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Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, November 9, 2015

1. Call to Order

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.

Others in attendance included Ways and Means Committee members John Post, Russ Thomas, Andy Ouellette, Colleen Lynch, Rob Christopher, Lorelei Haberland, and Jason Lozzi.

2. **Pledge of Allegiance** – Craig Fraley, Recreation Department Director, led the pledge.

3. Citizens Forum

Linda Kaiser came forward on behalf of the four property owners on Manchester Street to ask the Board to consider leaving the “no through trucks” sign up even after the Manchester Road Bridge re-opens. Ms. Kaiser and her neighbors have done a lot of research and have learned that “old homes should not have trucks passing by”. Ms. Kaiser also asked that a stop sign be put up. Selectman Panasiti recalled earlier conversation about making the stop a three way stop. Chairman Brew asked that the Safety Committee look into the matter. Ms. Kaiser stated that she is very pleased with the bridge company doing the work and said “they have gone out of their way to be nice.”

4. FY17 Budget – Draft #1 Presentation

Town Administrator Jim O'Mara walked through a PowerPoint presentation of the first draft FY17 budget and made recommendations on a number of initiatives.

Global considerations (COLA, Health and Dental Insurance) total \$169,091. Administrator O'Mara recommended pushing back to FY18 the costs of digitizing personnel records as well as wages and benefits for a Human Resources Specialist. Other recommendations include the following.

- Assessing Tablets – FY16 \$ 3,500
- Community Development
 - FTE \$ 64,700
 - Sewer Baseline Study \$ 30,000 outside consultant costs

88 Conley indicated that the idea is to build up the fund at a reasonable rate that might likely be
89 approved by the voters. Mr. Thomas suggested taking a long-term view of projected replacement
90 or refurbishing costs. Chairman Brew pointed out that the \$60,000 request for the Fire Station
91 Renovation will stop once renovations are completed. Vice Chairman D'Angelo cautioned against
92 not asking for enough funds to replace the ladder truck (~\$1.6 million in ~2032).

93
94 John Post, Chairman of the Ways and Means Committee asked if the pipeline/legal fees request
95 could be leading into a "black hole". Vice Chairman D'Angelo indicated that KM is not expected
96 to file their application until November 20th. Any related costs for legal and/or engineering expert
97 services are not likely to be necessary until FY17, and the Board must consider several options as
98 the matter develops.

99
100 Board members felt it was not the year to request funds for sidewalks. Mr. Post said the Ways and
101 Means will likely go after mosquitoes again this year.

102
103 Administrator O'Mara indicated that the Board and Ways and Means Committee members will
104 receive FY14 and FY15 actuals, FY16 budget figures, and FY17 proposed budget numbers on
105 Tuesday. A meeting schedule for one-on-one meetings between the Board, Ways and Means, and
106 staff was included in the Board packet. Chairman Brew pointed out that the meetings are to
107 discuss "what is" and not for staff to lobby for a particular project or for Board and Ways and
108 Means Committee members to make any changes.

109
110 Linda Kaiser stated that the Board has done a good job with the budget but she doesn't like to see
111 Warrant Articles for small items. Those items should be expensed out of the operating budget.

112
113 Finance Director, Lisa Ambrosio, provided a budget overview showing a grand total of
114 \$14,149,966, or a 13.53 percent budget increase.

115 116 **5. Updates**

117 118 **5.1 Stormwater**

119
120 Bruce Berry, Department of Public Works Director, reported that on November 2nd, joint
121 comments to the Environmental Protection Agency's (EPA) revised MS4 Permit, the Small
122 Municipal Separate Storm Sewer Systems permit were issued on behalf of the following
123 communities that comprise the NH Stormwater Coalition: Amherst, Bedford, Danville,
124 Dover, Hampton, Londonderry, Manchester, Merrimack, Portsmouth, Raymond, Rochester,
125 Rollinsford, Salem and Stratham. The 14 page document is technically detailed and has been sent
126 to EPA. The cost to the town went down to approximately \$1,000 from an estimated \$6,000.

127 128 **5.2 Manchester Road Bridge**

129
130 Director Berry reported that the curbing went in today. Guardrail is scheduled for tomorrow and
131 the top coat of paving on Monday, November 16th. Line striping and joint plugging will be done
132 by November 20th after which the bridge can be re-opened to traffic.

133 134 **5.3 Road Construction**

135
136 Border Street/Merrimack Road: Somewhere on or about November 17th, the water laterals should
137 be completed. Director Berry has asked Continental Paving to schedule reclaim and grading for as

138 close to November 19th as possible with base paving to follow. Top coat will be in the spring.
 139
 140 Columbia Drive, Howe Drive, North Hollis Road: All three roads will receive two coats totaling 4
 141 inches of ¾ inches base asphalt Tuesday and Wednesday. Top coat will be in the spring.
 142
 143 Merrimack Road 800': Director Berry spoke with the infield FairPoint Service Technician. Their
 144 wires (and utility pole) are the sole stumbling block from being able to realign and bring closure to
 145 that section of road.
 146
 147 Standish Way/Old Nashua Road driveways: Should be completed before Thanksgiving.

148
 149 Eaton Road – culvert replacement: Eaton Road is reduced to one lane – 3 ton load limit – on the
 150 Mont Vernon Road end until a 54"x 36"x60' elliptical culvert pipe can be DES expedited. The
 151 application for a permit is being processed and could take up to 45 days.
 152

153 Chairman Brew adjusted the agenda to take up agenda item to take up the following issues.

154
 155 **6.5 Continental Paving Contract:** Director Berry provided written information on the road
 156 reconstruction contract with Continental Paving who have extended a verbal offer to the Town to
 157 “roll over” by holding its 2015 “unit prices” for the Town’s entire 2016 road reconstruction work.
 158 Amherst has accepted from Continental Paving similar extension offers twice previously. Director
 159 Berry said Continental Paving’s work is “second to none” and asked the Board to waive the
 160 bidding process. Four times, in 2010, 2011, 2014, and 2015, Continental Paving has been awarded
 161 one year contracts through the regular bidding process. Selectman Jensen moved, second by
 162 Selectman Grella, to waive the bidding process and accept Continental Paving’s offer to hold its
 163 2015 “unit prices” for the Town’s entire 2016 road reconstruction work. Vote 5-0. Vice Chairman
 164 D’Angelo mentioned that he has heard much about Continental Paving’s good work. Selectman
 165 Panasiti said Brian Wilkins and Mike Ricatelli are “top notch”.
 166

167 **FY15 Revolving Funds Summary:** Recreation Department Director, Craig Fraley, provided
 168 a summary of the 02 and 03 Revolving Accounts as follows. Director Fraley pointed out that
 169 savings were garnered by repaving the tennis courts rather than reconstructing them. Also, while
 170 the Boat Rental account line shows a negative balance, the “boats have paid for themselves” and
 171 the negative balance is simply a reflection of timing; i.e., the boats were purchased in May.
 172

		02 Revolving		03 Revolving
Beginning Balance 7/1/14		\$203,165		\$136,378
FY15 Revenue		\$299,070		\$ 76,411
FY15 Expenses		\$265,211		\$ 61,731
Subtotal		\$ 33,860		\$ 14,680
Investments	Beach Improvements	\$ 48,192	Rec Bus	\$ 52,244
	Snowplow for F250	\$ 4,150		
Total Investments		\$ 52,342		\$ 52,244
Ending Balance 6/30/15		\$184,683		\$ 98,814

173
 174 **6.2 ACF Donation:** Director Fraley reported that the Baboosic Lake Rowing Club committed to
 175 a \$15,000 donation for installation of the beach dock. The first installment of \$2,000 was
 176 received. Selectman Jensen moved, second by Vice Chairman D’Angelo, to accept the Rowing
 177 Club’s gift of \$2,000. Vote 5-0.

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A check was also received from the Amherst Community Foundation in the amount of \$2,450. Selectman Jensen moved, second by Vice Chairman D'Angelo, to accept the \$2,450 gift from the Amherst Community Foundation covering the cost of lighting the ice rink. Vote 5-0.

6.4 Surplus Equipment: Town Administrator O'Mara sought the Board's approval to sell surplus equipment through the State's "White Farm" in Concord. Vice Chairman D'Angelo moved, second by Selectman Jensen, to authorize the sale of 1) the old Middle Street skating rink kit; 2) the white 2007 Ford CRN; 3) the 2003 Ford Ranger Pickup; and 4) the 2001 Chevy Pickup. Vote 5-0.

6.7 Fire and Rescue Personnel Appointment: Town Administrator O'Mara and Chief Matt Conley recommended four new hires. Selectman Jensen moved, second by Vice Chairman D'Angelo, to approve the hiring of Steven Desrosiers, Daniel Heffernan, Adam Mills, and John Watson V as EMT Paramedics at a non-exempt salary of \$19.25 per hour. Vote 5-0.

Selectman Grella asked about the total number of staff in the Fire Division and EMS Division and the number of employees who are dual certified. Administrator O'Mara noted that all shifts now include a paramedic. A report on the total number of EMS/Fire employees will be provided at the Board's next meeting.

5.4 Pipeline

Vice Chairman D'Angelo indicated that a meeting was held between Kinder Morgan (KM), contractors, the Amherst Conservation Commission, and Community Development Director, Colleen Mailloux, to identify properties in Amherst that may be eligible to be protected. While the Town is still very much opposed to the pipeline coming through Amherst, it is expected that KM will file their application with FERC on November 20th. Whether to litigate or not can then be determined. Governor Hassan is not moving in the direction of being strongly opposed to the pipeline; however, the Governor did send a letter to the Southern NH Conservation Commission where she brought up a few points challenging the benefits of the pipeline.

5.5 Website

Town Administrator O'Mara reported that a "hack" to the Town's website occurred in September. All was resolved. There was no damage and the new website will be better protected from hacks. The Design Team met on November 19th to determine headings and links to be added. Administrator O'Mara will double-check when the actual "go-live" date is expected to occur in January.

5.6 Finance Software

Finance Director, Lisa Ambrosio, provided a status update on the Springbrook timeline. From November 15-20 a representative from Springbrook will be onsite to run parallel payrolls. Loaner equipment will be requested from Micro-Time in case access to the old system is necessary. Director Ambrosio expressed frustration that she is now working with a third project manager. A third payment to Springbrook has not yet been released. On a positive note, Director Ambrosio "loves the software".

228 **6. Town Administrator's Report**

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230 **6.1 Revaluation RFP Results**

231
232 Town Administrator O'Mara went over the results of the RFPs for the 2016 Statistical
233 Update/Revaluation of Real Estate and Utilities. Of the 23 vendors that received the RFP, two
234 bids were received for the Real Estate portion. Of five vendors that received the RFP, three bids
235 were received for the Utility portion. Administrator O'Mara recommended the bids be awarded to
236 KRT Appraisal for the real estate portion and to Scott W. Bartlett, CNHA, NHCG for the utility
237 portion.

238
239 Vice Chairman D'Angelo moved, second by Selectman Jensen, to award the 2016 Statistical
240 Update/Revaluation of Real Estate to the lowest bidder, KRT Appraisal, for \$71,500 and authorize
241 Administrator O'Mara to sign all related documents. Vote 5-0.

242
243 Selectman Jensen moved, second by Vice Chairman D'Angelo, to award the 2016 Statistical
244 Update/Revaluation of Utilities to the lowest bidder, Scott W. Bartlett, CNHA, NHCG, for
245 \$29,500 and authorize Administrator O'Mara to sign all related documents. Vote 5-0.

246
247 Administrator O'Mara stated that Gail Stout, Tax Collector, checked references for both awardees.
248 Chairman Brew noted that in the past both parts were done by one vendor.

249
250 **6.2 FY15 Revolving Funds Summary – Taken Up Earlier**

251
252 **6.3 ACF Donation – Taken Up Earlier**

253
254 **6.4 Surplus Equipment – Taken Up Earlier**

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256 **6.5 Continental Paving Contract – Taken Up Earlier**

257
258 **6.6 Road Bond Financing Bid**

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260 Administrator O'Mara reviewed the bid proposals sought by Town Treasurer, Liz Overholt, for
261 financing the road bond and recommended the bid be awarded to Lake Sunapee Bank. Selectman
262 Jensen moved, second by Vice Chairman D'Angelo, to accept the Lake Sunapee Bank bid for \$4
263 million in road repair financing at an interest rate of 2.30% for ten years. Two million dollar
264 disbursements will be made by December 1, 2015 and by July 1, 2016. Vote 5-0.

265
266 **6.7 Fire & Rescue Personnel Appointments – Taken Up Earlier**

267
268 **6.8 2016 BOS Meeting Calendar – Draft**

269
270 Review and discussion of the 2016 calendar was tabled until the next Board meeting.

271
272 **6.9 11 Baboosic Lake Road**

273
274 Town Administrator O'Mara stated that at its August 26, 2015 meeting, the Board voted to seal the
275 minutes of the non-public portion of the meeting until November 10, 2015. Administrator O'Mara
276 read the motion: "I move that in consideration of CitiMortgage conveying all of its interest in the
277 property at 11 Baboosic Lake Road (Map/Lot 6-95) to the Amherst School District, the Town

278 agrees to waive all accrued Zoning Ordinance violation fines up to and including the date of the
279 transference of said property; this offer shall expire on November 10, 2015. Further the Town
280 Administrator is authorized to draft and sign any correspondence, on behalf of the Board,
281 necessary to carry out the intent of this motion.” The unsealed minutes will be posted to the
282 website.

283

284 **7. Approvals**

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286 **7.1 Eversource, Pole License**

287

288 Selectman Panasiti moved, second by Selectman Jensen, to issue Eversource and FairPoint
289 Communications license to install and maintain underground conduits, cable and wires, and
290 maintain poles and structures with strengthening and protecting fixtures as may be necessary
291 along, and under the following public way: License on (1) pole(s) 4122/5Y located on Fieldstone
292 Drive in the Town of Amherst. Vote 5-0

293

294 **7.2 Yield Tax & Timber Tax Levy**

295

296 Selectman Panasiti moved, second by Selectman Grella, to approve the Yield Tax & Timber Tax
297 Levy for the property located at 28 Baboosic Lake Road, Map 006, Lot 038-0002, in the amount of
298 \$6,203.82 for tax year 2015. Vote 5-0

299

300 **7.3 Abatements**

301

302 Selectman Panasiti moved, second by Selectman Grella, to approve the recommended abatement
303 for property located at 4 Tranquility Lane, Map/Lot 006-006-001, in the amount of \$\$4,500 for the
304 2015 tax year. Vote 5-0

305

306 Selectman Panasiti moved, second by Selectman Jensen, to approve the recommended abatement
307 for property located at 482 Boston Post Road, Map/Lot 002-170-037, in the amount of \$1,483.05.
308 Vote 4-1 (Chairman Brew opposed).

309

310 Selectman Panasiti moved, second by Selectman Jensen, to approve the recommended abatement
311 for property located at Souhegan Street, Map/Lot 014-025-001, in the amount of \$38.72. Vote 4-1
312 (Chairman Brew opposed).

313

314 Selectman Panasiti moved, second by Selectman Grella, to approve the recommended abatement
315 for property located at New Boston Road, Map/Lot 007-080-001, in the amount of \$190.
316 Vote 5-0.

317

318 Selectman Panasiti moved, second by Selectman Grella, to approve the recommended abatement
319 for property located at 2 Lynch Farm Road, Map/Lot 006-023-000, in the amount of \$1,589.46.
320 Vote 5-0.

321

322 Chairman Brew asked for more information on properties located at 482 Boston Post Road and
323 Souhegan Street. The Chairman feels that the Town should not be liable if the homeowners
324 moved and did not update their addresses with the Town.

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7.4 Veterans' Tax Credits

Selectman Panasiti moved, second by Selectman Grella, to approve the recommended tax credit for property located at 8 Standish Way, Map/Lot 001-035-033-005, in the amount of \$500. Vote 5-0.

Selectman Panasiti moved, second by Selectman Grella, to approve the recommended tax credit for property located at 33 Fairway Drive, Map/Lot 004-034-014, in the amount of \$500. Vote 5-0.

7.5 Payroll Manifests

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve one (1) FY16 Payroll Manifest in the amount of \$87,041.40 dated November 2, 2015, subject to review and audit. (Annual Fire Call Pay) Vote 5-0.

Selectman Jensen moved, seconded by Vice Chairman D'Angelo, to approve one (1) FY16 Payroll Manifest in the amount of \$179,551.71 dated November 12, 2015, subject to review and audit. Vote 5-0.

7.6 Accounts Payable Manifests

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$28,865.69 dated October 30, 2015, subject to review and audit. (Town Clerk Transfers to the State of NH). Vote 5-0

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve one (1) FY16 Accounts Payable Manifest in the amount of \$618,983.73 dated November 3, 2015, subject to review and audit. Vote 5-0.

7.7 Meeting Minutes – October 26, 2015

Vice Chairman D'Angelo moved, seconded by Selectman Jensen, to approve the Board of Selectmen meeting minutes of October 26, 2015. Vote 5-0

8. Old/New Business

Selectman Jensen listed pending action items as follows:

- Quarterly Finance Reports – Actuals
- Track Code Enforcement - % of Inspector's Work
- Lessons Learned – Manchester Road Bridge – ongoing
- Document Strategic Planning Process as part of Budget Process
- Schedule Bi-Annual Meeting with NRPC Representatives
- Review Bus Policy in 6 months (March/April 2016)
- Lighting Update (Grella)
- Follow-up on removing traffic signals
- Response Time Update (Bi-Annual)
- Officer Response Statistics
- Retaining attorney-pipeline issue – Brew/D'Angelo/O'Mara

- 377 • Draft letter-Pipeline Task Process – D’Angelo/Jensen
- 378 • Present Actuals with Administrator’s Budget
- 379 • Letter to Pipeline Task Force – D’Angelo
- 380 • Make effort to reduce one bid contracts
- 381 • Transfer Station gate to allow for three lanes
- 382 • Signage requested by L. Kaiser – O’Mara will Follow-Up with Chief Reams
- 383 • Ribbon Cutting-Manchester Road Bridge – O’Mara
- 384 • Number of Paramedics on Fire/Rescue staff – Conley
- 385 • How many EMS are fire trained -- Conley
- 386 • Abatement Questions from Chairman Brew – O’Mara

387

388 **9. Next Meeting: November 23, 2015**

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390 **10. Adjournment**

391

392 Selectman Grella moved to adjourn the meeting at 8:45 p.m. Seconded by Vice Chairman

393 D’Angelo. Vote 5-0

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404 Selectman Nate Jensen

405 Clerk, Board of Selectmen

11/23/15

Date