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**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, September 14, 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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Others in attendance included Ways and Means Committee members John Post, Russ Thomas, Colleen Lynch, Andy Ouellette, Lorelei Haberland, and Rob Christopher.

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**2. Pledge of Allegiance** -- Rob Christopher, Ways & Means Committee member, led the pledge.

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**3. Citizens Forum – None**

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**4. State Senator, State Representatives – Taken Up Later**

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While awaiting the arrival of the State Senator and Representatives, Chairman Brew moved forward with the agenda as follows.

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**5. Budget – FY17 Assumptions**

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Town Administrator Jim O'Mara provided a FY17 budget schedule and a listing of global considerations as follows:

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- COLA - 2.5% and Step Adjustments for Full Time Employees (and some Part-Time)
- Health Insurance – 8.5%
- Dental Insurance – 1.0%
- Heat, Gasoline, Diesel – 1.0%
- Utilities/Water, Electric, Telephone – 1.0%
- NH Retirement System – No change (percentage did not go up)

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**6. Strategic Plan Updates**

51 **6.1 Community Development**

52  
53 Colleen Mailloux, Community Development Director, provided a strategic plan update for  
54 FY2017-2021 that included the department’s mission, vision, and accomplishments (attached).  
55 The office includes Building, Code Enforcement, Planning, Zoning, and Economic Development  
56 and is staffed by three full time employees – a Director, Building Inspector, and Office Assistant.  
57 The strategic plan is based upon a vision for Amherst in 2030 and identified five strategic goals  
58 with measurable outcomes. One goal encourages development which maintains open space and  
59 rural landscapes. The goal looks to dedicate a minimum of 20 percent of total land area to  
60 permanent open space by 2030. Current open space is at 14.8 percent. A second goal continues to  
61 allow for a variety of housing options and to be a leader in the State (and region) in maintaining  
62 and managing its Historic District and resources. Goal #3 will establish Amherst as a business-  
63 friendly community with clear regulations and processes for land development. Goal #4 will  
64 maintain safe drinking water standards and protect water resources. Goal #5 will allow Amherst to  
65 enjoy a reputation for ensuring quality construction, and fair and equal enforcement of the  
66 regulations. Director Mailloux’s presentation included proposed 2017 and beyond initiatives and a  
67 budget impact summary. The summary noted a number of anticipated costs that could be zeroed  
68 out if an additional staff person were hired.

69  
70 **6.2 Police Department**

71  
72 Police Chief Mark Reams provided a PowerPoint presentation (attached) of the Amherst Police  
73 Department’s Strategic Plan for FY14-18. Plans centered on four overall goals: 1) Improve  
74 Communications and Community Services; 2) Increase Quality and Level of Officer Training; 3)  
75 Improve Department Efficiency and Patrol Area Coverage; and 4) Improve Department Facilities  
76 and Equipment. Each goal is comprised of two or more initiatives to be implemented through  
77 FY18. Budget impact figures were provided as was an update on the Amherst Public Safety  
78 Communications Center. Chief Reams stated that the Field Office has been a tremendous asset  
79 and is used daily. On the issue of staffing, the department currently has 18 full time positions with  
80 no additions to the Patrol Division since 1998. This is well below the federal and state average of  
81 21.6 officers for comparably-sized communities. Hiring part-time officers would not be helpful  
82 and is not something Chief Reams wants to pursue.

83  
84 **6.3 Tax and Assessing**

85  
86 Gail Stout, Amherst’s Tax Collector, presented the Tax & Assessing Office FY17-FY21 Strategic  
87 Plan Update (attached) that includes a mission and vision statement. The office is staffed by two  
88 full time employees and contracts the services of KRT Appraisal. The services provided include:  
89 public service and resources, inventory and valuation of real estate, property tax collection, and  
90 customer consultation. Current valuation data revealed a net valuation of \$1,577,090,130.00. Ms.  
91 Stout’s report also included a history of the total net valuation, a history of the tax rate, strategic  
92 goals, and a budget impact summary.

93  
94 **4. State Senator/State Representatives**

95  
96 Senator Gary Daniels, and Representatives Robert Rowe, Peter Hansen, and Laurie Sanborn came  
97 forward to share information with the Board. Senator Daniels opened the discussion by thanking  
98 the Board for the opportunity to represent them in Concord. He said that the Senate focused on  
99 improving New Hampshire’s business economy, creating jobs, addressing high energy costs, and  
100 reducing business taxes. All of the representatives were concerned about the uncertainty of the

101 budget which the Governor’s veto has required the state to operate at FY15 levels for a six-month  
102 period. The legislature will reconvene on September 16<sup>th</sup> to address four Senate bills that have  
103 been vetoed by Governor Hassan. Senator Daniels provided a listing of legislative  
104 accomplishments for the first half of 2015. Representative Rowe brought up four pieces of  
105 legislation before the Judiciary Committee where he serves as Chair. One of concern is supported  
106 by the Civil Liberties Union regarding Article 14 and CACR5. The other, SB41, would raise the  
107 damage limit for all municipalities. Representative Rowe said Bruce Berry, DPW Director, was  
108 doing a great job. Representative Sanborn said that she talks to a lot of people and many feel the  
109 Board is doing a great job for the citizens of Amherst as evidenced by the handling of the pipeline  
110 issue.

111  
112 Vice Chairman D’Angelo mentioned that the Board has been trying to get federal representatives  
113 and the Governor to take a position on the pipeline. A group of 17 communities have formed a  
114 coalition and a number of community representatives had the opportunity recently to meet with  
115 Senator Ayotte and Governor Hassan. The question of what benefit the pipeline brings to NH was  
116 posed and a reply is requested by September 18<sup>th</sup>. There is pressure on the Governor in addressing  
117 the promise of more jobs and the need for lower energy costs. Senator Daniels noted that Kinder  
118 Morgan has scheduled another public meeting at Hampshire Hills in Milford on Tuesday night.

119  
120 Selectman Grella asked why worker’s compensation insurance is only offered by one source –  
121 Liberty Mutual. Representative Sanborn said she would look into it. Selectman Panasiti asked if  
122 the portion of Rooms & Meals tax revenue returned to communities had been reduced. Chairman  
123 Brew asked if less gas tax revenue was diverted away from red listed bridges. Senator Daniels will  
124 look into it and get back to the Board. Chairman Brew thanked the Senator and Representatives  
125 for attending and for an interesting discussion.

## 126 127 **7.2 Foundry Street Safe Routes to School – Committee Recommendations**

128  
129 Chief Reams brought forward recommendations from the Highway Safety Committee and showed  
130 a number of slides. The Safety Committee did not feel it was necessary to relocate the stop sign on  
131 Davis Lane. Christian Hill Road at Davis Lane does not need a stop sign – the sign on Davis Lane  
132 is sufficient. Finally, the shoulder area along Foundry Street is used for parking.

133  
134 Vice Chairman D’Angelo asked what was preventing the Chief from eliminating 17 signs  
135 previously identified to be taken down. Chief Reams said many of those signs were placed  
136 without ordinance. Administrator O’Mara stated that if no ordinance, the signs were erected  
137 unlawfully. Administrator O’Mara will verify whether a public hearing is necessary for taking  
138 down the signs.

139  
140 Vice Chairman D’Angelo moved to authorize Chief Reams and staff to remove 17 signs  
141 previously determined should be taken down, and pending Administrator O’Mara’s research on  
142 appropriate handling of the matter. Selectman Jensen seconded, and the motion passed  
143 unanimously, 5-0.

## 144 145 **8.6 Finance Software**

146  
147 Lisa Ambrosio, Finance Director, provided Board members with the finance software  
148 implementation timeline with a “go live” date prior to December 25, 2015. Vice Chairman  
149 D’Angelo expressed concern about getting all phases completed timely and as reported, especially  
150 since the “critical paths” was not shown in the timeline. He cautioned Director Ambrosio to “stay

151 on top of them” since there is no slack in the schedule. Administrator O’Mara mentioned that  
152 Director Ambrosio has spent much time in charting accounts so that history is not lost.  
153

## 154 **8.2 Manchester Road Bridge**

155

156 Bruce Berry, Director of Public Works, reported that this week the concrete for abutment B  
157 (Manchester Road side) was placed. Daniels completed and tied in the new water main that runs  
158 below the bridge, and backfilling the waterline trench on the Town Hall side. Next week, Director  
159 Berry expects Daniels to complete backfilling of the waterline trench, sandblasting, staining, and  
160 sealing Abutment A (Town Hall side). Once the two above steps are completed, backfilling of  
161 Abutment A will begin. Framing for Abutment B already started and will be completed by  
162 the end of next week but a concrete pour is contingent upon completion of the top two items.  
163 Work is on schedule.  
164

## 165 **8.3 Road Construction**

166

167 Director Berry stated that the next steps for Standish Way Road include: 1) raise drainage basin  
168 frames and grates (those raised have reflective barrels on them) covered with the base asphalt.  
169 Some of these were raised this week. Director Berry had no exact date on raising the balance.  
170 Once basins are raised, curbing can be scheduled (contingent upon all basins being raised and then  
171 having a date for that specialty crew). Shoulder work will back up the curbing. Since the core  
172 crew assigned to Amherst is working on multiple roads and road projects, Standish Way Road  
173 work may or may not be slowed some. Director Berry will provide updates.  
174

175 The Border Street project started today and should last about two weeks. Milford and Amherst are  
176 working together on water main/drainage. A resident meeting is scheduled for Friday evening.  
177

## 178 **8.4 Davis Lane Tennis Courts**

179

180 Administrator Jim O’Mara reported that the courts will be lined and painted this week.  
181

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

183

### 184 **7.1 IT Bid**

185

186 Town Administrator Jim O’Mara stated that five proposals were sought for IT consulting services  
187 related to the Town’s networked computer system, equipment, and infrastructure. Two quotes  
188 were received. Administrator O’Mara recommended the bid be awarded to Microtime.  
189

190 Selectman Jensen moved, seconded by Vice Chairman D’Angelo, to award the Technology  
191 Services project bid to the lowest bidder, Microtime, for a term of ten (10) months starting on  
192 September 1, 2015 and running through June 30, 2016 with the option of renewing the contract for  
193 an additional year. Motion passed unanimously, 5-0.  
194

### 195 **7.2 Foundry Street Safe Routes to School - Recommendations – Taken Up Earlier**

### 196 **7.3 Safety Committee – Foundry Street**

197

### 198 **7.4 EMS – Write-Off Request**

199

200 At the request of Administrator O’Mara and Fire Rescue Chief, Matthew Conley, Vice Chairman

201 D'Angelo moved, seconded by Selectman Jensen, to write-off the balance due of \$100 from  
 202 Officer Nicholas Skiba who was transported by Amherst EMS while on duty and should not have  
 203 incurred a charge from Comstar for the transport. Motion passed unanimously, 5-0.  
 204

205 **7.5 Parks and Recreation Department – Beach Report**  
 206

207 Town Administrator O'Mara was pleased to report on the Baboosic Lake Beach operations  
 208 reflecting a 50-plus percent increase in revenue from 2014 to 2015. Administrator O'Mara  
 209 indicated that the modest investment in upgrading the facility was profitable, well-received, and  
 210 incident-free.  
 211

	<b>2014 REVENUE</b>	<b>2015 REVENUE</b>
Days Open	56	89
Resident Adult Gate Pass	835 = \$3,320.00	1575 = \$6,288.00
Resident Child Gate Pass	806 = \$1,612.00	1338 = \$2,666.00
Non Resident – Adult	946 = \$7,560.00	2078 = \$16,512.00
Non Resident – Child	882 = \$3,520.00	1511 = \$5,928.00
Non Resident – Boat Launch	N/A	164 = \$748.00
Season Pass Daily Use	N/A	1493
<b>TOTAL DAILY USAGE</b>	<b>3469 = \$16,012.00</b>	<b>8159 = \$32,142.00</b>
Season Pass	88 = \$8,146.00	188 = \$16,789.00
Pass with Boat Rental	N/A	60 = \$2,940.00
Daily Boat Rental	N/A	1252 = \$6,479.00
Boating Lessons	N/A	29 = \$435.00
Concessions	\$3,650.00	\$5,924.00
Swim Lessons	148 = \$6,465.00	220 = \$8,800.00
Swim Team	27 = \$1,365.00	24 = \$1,105.00
<b>TOTAL REVENUE</b>	<b>\$35,638.00</b>	<b>\$74,614.00</b>

212 **7.6 Constellation Agreement**  
 213  
 214

215 Last Tuesday, Administrator O'Mara signed the Constellation agreement as authorized at the  
 216 Select Board's last meeting. Last year's aggregate rate was at \$0.0785 p/kWh. Currently  
 217 the rate is at \$0.0590 p/kWh. Beginning November 1, 2015 through November 29, 2016, the  
 218 Town's rate will be \$0.0808 p/kWh.  
 219

220 **7.7 Appointments: EMS Staff/Firefighter**  
 221

222 Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to authorize the hiring of David  
 223 Baker as an EMT-Paramedic and Jared Reills as a Call Firefighter with both appointments  
 224 effective August 31, 2015. Motion passed unanimously, 5-0.  
 225

226 **7.8 DPW Operations Review**  
 227

228 Administrator O'Mara provided a draft copy of the Management and Operations Study of the  
 229 Department of Public Works (DPW) prepared by Matrix Consulting Group. The report includes

230 an Introduction and Executive Summary, Planning and Management, Administration and  
231 Organization, and Staffing and Operations. Appendices include a Descriptive Profile of the DPW  
232 and a set of Best Management Practices. Vice Chairman D'Angelo noted that there was no  
233 mention of the Baboosic Community Septic or anticipated federal Stormwater provisions.  
234 Administrator O'Mara stated that once the document is no longer in draft form it will be posted to  
235 the website. He and DPW Director, Bruce Berry, are reviewing the material to identify areas that  
236 might be improved quickly and those areas that may be implemented over a number of years.  
237

## 238 **7.9 Addendum – Lease Town Recreation and Schools**

239

240 A copy of a lease agreement between the Amherst School District and the Souhegan Cooperative  
241 School District and the Town of Amherst was provided. Selectmen Panasiti and Grella serve on a  
242 panel of relevant parties who are interested in making a change to the agreement as follows:  
243

244 “The parties acknowledge that The Town maintains ASD Facilities and that SCSD maintains its  
245 own facilities. In recognition of the above, commencing on January 1, 2016, the Town shall make  
246 available to SCSD 85% of the monies the Town collects from user fees and rental revenues of all  
247 SCSD Facilities. Said funds shall be held by the Town until the Souhegan Cooperative School  
248 Board requests, in writing, that the funds be released to SCSD. The parties agree to collaborate to  
249 establish hourly rates for the rental of the Stadium Field. The Town shall be responsible for setting  
250 all user fees and rental rates.”  
251

252 After lengthy discussion on field ownership and maintenance, storage and use of the Recreation  
253 Department's revolving account funds, and user fees, the Board thought it best to seek a legal  
254 opinion from Town Counsel.  
255

256 Selectman Grella moved, seconded by Selectman Jensen, to table a decision on the matter pending  
257 receipt of Town Counsel's opinion. Motion passed unanimously, 5-0.  
258

## 259 **8. Updates**

### 261 **8.1 Right to Know Requests -- None**

262

### 263 **8.2 Manchester Road Bridge – Taken Up Earlier**

264

### 265 **8.3 Road Construction – Taken Up Earlier**

266

### 267 **8.4 Davis Lane Tennis Courts – Taken Up Earlier**

268

### 269 **8.5 Pipeline – Taken Up Earlier**

270

271 Vice Chairman D'Angelo added that a meeting with Kinder Morgan is scheduled for Wednesday  
272 and perhaps a meeting of the Pipeline Task Force will be called following this meeting. Also,  
273 Vice Chairman D'Angelo felt that actions should be taken to retain an attorney with particular  
274 expertise in constitutional law and ideally a good knowledge of environmental law. Vice  
275 Chairman D'Angelo said the town will need to develop a Warrant Article to fund its arguments  
276 against the pipeline. More will be known in two weeks. FERC has extended the comment period.  
277 As a result, Vice Chairman D'Angelo does not expect KM to file its application with FERC until  
278 sometime in November or December.  
279

280 Chairman Brew indicated that many citizens have asked how they can help. For anyone wishing  
281 to make their voice heard a “letter to the editor” sent to local news outlets is helpful. Letters to  
282 State and Federal representatives are also recommended.  
283

284 Selectman Grella moved to authorize Chairman Brew, Vice Chairman D’Angelo, and Town  
285 Administrator Jim O’Mara to prepare letters seeking engagement of legal counsel. The motion  
286 was seconded by Selectman Jensen, and the motion passed unanimously, 5-0.  
287

## 288 **8.6 Finance Software – Taken Up Earlier**

## 289 **8.7 Website**

290 Administrator O’Mara reported that the design team met last week. The implementation plan is on  
291 schedule. New website expected to be unveiled on January 1, 2016.  
292

## 293 **9. Amherst Conservation Commission Membership Discussion**

294  
295 Chairman Brew indicated that a number of positions on the Conservation Commission have  
296 opened because of Jim Bowen’s passing and the resignation of Bill Wichman. Selectman Jensen  
297 moved, seconded by Selectman Panasiti, to appoint Paul Indeglia to full membership for a three  
298 year term, expiring 2018. Motion passed unanimously, 5-0.  
299

300  
301 Selectman Panasiti moved to appoint Bill Wichman and Anne Krantz as alternate members of the  
302 Commission. Seconded by Selectman Jensen, the motion passed unanimously, 5-0.  
303

304  
305 Selectman Jensen moved, seconded by Selectman Grella, to appoint Rob Clemens to full  
306 membership to serve out Bill Wichman’s term which expires 2016. Motion passed unanimously,  
307 5-0.  
308

309 Vice Chairman D’Angelo moved, seconded by Selectman Jensen, to discontinue Gary Cole’s and  
310 Wes Robertson’s memberships with thanks for their service. Motion passed unanimously, 5-0.  
311

## 312 **10. Approvals:**

### 313 **10.1 Eversource Petition & Pole Licenses:**

#### 314 **Thornton Ferry; Amherst Street; Pond Parish Road**

315  
316 Selectman Panasiti moved, seconded by Selectman Jensen, to approve petition and grant a license  
317 to install and maintain underground conduits, cable and wires, and maintain poles and structures  
318 with strengthening and protecting fixtures as may be necessary along, and under the following  
319 public ways:  
320

- 321 License on (1) pole(s), 5901/1Z located on Thornton Ferry;
- 322 License on (1) pole(s), 5/44Y located on Amherst Street;
- 323 License on (1) pole(s), 35/13Z located on Pond Parish Road.
- 324

325  
326 The motion passed unanimously, 5-0.  
327  
328  
329

330 **10.2 Payroll Manifest**

331  
332 Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve one (1) FY16 Payroll  
333 Manifest in the amount of \$187,757.03 dated September 3, 2015, subject to review and audit.  
334 Motion passed unanimously, 5-0.

335  
336 **10.3 Accounts Payable Manifests**

337  
338 Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve one (1) FY16  
339 Accounts Payable Manifest in the amount of \$30,330.97 dated September 2, 2015, subject to  
340 review and audit. (Town Clerk Transfers to the State of NH). Motion passed unanimously, 5-0.

341  
342 Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve one (1) FY16  
343 Accounts Payable Manifest in the amount of \$1,555,833.65 dated September 8, 2015, subject to  
344 review and audit. Motion passed unanimously, 5-0.

345  
346 **10.4 Minutes – Non Public Meeting of June 15, 2015**

347  
348 Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve the Board of  
349 Selectmen non-public meeting minutes of June 15, 2015. Motion passed unanimously, 5-0.

350  
351 **Minutes – Meeting of August 24, 2015**

352  
353 Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve the Board of  
354 Selectmen meeting minutes of August 24, 2015. Motion passed unanimously, 5-0.

355  
356 **11. Old/New Business**

357  
358 Kinder Morgan Invitation: Administrator O'Mara referenced a letter sent to John Harvey,  
359 Chairman of the Conservation Commission, from Kinder Morgan asking to meet to discuss "the  
360 possible projects that are a high priority to you for potential inclusion in Tennessee's Project  
361 compensatory mitigation plan". Administrator O'Mara pointed out that the Conservation  
362 Commission does not have authority to bind the Town. Vice Chairman D'Angelo felt that  
363 members of the Conservation Commission could understand Kinder Morgan's offer more  
364 precisely and suggested the meeting be opened to the public. The Board agreed.

365  
366 Lighting of Town Hall: Selectman Grella stated that meetings have been held with lighting  
367 contractors and invited anyone interested to an example of lighting the Town Hall on Thursday  
368 between 6:45 and 7:00 p.m.

369  
370 Selectman Jensen listed action items coming out of this meeting.

- 371  
372
- Follow-up on removing traffic signals – O'Mara/Reams
  - Town Counsel's opinion on Field Agreement – O'Mara
  - Retaining attorney-pipeline issue – Brew/D'Angelo/O'Mara
  - Draft letter-pipeline task process – Jensen/D'Angelo
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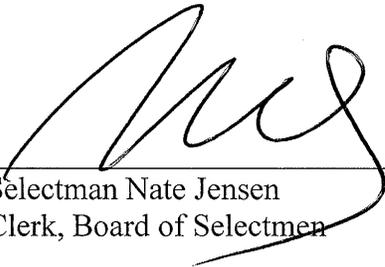
377 **12. Non-Public Session - None**

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379 **13. Next Meeting: September 28, 2015**

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**14. Adjournment**

Selectman Panasiti moved to adjourn the meeting at 11:02 p.m. Second by Vice Chairman D'Angelo. Vote was unanimous, 5-0.



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Selectman Nate Jensen  
Clerk, Board of Selectmen

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Date