



**Town of Amherst, NH**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 8, 2015**

1     **1. Call to Order**

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3     Chairman Dwight Brew called the meeting to order at 6:43 p.m.

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5     Attendees: Chairman Dwight Brew, Vice Chairman John D'Angelo, Selectmen Tom Grella, Nate  
6     Jensen and Reed Panasiti. Also present: Town Administrator, Jim O'Mara, and Mary Guild,  
7     taking minutes.

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9     **2. Pledge of Allegiance** – Amherst Resident and Town of Amherst Auditor, Erica Lussier led the  
10     Pledge of Allegiance to the flag.

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12     **3. Citizens Forum**

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14     No residents were in attendance to address the Board.

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16     **4. Financial Statements, FY15**

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18     Erica Lussier and Frank Biron from Melanson Heath, Independent Auditors, attended the Board  
19     meeting to present the Financial Statements for the fiscal year ending June 30, 2015. Overall, they  
20     reported that the Town of Amherst had a “clean” opinion. Ms. Lussier went through several  
21     sections of the report.

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23     In response to a question from Selectman Jensen, Ms. Lussier recognized that none of the school's  
24     funds are in the report except those trusts managed by the Town's Trustees of the Trust Funds.  
25     Chairman Brew spoke to the undesignated funds remaining at year end. He questioned if having  
26     these funds remaining might be seen as either positive or negative. Mr. Biron responded that from  
27     the outside auditor's view the budget is a good tight budget. He did not see the remaining funds as  
28     either positive or negative.

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30     Ms. Lussier then addressed the Management Letter prepared for the Town. This document  
31     addresses on a few issues such as internal controls, policies and procedures. Director Ambrosio  
32     has responded to the findings in the Management Letter. There were only a few items to be  
33     addressed.

34

35 Selectman Panasiti, in reference to the finding that dual signatures should be required on certain  
36 forms, (item #1 on the Management Letter) asked if this is something new that is required or is it  
37 something that should have been done right along? Both Ms. Lussier and Mr. Biron responded  
38 that this practice should have been in place some time ago.

39  
40 Ms. Ambrosio explained that sometimes the changes to implement an auditor finding may carry  
41 over to the next year's review.

42  
43 Chairman Brew asked if all required policies are in place. Director Ambrosio answered that any  
44 new policies need to come to the Board of Selectmen for approval. Some policies already exist  
45 and can be found on the website on the Board of Selectmen's page. Director Ambrosio has also  
46 drafted some new policies in response to auditors' findings.

47  
48 Mr. Biron shared his opinion that the town is in "good shape", with "strong numbers."  
49 Additionally, he found the accounting staff was very good to work with and worked hard to get all  
50 the necessary records together for the audit.

51  
52 Selectman Jensen moved, and Vice Chairman D'Angelo seconded the motion to accept the audit  
53 report, and place in the Town Report as written.

54  
55 Selectman Panasiti asked about investment funds. Ms. Lussier pointed out that the investments  
56 were addressed on page 29 and page 30 of the Independent Auditors' Report. It was stated that  
57 Cambridge Trust represents the town proactively in its investments. Only "no risk" investments  
58 can be utilized. Town Treasurer, Liz Overholt, presents to the board each year regarding  
59 investments.

60  
61 Chairman Brew expressed his thought that the data is skewed due to the year ending date but was  
62 of the opinion that the report is an accurate picture of where the Town stands financially as of June  
63 30, 2015. Investment "counselor" is the Trustee of the Trusts. All members of the Board voted in  
64 favor. The motion passed unanimously.

## 65 66 **5. Updates**

### 67 68 **5.3 Finance Software**

69  
70 Director Ambrosio reported on the difficulties within the implementation process, the errors that  
71 had to be corrected on Payrolls

72  
73 Recently, Director Ambrosio contacted Springbrook Executives. She was not satisfied with an  
74 involved response from them. They did not seem engaged in the issues with the implementation in  
75 Amherst. Director Ambrosio was disappointed and has a "black mark" on Springbrook due to the  
76 interaction. Integration issues were found with the cash drawers installed. Director Ambrosio  
77 expressed her disappointment in the training of our employees. She had the impression that  
78 Springbrook would conduct the training, but it was soon apparent that the situation was considered  
79 a "Train the Trainer" situation. Instead of the company training our employees, it became Director  
80 Ambrosio's responsibility. Springbrook is still working with the Finance Department and the New  
81 Hampshire Retirement System to report monthly in the proper manner to the retirement system.

82 Selectman Jensen asked if there have been software updates since implementation? Director  
83 Ambrosio responded that constant updates come through and that one was significant.

84  
85 Selectman D'Angelo asked for the following to be listed out:

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87 Problems we got through.  
88 Problems with existing work arounds  
89 Problems with no work arounds – no solution.

90  
91 Selectman Jensen surmises that the payroll system seems stable but that actually Springbrook is  
92 working behind the scenes to manipulate the system to accommodate the Town.

93  
94 Chairman Brew requested that Town Administrator O'Mara include an open item list of issues  
95 with the financial software in his Friday update to the Board.

96  
97 Director Ambrosio did share good news that the Accounts Payable software has worked out great.  
98 There were some small issues, but those have been mostly worked out.

99  
100 The Town will have a Human Resources component, a tracking mechanism, with the software but  
101 it is blank currently. We must determine what we would like to track for our employees.

102  
103 Selectman Jensen suggested Director Ambrosio create a log of major issues and minor issues.

104  
105 Vice Chairman D'Angelo inquired about the General Ledger. Director Ambrosio feels it is  
106 currently looking good.

107  
108 Tax modules must be implemented. No believable schedule for that yet.

109  
110 Vice Chairman D'Angelo feels that there may be chaos on the Springbrook side of the  
111 implementation. He feels this must be fixed. They should not be sorting through their deficiencies  
112 at our expense.

113  
114 Due to the inclement weather of the evening, the Financial Updates were presented before the  
115 other updates on the agenda.

## 116 117 **6. Financial Updates**

### 118 119 **6.1 YTD Expenditures**

120  
121 Finance Director Ambrosio reviewed YTD Expenditures, as of December 31, 2015. The town is  
122 doing well. There are some funds over expended which Director Ambrosio explained. There was  
123 no glaring evidence of any trouble to come. Selectman Panasiti asked about mosquito control and  
124 the ZIKA virus due to an e-mail he received. Director Ambrosio explained that there are funds  
125 remaining for mosquito control as the funds were voted into FY16 which will continue until June  
126 30, 2016. There is still some work to be done to that date as well.

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131                   **6.2 YTD Revenues**

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133 Director Ambrosio presented the YTD Revenues, as of December 31, 2015. She indicated that the  
134 result to be over 50% at this date is good on the revenues side. Chairman Brew asked about the  
135 School Resource Officer line and why it is not showing any revenue. Director Ambrosio has not  
136 invoiced the school for this town provided service yet. The bill is sent once each year, in the  
137 spring.

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139                   **5. Updates**

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141                   **5.1 Website**

142  
143 Administrator O’Mara reported that Community Development Director, Colleen Mailloux,  
144 continues adjustments to the website as issues are presented to her. Migration of data is continuing  
145 from dept. to dept. Chairman Brew reported that John Harvey, Chairman of the Amherst  
146 Conservation Commission is very pleased with the website and its ease of use. Selectman Jensen  
147 asked about some of the committees listed on the website and whether or not these should be  
148 reviewed and updated. The Board determined that the Solid Waste Taskforce should be removed  
149 and the Stormwater Committee needs updating. Selectman Grella acknowledged the  
150 Road Commission as still viable

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152                   **5.2 Stormwater**

153  
154 Town Administrator O’Mara reported nothing new on Stormwater. He told the Board that the lake  
155 water has been tested and has had good results. The Town is actively recruiting for Assist. DPW  
156 Director/Stormwater Engineer. Only one resume has been received. Director Berry is looking to  
157 advertise in the Boston Globe. Selectmen Grella suggested contacting a Civil Engineers group for  
158 possible candidates. Vice Chairman D’Angelo suggested reducing the Stormwater component  
159 until the person selected is up to speed and meets the requirements of the Assistant Director.  
160 Town Administrator feels the salary offered is comparable to competitors. Chairman Brew  
161 requested that Town Administrator O’Mara keep the Board apprised of the process. Due to this  
162 discussion, it was suggested that the Board have a session scheduled to soon to review the Matrix  
163 Report.

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165                   **5.3 Finance Software – taken up earlier**

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167                   **5.4 Pipeline**

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169 Vice Chairman D’Angelo announced a meeting of the Taskforce on February 18<sup>th</sup>, 7 p.m. at the  
170 Brick School House. He noted that the FERC receives no net budget from the Federal  
171 Government. The FERC charges fees to utilities and recovers 100% of its costs from the  
172 applicants. Kinder Morgan’s application has not been formally accepted by the FERC. Governor  
173 Hassan still is not taking a stand against the pipeline.

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## **7. Town Administrator**

### **7.1 Code Enforcement Mutual Aid Agreement**

Town Administrator O’Mara explained the Mutual Aid Agreement with the Town of Milford. The agreement allows for coverage of Building Inspector duties between the communities without bringing in outside coverage at additional costs. There was a brief discussion of the agreement. The question of whether or not the Town of Milford would accept the agreement. Town Administrator O’Mara sensed they would. Selectman Jensen motioned to accept the agreement, as written. Vice Chairman D’Angelo seconded the motion. All voted in favor, the motion passed unanimously.

### **7.2 Highway Safety Committee - Manchester Road**

The committee researched two issues brought to them by residents. The first issue was a request for a third stop sign at the intersection with Mack Hill. The committee would like to spend some more time reviewing this question as the bridge has only been open for a short time to allow through traffic. This issue is tabled until Spring. The committee suggests thirty to sixty additional days for review. The second issue was to have more “No through trucking” signage on Manchester Road. The committee determined and recommends no new signage in regard to this issue. Upon a request from Vice Chairman D’Angelo, Town Administrator noted for the committee a review the possibility of removal of the stop sign at the bottom of Mack Hill where the road leads into the village. Selectman Panasiti thought there could be issues if the sign is removed.

### **7.3 Heritage Commission**

The Board received a letter from William Ludt, representing The Heritage Commission. The letter was the Heritage Commission’s thank you and appreciation for help from the Town’s Recreation Department on January 31, 2016 with a snow shoe and hiking outing at Joe English Reservation. The letter specifically named Craig Fraley, Recreation Director, Nicole Colvin-Griffin, and Casey Jaroche “for the outstanding work and support during the day’s event.” Chairman Brew read the letter aloud for the Board.

### **7.4 Amherst Conservation Commission - Wetlands Impact Review**

Town Administrator O’Mara brought forth a proposal he received from Dr. Paul Indeglia of the ACC for an independent assessment on the impacts to Amherst’s wetlands by the proposed Kinder Morgan pipeline construction. CEI is the organization submitting a proposal for the assessment. The ACC has unanimously approved the scope of work and the cost of the proposal. The ACC is requesting the waiver of the policy for competitive bid and to hire CEI. This company already knows the issues of the pipeline. Selectman Jensen moved to grant the requests to waive the competitive bid requirement and to engage the services of CEI. Selectman Grella seconded the motion. All members of the Board voted in favor. The motion passed unanimously. Town Administrator O’Mara also informed the Board of his role working with the ACC and other committees to help them operate as a viable part of town government. When the ACC arranged for razing of the Wheeler property, the town assisted with the costs.

224 **8. Deliberative Session Review**

225  
226 Town Administrator O'Mara suggested a review of the Deliberative Session and the preparation  
227 leading to it. What did the Board feel worked and what did not work?  
228 There was no meeting following the Deliberative Session because there were no changes made at  
229 the public meeting other than the changes proposed by the BOS. There was some discussion  
230 regarding two questions asked by a resident for which an answer was not provided at the  
231 Deliberative Session. Town Administrator O'Mara now has answers to those questions. The  
232 LUCT balance is currently \$130, 000. The unassigned fund balance is currently \$4, 353, 535.  
233 Selectman Jensen felt the evening went well and was surprised there was not more discussion on  
234 Warrant Article 31. He thought the budget was well presented and felt confidence from the  
235 members of the community who attended. There was general agreement that Article 31 should be  
236 promoted throughout town leading up to Election Day. Vice Chairman D'Angelo also thought all  
237 went well. He expressed some disappointment in the amount of community attendees. There was  
238 some agreement that the low attendance was due to the Town Deliberative Session was the third  
239 one in the same week. Chairman D'Angelo felt the presentation was fairly straight forward.  
240 Selectman Grella was impressed that the information was in front of all presenters to refer to.  
241 Selectman Panasiti was also impressed with the planning that went into the presentation. He felt  
242 that a good job had been done presenting articles. Chairman Brew expressed his enjoyment of the  
243 evening, as he felt the process was more of a dialogue with residents and there was not a defensive  
244 feel to the meeting.

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246 **9. Approvals**

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248 **9.1 Payroll Manifests**

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250 Selectman Jensen moved to approve one (1) FY16 Payroll Manifest in the amount of \$193,637.10  
251 dated February 4, 2016, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote  
252 5-0

253  
254 Selectman Jensen moved to approve one (1) FY16 Payroll Manifest in the amount of \$695.42  
255 dated February 8, 2016, subject to review and audit. Seconded by Vice Chairman D'Angelo. Vote  
256 5-0

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258 **9.2 Accounts Payable Manifests**

259  
260 Vice Chairman D'Angelo moved to approve one (1) FY15 Accounts Payable Manifest in the  
261 amount of \$32,501.93 dated July 31, 2015, subject to review and audit. (Town Clerk Transfers to  
262 the State of NH). Seconded by Selectman Jensen. Vote 5-0

263  
264 Selectman Jensen moved to approve one (1) FY15 Accounts Payable Manifest in the amount of  
265 \$207,165.66 dated August 10, 2015, subject to review and audit. Seconded by Vice Chairman  
266 D'Angelo. Vote 5-0

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**9.3 Meeting Minutes –**

**February 1, 2016**

Vice Chairman D’Angelo moved to approve the Board of Selectmen meeting minutes of February 1, 2016. Seconded by Selectman Jensen. Vote 5-0.

**February 3, 2016**

Vice Chairman D’Angelo moved to approve the Board of Selectmen meeting minutes of February 3, 2016. Seconded by Selectman Jensen. Vote 5-0

**10. New/Old Business**

The minutes of the Non Public Meeting of the Board of Selectmen January 29<sup>th</sup> meeting still need to be reviewed and approved.

Selectman Panasiti concerned about the ZIKA virus asked about mosquito spraying. Town Administrator O’Mara responded that there was no protocol recommended from the State or Federal Government at the current time. Selectman Jensen will look into GASB 68. Selectman Jensen also recommended that the DPW Assistant Director’s job description be reviewed.

The Board decided to cancel their meeting on February 22, 2016. The next meeting will be March 7<sup>th</sup>. The Board would like to go through the MATRIX DPW report on March 14.

**11. Adjournment**

Selectman Jensen moved to adjourn at 8:32 p.m. Selectman Grella seconded. All voted in favor, the motion passed unanimously.

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Selectman Nate Jensen  
Clerk, Board of Selectmen

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Date