of the months through fiscal year end.

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163 **4.6 Finance Director Appointment**

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165 Town Administrator O'Mara announced the selection of Eileen Demers from Strafford as the next  
166 Finance Director. Selectman Lyon moved, second by Selectman Grella, to accept the hiring of  
167 Eileen Demers as Amherst's next Finance Director effective February 13, 2017. Motion passed  
168 unanimously, 5-0.

169  
170 **5. Approvals**

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172 **5.1 Veteran Tax Credit/Service Connected Total Disability Credit**

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174 Selectman Lyon moved, second by Selectman Jensen, to approve the Veteran Tax Credit/Service  
175 Connected Total Disability Credit for property located at Map 21, Lot 20-65 in the amount of  
176 \$1,400 and \$500 respectively. Motion passed unanimously, 5-0.

## 5.2 Veteran Tax Credit

Selectman Lyon moved, second by Selectman Jensen, to approve Veteran Tax Credit of \$500 each as follows:

<u>MAP/LOT</u>	<u>LOCATION</u>
2-2-15	6 Elmwood Way
2-2-40	14 Summerfield Way
2-166-35	464 Boston Post Road #35
3-35-1-31	31 Bellevue Drive
3-87-30	35 Juniper Drive
4-9	9 Roberts Road
4-201-10	18 Corduroy Road
6-28-20	7 Glen Court
10-15	52 Brook Road
10-61-1	15 Old Mail
25-61	37 Broadway

Motion passed unanimously, 5-0. Chairman Brew asked if a veteran needed to reapply and was told "no" by Administrator O'Mara.

## 5.3 Abatements

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for the property located at Map/Lot 2-170-20, 2 Aglipay Drive, in the amount of \$384. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for the property located at Map/Lot 2-504-2, 5 Northern Boulevard #2, in the amount of \$4,302. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to deny the abatement for the property located at Map/Lot 3-106-2, 66A Merrimack Road. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for the property located at Map/Lot 4-5-1-11, 11 Mulberry Lane, in the amount of \$70.28. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for property located at Map/Lot 5-60-1-A, Lyndeborough Road, in the amount of \$48. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to deny the abatement for property located at Map/Lot 6-12-3, 2 Lund Lane. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for property located at Map/Lot 6-79, 1 Whiting Farm Drive, in the amount of \$464. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for property located at Map/Lot 6-115-18, 1 Thatcher Drive, in the amount of \$1,104. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for property located at Map/Lot 7-50, 14 Pine Top Road, in the amount of \$899. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for property located at Map/Lot 8-30, 33 Horace Greeley Road, in the amount of \$1,855. Motion passed unanimously, 5-0.

Selectman Lyon moved, second by Selectman Jensen, to approve the abatement for property located at Map/Lot 8-81-3, 29 Old Manchester Road, in the amount of \$476.90. Motion passed unanimously, 5-0.

#### **5.4 Payroll**

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY17 Payroll Manifest in the amount of \$213,937.37 dated January 19, 2017, subject to review and audit. Motion passed unanimously, 5-0.

#### **5.5 Accounts Payable**

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$228,479.38 dated January 24, 2017, subject to review and audit. Motion passed unanimously, 5-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY17 Accounts Payable Manifest in the amount of \$2,641,533 dated February 1, 2017, subject to review and audit. (School Disbursements) Motion passed unanimously, 5-0.

#### **5.6 Concentration Account**

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY 17 Concentration Account Manifest in the amount of \$1,085.56 dated January 24, 2017, subject to review and audit. Motion passed unanimously, 5-0.

#### **5.7 Previous Meeting Minutes – January 9, 2017; January 16, 2017; January 23, 2017**

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the minutes of the January 9, 2017 public Board meeting, as presented. Motion passed unanimously, 5-0.

271 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the minutes of the  
272 January 16, 2017 public Board meeting, as presented. Motion passed unanimously, 5-0.  
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274 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the minutes of the  
275 January 16, 2017 non-public Board meeting, as presented. Motion passed unanimously, 5-0.  
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277 Chairman Brew asked that action on the minutes of the January 23, 2017 non-public Board  
278 meeting be tabled.  
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## 280 **6. New/Old Business**

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282 Selectman Lyon said he attended a Conservation Commission meeting last week. The  
283 Commission is looking to develop a matrix of available property and determine the value of each.  
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285 Selectman Grella attended the recent Historic District Commission meeting. He also said that the  
286 Heritage Commission hosted a snowshoeing event at the PMEC and it was a great day enjoyed by  
287 all.  
288

289 Vice Chairman Panasiti attended a Recreation Commission meeting last week. Discussion was  
290 held about redefining roles/reorganizing sports team. An update to the Board will be provided.  
291

292 Selectmen Jensen said the Cemetery Committee will be meeting tomorrow at 3:00 p.m. to discuss  
293 *cy pres*, the warrant article and their presentation at the deliberative session.  
294

295 Chairman Brew said the Land Committee met and are in the process of establishing criteria on  
296 rating town land. The committee has a full complement of members, except for a second town  
297 employee. Town Administrator O'Mara will include a change in the composition of the committee  
298 from two to one employee to be considered at the Board's next meeting.  
299

300 Selectman Jensen went over action items coming out of tonight's meeting:  
301

- 302 1) Report on Amherst Beautification ordinance
- 303 2) DPW/TA flowchart of road work to be done & prioritization
- 304 3) Detail of work to be done on Lord Jeffrey
- 305 4) Second week of March, April, May, June – Review line items for Fire Station  
306

307 Town Administrator O'Mara reported that the Ways & Means Committee voted 7-0 in favor of the  
308 operating budget to be presented at the Deliberative Session to be held on February 8<sup>th</sup> at Souhegan  
309 High School at 6:30 p.m.  
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## 311 **7. Adjournment**

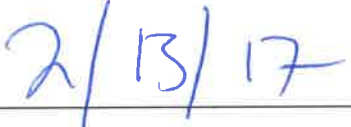
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313 Vice Chairman Panasiti moved, second by Selectman Jensen, to adjourn the meeting at 8:55 p.m.  
314 Motion passed unanimously, 5-0.  
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316 **NEXT MEETING: February 8, 2017**  
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\_\_\_\_\_  
Selectman Nate Jensen  
Clerk, Board of Selectmen

  
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Date