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**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, August 24, 2015**

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**1. Call to Order**

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Chairman Dwight Brew called the meeting to order at 6:30 p.m. Attendees: Chairman Dwight Brew, Vice Chairman John D'Angelo, Selectmen Tom Grella, Nate Jensen and Reed Panasiti. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes.

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**2. Pledge of Allegiance** – Ronald Grandmaison, Professional Engineer with the NH Department of Transportation (DOT), led the pledge.

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On behalf of the Board, Chairman Brew extended condolences to the Dokmo and Bowen families. Cynthia and Lewis Dokmo lost their son to a car accident recently. Mrs. Dokmo served the Amherst community in many capacities including School Moderator, Cemetery Committee Trustee and as a State Representative. Also, sadly, Jim Bowen, a longtime resident of Amherst who served on the Conservation Commission passed away a few days ago.

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**3. Citizens Forum – None**

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Because the next agenda item, a presentation by the NH Department of Transportation, is scheduled for 7:00 p.m., Chairman Brew adjusted the agenda as follows:

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**Agenda Item 5. Pipeline**

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Vice Chairman D'Angelo indicated that at his request, the Amherst Conservation Commission (ACC) prepared an addendum to its preliminary environmental assessment to review the potential impacts of three alternate route options proposed by Kinder Morgan (KM) in response to the sensitive properties and populations identified by the Amherst Pipeline Taskforce and ACC. The three alternatives were presented to residents in February. In a letter to the Federal Energy Regulatory Commission (FERC), Alice and Kenneth Bury proposed several potential alternative alignments to minimize the impact of the proposed pipeline project on a portion of the Town of Amherst. In its addendum, the ACC concludes that the overall environmental impacts from a combination of the Kinder Morgan "Option 1" alignment with the Bury's "Alternative 2" alignment would be substantially reduced, and would avoid impacts to sensitive environmental resources including the Souhegan River and Ponemah Bog.

49                   **Agenda Item 5.1 Letter to FERC**

50  
51 Vice Chairman D'Angelo proposed sending a letter to FERC pointing out the above-stated details  
52 but noted that conveyance of this information does not indicate any endorsement of the pipeline by  
53 the Board and reiterating the Board's opposition to the pipeline being built in Amherst or in  
54 southern New Hampshire. Selectman Jensen moved, seconded by Selectman Panasiti, to sign and  
55 send the letter to FERC as presented. Motion passed unanimously, 5-0.  
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57                   **Agenda Item 5.2 Letters to Congressional Delegation**

58  
59 As agreed at the previous Selectmen's meeting, Selectman Jensen and Vice Chairman D'Angelo  
60 drafted letters about the pipeline to New Hampshire's Congressional Delegation. Vice Chairman  
61 D'Angelo indicated that the letters to the Congressional Delegation are intended to increase the  
62 pressure to take a stand on the proposed pipeline. The letters to Representative Kuster and  
63 Senators Ayotte and Shaheen include a copy of the letter sent to Governor Hassan regarding the  
64 proposed pipeline.  
65

66 In response to a question posed by Selectman Panasiti, Vice Chairman D'Angelo indicated that  
67 Senator Ayotte will be meeting with the Town Administrators' group on August 31<sup>st</sup> and Governor  
68 Hassan has agreed to meet with the group on September 10<sup>th</sup>. Edits to the letters made by  
69 Chairman Brew were provided to Town Administrator O'Mara. Selectman Grella moved,  
70 seconded by Selectman Panasiti, to sign and send, as amended, the letters to members of NH's  
71 Congressional Delegation. Selectman Jensen will prepare talking points for Vice Chairman  
72 D'Angelo for the meetings with Senator Ayotte and Governor Hassan abstracting the Town of  
73 Amherst's arguments against the pipeline.  
74

75                   **Agenda Item 6. Finance Director's Report**

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77                   **6.1 MS-5**

78  
79 Finance Director, Lisa Ambrosio, referenced form MS-5 (now MS-535), a copy of which was  
80 provided to Board members. Director Ambrosio noted the following:  
81

- 82 1) the year-end unassigned fund balance (account 2530) totals \$4,560,727 which was an increase  
83 of \$584,342 over the beginning-of-the-year balance of \$3,976,385, and an additional \$285,000  
84 improvement due to audit adjustments.  
85 2) the year-end assigned fund balance (account 2490) totals \$883,086 which includes remaining  
86 encumbrances of about \$115,000.  
87 3) the year-end restricted fund balance totals \$5,288  
88

89 Director Ambrosio said that unassigned, restricted funds will offset revenues at some point. The  
90 MS-535 must be completed at the end of the reporting year and submitted to the NH Department  
91 of Revenue Administration.  
92

93 Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to sign and approve the MS-5 as  
94 presented.  
95  
96

97                   **6.2 FY15 Year End Review – Revenues and Expenses**  
98

99                   Chairman Brew commented that voters approve a gross budget and Warrant Articles in March  
100 when revenues are projected and the difference is made up by property taxes; hence, the  
101 importance of not overestimating. The suggested reserve is 8 to 17 percent. The town’s own  
102 policy strives to maintain a balance between 8 and 15 percent.  
103

104                   Director Ambrosio provided the Board with a FY15 revenue and expense report. Savings in  
105 vacancies, not filled, as well as Public Works deferring engineering costs to the capital projects  
106 fund and interest savings of \$30,076 on long term notes. The estimated revenue surplus totals  
107 \$620,561.  
108

109                   Town Administrator O’Mara noted that prior bridge work costs were absorbed by the Department  
110 of Public Works but it is no longer necessary to do so with the establishment of the construction  
111 fund 25. Mr. O’Mara also noted that while the cemetery “right to inter” issue was not resolved,  
112 the town is now receiving \$25,000 in interment fees. In addition, increased vehicle prices have  
113 added to the revenue line in registration fees. Administrator O’Mara also indicated that the  
114 Baboosic Lake paving project and tree trimming have been costly but extremely well received by  
115 the community.  
116

117                   **Agenda Item 8.6 Finance Software Implementation**  
118

119                   Finance Director Lisa Ambrosio indicated that a scheduled meeting with the Springbrook project  
120 manager was cancelled last week. Work progresses on a ‘statement of work’ and a number of  
121 reports that will need to be generated. Director Ambrosio indicated that the project is expected to  
122 go “live” in December. The Board asked Director Ambrosio to get a specific timeline from  
123 Springbrook and report back to the Board at its next meeting.  
124

125                   **4. NH Department of Transportation Presentation**  
126

127                   Chairman Brew introduced Ronald Grandmaison and Gerald Bedard of the NH DOT. Mr.  
128 Grandmaison gave a presentation on proposed improvements to the intersection of NH 101A with  
129 the NH 101 Eastbound off ramps at the Milford and Amherst town line. Mr. Grandmaison  
130 reported that construction is planned for 2018 and the project will not impact any identified  
131 historic properties within or immediately adjacent to the project area. The project will not require  
132 the installation of a new traffic signal. Mr. Grandmaison welcomed additional input from  
133 attendees and said that more information could be reviewed on the NH DOT website.  
134

135                   Selectman Panasiti indicated a problem with the right hand turn. Selectman Grella said that  
136 coming from Milford is difficult because of stop lights and thanked NH DOT for taking to heart  
137 the input of the town at previous meetings and dispensing with adding another traffic signal as part  
138 of the project. State Senator Gary Daniels agreed with Selectman Grella’s comments and asked  
139 whether the project was on the state’s priority list. Mr. Grandmaison said the project is slated to be  
140 done in 2018 and is #20 on a list of 30 projects. In addition, the project is primarily financed by  
141 federal funds and is relatively low-cost. Police Chief Reams noted that 263 accidents have  
142 occurred on the off-ramp in question over the last 10 years compared with only 195 that occurred  
143 on 101A in the same area over the same period. While most were small “fender benders”, they did  
144 tie up resources. Paul Borre, a resident, asked if blasting is expected and was told “none is

145 expected to be required". Mr. Grandmison said he could be reached at the DOT office and is  
146 available to respond to any questions or concerns about the project.  
147

148 After a short recess, Chairman Brew recognized State Senator Gary Daniels who came forward  
149 stating that he wishes to appear before the Board to answer any questions that Board members may  
150 have and to help remove obstacles and/or provide updates on happenings in Concord. Chairman  
151 Brew stated that such meetings were scheduled in the past and perhaps it might be a good time to  
152 resurrect the practice. Senator Daniels agreed to meet with the Board at it next meeting on  
153 September 14<sup>th</sup> at 8:00 p.m.  
154

## 155 **5. Pipeline – Taken Up Earlier**

### 156 **5.1 Letter to FERC**

### 157 **5.2 Letters to Congressional Delegation**

## 158 **6. Finance Director’s Report – Taken Up Earlier**

### 159 **6.1 MS-5**

### 160 **6.2 FY15 Year End Review – Revenues & Expenses**

## 161 **7. Town Administrator’s Report**

### 162 **7.1 Border Street Drainage Project Bid**

163 Town Administrator Jim O’Mara indicated that the Public Works Department had sent six  
164 invitations to bid on the Border Street Drainage Project (Bid #01-16). Only two responses were  
165 received. Administrator O’Mara recommended the bid be awarded to Leighton White.  
166

167 Selectman Grella moved, seconded by Selectman Jensen, to award the Border Street/Merrimack  
168 Road drainage project bid to the lowest bidder, Leighton A. White, Inc. of Milford, NH for  
169 \$118,242.75. Motion passed unanimously, 5-0.  
170

### 171 **7.2 NH DOT Highway Block Grant Aid – FY16**

172 Administrator O’Mara reported that the NH DOT has announced that Amherst will receive a total  
173 of \$315,621.78 in State Highway Block Grant Aid for FY 2016. Disbursements will be made as  
174 follows:  
175

176	July 2015 Actual Payment:	\$94,686.54
177	October 2015 Actual Payment:	\$94,686.54
178	January 2016 Actual Payment:	\$63,124.36
179	April 2016 Estimated Payment:	\$63,124.34

180 In response to Chairman Brew, Bruce Berry, Director of Public Works, indicated that  
181 disbursement is based on assessed value and on road maintenance. The payments are included as  
182 revenue in the general fund.  
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193                   **7.3 MS-61, Tax Collector’s Report**  
194

195 Administrator O’Mara provided a copy of the MS-61 the Tax Collector’s Report for the Board’s  
196 information.  
197

198                   **7.4 Souhegan Cooperative School District, Turf Fields**  
199

200 Administrator O’Mara reported that the Souhegan Cooperative School District has been offered a  
201 donation of \$500,000 to put toward a Synthetic Turf Field in Stadium Field. Mary Lou Mullens,  
202 Chair of the Souhegan Cooperative School Board proposed the formation of a committee  
203 comprised of two members from the Amherst School Board, the Amherst Board of Selectmen, and  
204 the Souhegan Cooperative School Board. The purpose of the committee is to determine a method  
205 to use the user fees from the Souhegan fields to pay for the replacement of the synthetic turf at the  
206 end of its life which is estimated to be 10 to 12 years. No taxpayer funds will be involved in the  
207 project. Selectmen Grella, Jensen and Panasiti volunteered to serve on the Committee. The Board  
208 agreed that Selectmen Grella and Panasiti would represent the Board on the Committee. Chairman  
209 Brew noted that the town owns no fields but the Recreation Department maintains fields in  
210 exchange for the use of the fields for Recreation Department activities. Vice Chairman D’Angelo  
211 stated that he would not be receptive to using taxpayer funds and asked that the matter be included  
212 as a standing update item on the Board meeting agenda. Town Administrator O’Mara stated that  
213 all meeting rules (notices, minutes, votes, etc.) would apply.  
214

215                   **7.5 Appointment: Police Department School Crossing Guard**  
216

217 On behalf of Police Chief Reams, Administrator O’Mara asked that the Board appoint a part-time  
218 Special Officer as Crossing Guard and acknowledge the services of Carolyn Karnis. Vice  
219 Chairman D’Angelo moved, seconded by Selectman Jensen, to appoint Patrick McNallen as part-  
220 time Special Officer effective August 24<sup>th</sup>, 2015, and recognize, with appreciation and best wishes,  
221 the 20 year service of Carolyn Karnis as Special Officer at the Wilkins School.  
222

223 **8. Updates**  
224

225                   **8.1 Right to Know Requests -- None**  
226

227                   **8.2 Manchester Road Bridge**  
228

229 Bruce Berry, Director of Public Works reported that this week Daniels Construction constructed  
230 the form, added the reinforced steel and poured the stem for abutment A (town hall side). They  
231 also finished construction on the temporary roadway necessary to place equipment on side B  
232 (Mack Hill side) and paved it with base asphalt. Wing walls attached to abutment A should go in  
233 early next week. The road will remain open to two way traffic for a couple of days but the single  
234 lane traffic regulated with traffic lights is anticipated to go into effect mid to late week. After  
235 going to one lane, Daniels will begin dismantling the remaining culvert pipe and start moving  
236 towards footings for abutment B. Next Thursday and Friday plans are to pave the center of town --  
237 Boston Post from Wilkins School to Amherst Street lights.  
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**8.3 Road Construction**

Director Berry indicated that the drainage work, or ledge work, on Standish Way was more involved than test pits revealed. In the end, drainage will work much better than it did and you will have a better road as a result. There is a possibility a clean-up machine may start working on Standish sometime next week. There will be a delay between what had been done and the next steps.

Foundry and Boston Post Road – weather permitting, Continental Paving plans to pave sidewalks on Foundry and Boston Post on Monday. Most if not all catch basins and drain manholes have been raised 1 ½ inch preparation to top coat Boston Post Road, Cross, Church, a portion of Main, and all of Foundry Street Thursday and Friday of next week.

The top coat needs to remain as pristine as possible until it properly cools. We may do short term closures in various locations and this may create some short term difficulties. Director Berry will be reaching out to meet with emergency services, schools, and businesses early next week. The end is in sight.

**8.4 Davis Lane Tennis Courts**

Director Berry and Administrator O’Mara stated that the top coat has gone down and the line crew will be available in approximately three weeks.

**8.5 Pipeline – Taken Up Earlier**

**8.6 Finance Software – Taken Up Earlier**

**8.7 Website**

Administrator O’Mara indicated that kick-off is scheduled for September 2<sup>nd</sup>. There will be a 10 week implementation schedule. New website expected to be unveiled on January 1, 2016.

**9. Approvals**

**9.1 Land Use Change Tax Penalties**

Selectman Panasiti moved, seconded by Selectman Grella, to approve the Land Use Change Tax in the amount of \$11,490 for Map 004, Lot 117-000 for property located at 79 County Road.  
Vote 5-0

**9.2 MS-1 Summary Inventory of Valuation**

Administrator O’Mara provided the 2015 MS-1 form prepared by Doug Irvine of KRT Appraisal for the Board’s review. The net valuation for 2015 marks an increase of \$4,281,980 from 2014. Growth through new construction and building permit activity continues to drive the upward valuation trend.

289 Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to accept as presented and sign  
290 the MS-1 form for submission to the NH Department of Revenue Administration. Vote 5-0  
291

### 292 **9.3 Baboosic Lake Community Septic Warrants**

293

294 Selectman Grella moved, seconded by Selectman Jensen, to approve and sign the Quarterly  
295 Maintenance Warrants for the Baboosic Lake Community Septic bills due October 1, 2015 as  
296 follows: Phase 1 - \$4,529.28; Phase II - \$5,117.52; Phase III - \$5,541.18; and Phase IV -  
297 \$4,069.39. The motion passed unanimously, 5-0.  
298

### 299 **9.4 Eversource Petition & Pole License, Manchester/Mack Hill**

300

301 Selectman Panasiti moved, seconded by Selectman Jensen, to approve petition and grant a license  
302 to install and maintain underground conduits, cable and wires, and maintain poles and structures  
303 with strengthening and protecting fixtures as may be necessary along, and under the following  
304 public way: License on (1) pole, 4/Y located on Manchester Road/Mack Hill Road. Motion  
305 passed unanimously, 5-0.  
306

### 307 **9.5 Payroll Manifest**

308

309 Selectman Jensen moved to approve one (1) FY16 Payroll Manifest in the amount of \$216,195.88  
310 dated August 20, 2015, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote  
311 5-0  
312

### 313 **9.6 Accounts Payable Manifests**

314

315 Vice Chairman D'Angelo moved to approve one (1) FY16 Accounts Payable Manifest in the  
316 amount of \$28,306.94 dated August 18, 2015, subject to review and audit. (Town Clerk Transfers  
317 to the State of NH). Seconded by Selectman Jensen. Vote 5-0  
318

319 Vice Chairman D'Angelo moved to approve one (1) FY16 Accounts Payable Manifest in the  
320 amount of \$1,537.56 dated August 19, 2015, subject to review and audit. Seconded by Selectman  
321 Jensen. Vote 5-0  
322

323 Vice Chairman D'Angelo moved to approve one (1) FY16 Accounts Payable Manifest in the  
324 amount of \$2,949,157.16 dated August 21, 2015, subject to review and audit. (School  
325 Disbursements) Seconded by Selectman Jensen. Vote 5-0  
326

327 Vice Chairman D'Angelo moved to approve one (1) FY16 Accounts Payable Manifest in the  
328 amount of \$203,903.90 dated August 24, 2015, subject to review and audit. Seconded by  
329 Selectman Jensen. Vote 5-0  
330

### 331 **9.7 Minutes – Meeting of August 10, 2015**

332

333 Selectman Jensen moved to approve the Board of Selectmen meeting minutes of August 10, 2015,  
334 as amended. Seconded by Vice Chairman D'Angelo. Vote 5-0  
335  
336

337 **10. Old/New Business**

338  
339 Administrator O'Mara advised the Board that in accord with RSA 483:8-a, the term of an  
340 appointee to the Local River Management Advisory Committee (LAC) is three years.

341  
342 With regard to membership on the Nashua Regional Planning Commission (NRPC) each  
343 representative's term is for four years. At its last meeting, the Board expressed a desire to stagger  
344 the terms of the Amherst representatives. Town Administrator O'Mara followed up on the matter.  
345 Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to appoint the following  
346 individuals to the NRPC for staggered terms as follows:

- 347  
348 Susan Ruch – term expiration 2020  
349 Martin Michaelis – term expiration 2021  
350 Michael Dell Orfano – term expiration 2022

351  
352 Town Administrator O'Mara indicated that via the NRPC, a group of municipalities have come  
353 together to purchase energy from Constellation Energy at a better rate than would be offered if  
354 contracted individually. The towns of Brookline, Bedford, Hollis, Hudson, Litchfield, Milford,  
355 Mason, and others are included in the process. Selectman Grella moved, seconded by Vice  
356 Chairman D'Angelo, to authorize execution of related document. Vote 5-0

357  
358 Selectman Jensen went through pending Action Items. Status of each item follows.

- 359  
360 • Quarterly Finance Reports – Provided this date by Finance Director Ambrosio  
361 • W&M Contact – Chairman Brew to follow up  
362 • W&M membership – Steve Coughlan, Moderator, continues trying to get people to serve  
363 • Recreation Vehicle Sale – will be done in the Fall by statewide auction  
364 • Lessons learned on Road Construction – ongoing  
365 • Presentation from Fire/Rescue – scheduled in September – 1<sup>st</sup> 100 days and Strategic Planning  
366 • Outline of Planning Process and Budgeting – Scheduled for next BOS meeting  
367 • Include Boards/Commissions in Budget Process – pending (Mailloux/D'Angelo)  
368 • Veillette Resignation/Replacement on Historic District Commission - Grella  
369 • Springbrook Schedule – Ambrosio – Next BOS meeting  
370 • State Reps/Senator Daniels – O'Mara to reach out/Daniels scheduled 8PM next BOS meeting.  
371 • Turf Committee – Panasiti/Grella  
372 • Talking points for meeting with Senator Ayotte & Governor Hassan - Jensen

373  
374 **11. Non-Public Session - None**

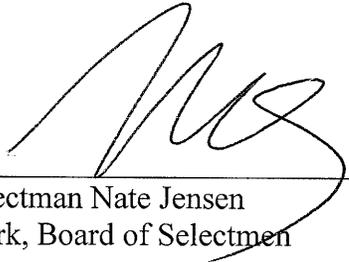
375  
376 **12. Next Meeting: September 14, 2015**

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378 **13. Adjournment**

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380 Selectman Jensen moved to adjourn the meeting at 8:15 p.m. Second by Selectman Panasiti.  
381 Vote was unanimous, 5-0.

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Selectman Nate Jensen  
Clerk, Board of Selectmen

9/14/15

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Date