



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 27, 2016

1 **1. Call to Order**

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3 **2. Non-Public Session (c) - Separate Minutes**

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5 **3. Public Hearings -- held following the Citizens Forum**

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7 **4. Pledge of Allegiance** – Ways and Means Committee member, Russ Thomas, led the pledge.

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9 **5. Citizens' Forum – None**

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11 **Public Hearing: RSA 41:14-b and 31:39, I (g) Speed Regulation, Limbo Lane**

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13 Selectman Grella moved, second by Selectman Jensen, to open the first of two public hearings to
14 hear comments about: 1) establishing a maximum speed of 30 mph on Limbo Lane; 2) placing
15 speed limit signs (30 mph) at each end of Limbo Lane and 3) removing the “one way” status and
16 signs at Main Street and Courthouse Road intersection. Motion passed unanimously, 4-0. Police
17 Chief, Mark Reams, spoke in favor of the proposal stating that without an ordinance, his
18 department faces a significant enforcement issue. No comments were made by the public.
19 Selectman Jensen moved, second by Vice Chairman Panasiti, to close the public hearing at 6:47
20 p.m. Motion passed unanimously, 4-0. The second public hearing will be held on July 11th.

21
22 **Public Hearing: RSA 41:14-b Traffic Signs Removal, Main Street/Courthouse**
23 **Intersection (Do Not Enter)**

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25 Selectman Jensen moved, second by Selectman Grella, to open the first of two public hearings on
26 rescinding an ordinance to remove traffic signs. Chief Reams said the proposal came out of the
27 Village Strategic Planning Committee comprised of residents. Members of the Safety Committee
28 thought it made sense to remove the signs at the Main Street/Courthouse intersection, and it would
29 help to improve traffic flow. In addition there was no cost associated with the action. Town
30 Administrator, Jim O'Mara, said it would also serve as a reminder to drivers to look both ways
31 when they get to the intersection. No comments were made by the public. Vice Chairman Panasiti
32 moved, second by Selectman Jensen, to close the public hearing at 6:50 p.m. Motion passed
33 unanimously, 4-0. The second public hearing will be held on July 11th.

36 **6. Assessing & Taxation**

37
38 Chairman Brew read the 2016 Statistical Update News that is included on the town's website and
39 states that "as required by the state Constitution property values are to be updated at least every
40 five years. The values for the town were last updated in 2011. To meet the requirement, a
41 statistical update will be performed to bring all properties in line with the market conditions as of
42 April 1, 2016. Sales from the previous two years will be used to determine an assessment as of
43 April 1, 2016.

44
45 "KRT Appraisal, LLC has been awarded the contract to perform Amherst's Statistical Update for
46 2016. Letters have been sent to all sale properties notifying owners of KRT's review. Dave Glynn
47 of KRT will be verifying the sales in the field. Also while in the field, up-to-date pictures will be
48 taken. Dave drives a NH registered 2015 gray Honda CR-V. He carries a letter from the Town of
49 Amherst Assessing Office along with a picture ID. If you have any concerns please call the
50 Assessing Office at 603-673-6041 ext. 202.

51
52 "Income and Expense Questionnaire Letters have also been mailed to all commercial properties.
53 This information will help reflect the economic conditions within the community, which will
54 become the basis for utilizing the income approach to value. All information will be kept in the
55 strictest confidence. Your cooperation is appreciated.

56
57 "Keith Hawley of KRT will also be checking on new construction, outstanding building permits,
58 and measuring and listing a quarter of the town's real estate inventory each year. He also has a
59 photo ID, carries a letter from the Town Assessing Office, and has his vehicle registered with the
60 Amherst Police Department. If you are in doubt you may call Michele Crowley, Assessing
61 Executive Assistant, at 603-673-6041 ext. 202 to confirm his identity."

62
63 Chairman Brew said that when appraisers are not allowed to enter a resident's home, they are
64 forced to come up with a value for the home. Chairman Brew discussed how taxes are calculated
65 starting with the town and schools getting budgets approved by the voters. From that, all sources
66 of revenue are subtracted, other than taxation. That amount is spread over the entire value of the
67 town, so it is important that appraisers be as accurate as possible rather than have to make
68 assumptions. The appraisers can do four appraisals in an hour.

69
70 **7. Town Administrator**

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72 **7.1 Assistant Public Works Director Appointment**

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74 Town Administrator O'Mara said the search process for the Assistant Public Works Director
75 position entailed two rounds of interviews. Seven candidates were interviewed by the Town
76 Administrator, DPW Director, Finance Director and a subset of Board members. Five candidates
77 were invited in for a second interview that included all five Board members. Eric Hahn was
78 unanimously recommended for appointment. Selectman Grella moved, second by Selectman
79 Jensen, to appoint Eric Hahn to the position of Assistant Public Works Director effective August 1,
80 2016. Motion passed unanimously, 4-0.

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85 7.2 **AFR Response SUV Bid**
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87 Selectman Jensen moved, second by Vice Chairman Panasiti, to award the bid for the replacement
88 of the EMS SUV to the lowest bidder, MHQ from Marlborough, MA in the amount of \$26,975.
89 Motion passed unanimously, 4-0.
90

91 Selectman Jensen moved, second by Vice Chairman Panasiti, to authorize an additional \$6,879.40
92 for vehicle equipment, graphics and outfitting broken up between several different vendors and to
93 be taken from the Ambulance Capital Reserve fund. Motion passed unanimously, 4-0.
94

95 7.3 **Ambulance Purchase Bid**
96

97 Selectman Jensen moved, second by Selectman Grella, to award the bid for the purchase of a new
98 ambulance, a 2016 Ford F-450 4x4 with a 165 inch wheel base, Type 1 ambulance chassis, to the
99 lowest bidder, Demers Ambulance, for the amount of \$175,240 and to be taken from the
100 Ambulance Capital Reserve. Motion passed unanimously, 4-0.
101

102 Selectman Jensen moved, second by Vice Chairman Panasiti, to authorize an ambulance trade-in
103 of \$2,000. Motion passed unanimously, 4-0.
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105 7.4 **Power Stretcher Bid**
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107 Administrator O'Mara reported that two bids were received for the purchase of two electric power
108 stretchers for the ambulances. After some research, Fire Rescue Chief Conley learned that only
109 two companies produce the stretchers. Selectman Jensen moved, second by Vice Chairman
110 Panasiti, to award the bid for two electric power stretchers to the lowest bidder, Stryker, of
111 Portage, MI for a total amount of \$25,000 (\$12,500 apiece). Motion passed unanimously, 4-0.
112

113 In response to Board questions, Chief Conley said the electric stretchers take the impact away from
114 manual labor and is similar to a power tool to recharge. He said the equipment is extremely
115 reliable but the town could do a service contract if they so desired.
116

117 Selectman Grella moved, second by Selectman Jensen, to authorize the withdrawal of \$23,507.23
118 including interest as of June 1, 2016, from the New Equipment Capital Fund and taking the
119 remainder of the cost price from the operating budget. Motion passed unanimously, 4-0.

120 Administrator O'Mara indicated that some funds will remain in the account; closing an account
121 must be done by warrant.
122

123 7.5 **Surplus Equipment, Police Department**
124

125 Selectman Jensen moved, second by Vice Chairman Panasiti, to designate three retired police
126 cruisers as surplus equipment in order to release the vehicles for auction. Motion passed
127 unanimously, 4-0. [Attached to these minutes is a memorandum dated June 15, 2016 from Chief
128 of Police Reams to Administrator O'Mara that lists the three decommissioned cruisers and their
129 VIN numbers.] Town Administrator O'Mara indicated that all three vehicles have been cycled
130 through the Recreation Department and/or Highway Department in previous years and have since
131 been returned to the Police Department for disposal. Administrator O'Mara said that the town can
132 avoid a fee by having the vehicles towed away.
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7.6 Requests to Encumber Funds

Selectman Jensen moved, second by Vice Chairman Reed, to approve requests to encumber funds as follows. The motion passed unanimously, 4-0.

Account No.	Description	Amount
01-2440-10-1400	Software Implementation	\$ 13,835
01-4150-60-2621	Computer Software and Supplies	\$ 72,526
01-4151-50-2565	Computer Software Licenses	\$ 8,000
The request is to continue the Springbrook Financial Software Implementation. A portion of these funds were initially allocated in 2014, carried over to 2015 and this re-encumbers the remaining balance of the funds.		
01-4210-40-2429	Radio/Radar Repair	\$ 1,000
Encumbrance will offset town portion of FY16 state grant commitment for purchase of two replacement handheld radar units. Original delivery window has moved to mid-June 2016 to late July 2016.		
01-4312-40-2451	Outside Hire	\$ 1,500
Encumber funds for contractor, Scott Tiedeman, who has an agreement with the ACC to do field clearing at Lindabury Orchard.		
01-4194-40-2430	Building Repair and Maintenance	\$ 40,500
Encumber funds for the balance of the library roof repair that is in process. Contract covers not only the roofing but asbestos mitigation and oversight.		
01-4312-70-2730	Road Maintenance	\$104,929
Encumber funds for the remaining balance of the road maintenance account as of June 21 to be adjusted based upon final billing. Contract with Continental Paving is not complete.		

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7.7 Budget Transfers

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer No. 2016-0017 from Police, Health Insurance, to Public Safety Dispatch, Health Insurance, in the amount of \$23,200 to realign medical insurance budget due to current employee elections to the Public Safety function expected to have a deficit based on unanticipated change in insurance elections not in the original budget. Motion passed unanimously, 4-0.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer No. 2016-0018 from Administration (Legal) to Administration (Executive) in the amount of \$18,600 to cover unanticipated changes in expenses for a salary adjustment, expenses for the BOS minute taker, and to cover a change in copier vendors and usage charges which are higher than anticipated. NHMA dues are higher than anticipated as are expenses for meetings and conferences for board receptions and recognitions. Motion passed unanimously, 4-0. Administrator O'Mara said that the legal counsel expense has lessened partly due to more reliance on the NH Municipal Association's counsel.

Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer No. 2016-0019 from Administration (Personnel) to Finance in the amount of \$79,108 to cover unanticipated change in approved accountant's status from part time to full time and the associated change in salary and benefits, and additional work was required to complete the audit. Motion passed unanimously, 4-0.

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163 **7.8 Amherst Conservation Commission Appointment**
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165 Vice Chairman Panasiti moved, second by Selectman Jensen, to appoint G. Wesley Robertson to
166 full Commissioner on the Amherst Conservation Commission with a term to expire in 2017.
167 Motion passed unanimously, 4-0.

168
169 Selectman Jensen moved, second by Vice Chairman Panasiti, to appoint Jared Hardner as alternate
170 to the Amherst Conservation Commission with a term to expire in 2017. Motion passed
171 unanimously, 4-0.

172
173 Chairman Brew thanked Executive Assistant, Mary Guild, for having included a current roster of
174 all members of the Conservation Commission along with their term expiration dates.

175
176 **7.9 Acceptance of Funds to Heritage Commission (Bertha Rogers TF)**
177

178 Selectman Jensen moved, second by Vice Chairman Panasiti, to accept \$8,915 from the Bertha
179 Rogers Trust Fund to be expended by the Amherst Heritage Commission to review, reorganize,
180 catalog and preserve the archives in the Town Vault. Motion passed unanimously, 4-0.

181
182 Chairman Brew pointed out that other awarded funds will require a public hearing since two award
183 amounts are above the threshold of \$10,000.

184
185 **7.10 IT Service Contract**
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187 Selectman Jensen moved, second by Selectman Grella, to approve an extension of Microtime's
188 contract through June 30, 2017 with a 12-month renewal option. Motion passed unanimously, 4-0.
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190 **7.11 Benefits Administration Policy**
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192 Administrator O'Mara asked the Board to approve an administrative procedure establishing
193 responsibility for all personnel activities because the lack of an established policy creates
194 misinformation for employees. Administrator O'Mara read the final paragraph of the operating
195 procedure as follows: "Employment benefit administration is a very important function of town
196 government. All questions related to the town's employment benefit plan must be directed to the
197 Executive Assistant to the Town Administrator. All employees must refrain from any and all
198 attempts to offer advice and guidance to other employees related to benefits. The town will not be
199 responsible for the consequence of an employee following another employee's advice. Employees
200 seeking advice and employees offering advice may face disciplinary action up to and including
201 termination." Vice Chairman Panasiti asked to table the issue until the full Board is in attendance.
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203 **8. Approvals**
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205 **8.1 Payroll**
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207 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY16 Payroll Manifest
208 in the amount of \$196,389.72 dated June 23, 2016, subject to review and audit. Motion passed
209 unanimously, 4-0.
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211 **8.2 Accounts Payable**

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213 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY16 Accounts Payable
214 Manifest in the amount of \$35,100.60 dated June 16, 2016, subject to review and audit. (Town
215 Clerk Transfers to the State of NH). Motion passed unanimously, 4-0.

216
217 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY16 Accounts Payable
218 Manifest in the amount of \$687,928.25 dated June 14, 2016, subject to review and audit. Motion
219 passed unanimously, 4-0.

220
221 Selectman Jensen moved, second by Selectman Grella, to approve one (1) FY16 Accounts Payable
222 Manifest in the amount of \$513.60 dated June 15, 2016, subject to review and audit. Motion
223 passed unanimously, 4-0.

224
225 **8.3 Previous Meeting Minutes – June 13, 2016**

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227 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the Board of Selectmen
228 meeting minutes of June 13, 2016, as presented. Motion passed unanimously, 4-0.

229
230 Chairman Brew asked that all recent non-public meeting minutes be placed on the agenda for
231 approval at the next Board meeting.

232
233 **9. New/Old Business**

234
235 Vice Chairman Panasiti asked if the retired ambulance could be converted to a command vehicle.
236 Chairman Brew said the 2001 ambulance is 15 years old and ambulances 10 or 12 years old are not
237 good for rescue vehicles; it's not because of mileage but because of age. Fire Rescue Chief, Matt
238 Conley, said the town still has two ambulances in service.

239
240 Selectman Jensen said there's been much activity on social media about the water bans in Milford
241 and Merrimack. Administrator O'Mara said Amherst residents have private wells or are supplied
242 their water through Pennichuck. He has received no notification from Pennichuck. Chairman
243 Brew asked if Pennichuck decided to issue a ban would the town need to be involved in
244 enforcement and how could it be enforced. Administrator O'Mara said that would be between the
245 customer and Pennichuck and could be enforced via warnings and/or shut off.

246
247 Selectman Grella said that the Souhegan Varsity Baseball team was honored by the Fishercats and
248 will be meeting with the Board at its meeting on July 25th.

249
250 Selectman Jensen reviewed pending items as follows:

- 251
252 1) IT committee charter – still pending (Brew/O'Mara must meet)
253 2) Fire Station Renovations – specifications expected by week's end
254 3) Follow-Up Recreation Department – Completed
255 (Administrator O'Mara met with the softball coaches and asked the Recreation
256 Department staff to be more attentive to volunteer coaches. The meeting went very
257 well.)
258 4) Strategic Planning with Mike Akillian – will meet with Board on July 11th
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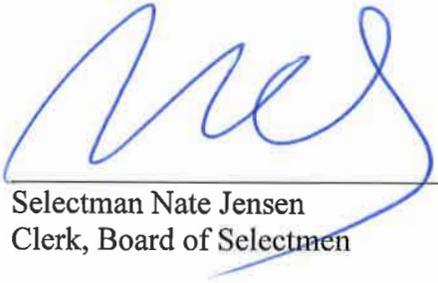
260 Administrator O'Mara reminded everyone of the July 4th celebration beginning on July 3rd with
261 fireworks at the High School. The parade starts at 10:00 a.m. on Monday.
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263 **10. Adjournment**
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265 Selectman Jensen moved, second by Selectman Grella, to adjourn the meeting at 8:00 p.m. Motion
266 passed unanimously, 4-0.
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268
269 **NEXT MEETING: July 11, 2016**
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Selectman Nate Jensen
Clerk, Board of Selectmen

7/11/16

Date