



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, JULY 12, 2021 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
  - 4.1. 2021 Revaluation Update - Michael Tarello and Stephen Whalen of Vision Government Solutions
  - 4.2. ACC, Proposed Open Space Advisory Committee
  - 4.3. Walnut Hollow Farm, Ashley and Jarroh Dunnick, Speed Bump request for Walnut Hill Road
- 5. Board Discussion- Board, Commission and Committee Appointments**
  - 5.1. Applications for Board, Committees and Commissions
- 6. Administration**
  - 6.1. Administrative Updates
  - 6.2. Planning Board request regarding intersections
  - 6.3. American Rescue Plan Act (ARPA) discussion
- 7. Staff Reports**
  - 7.1. Auction of used equipment
  - 7.2. Swap Shop and Book Swap Volunteer Appointments
- 8. Approvals**
  - 8.1. Report of Appropriations Actually Voted (DRA Form MS-232)
  - 8.2. AP, Payroll and Minutes Approval

**9. Action Items**

**10. Old/New Business**

**Adjournment**

**Next Meeting: July 26, 2021**

You are invited to a Zoom webinar.  
When: Jul 12, 2021 06:30 PM Eastern Time (US and Canada)  
Topic: Board of Selectmen

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/89448069967>

Or One tap mobile : 1-646-558-8656  
Webinar ID: 894 4806 9967

**Project Status Report  
From Steve Whalen  
Town of Amherst, NH  
Date: July 1, 2021**

<b>CODE</b>	<b>TASK</b>
100	Execution of Contract
200	Project Startup, Bonding, Staffing, Public Relations
300	Sales & Building Permit Data Collection
400	Land Study and Building Cost Review
500	Commercial Study of Market Rents, Income and Expense Mailing, Capitalization Factors
600	Field Review
700	Preliminary Residential & Commercial Valuation model and Values to Assessor
800	Assessor review of values
900	Assessment hearing notices mailed
1000	Informal Hearings
1100	Hearing Changes & Final values to Assessor
1200	Final Values to Town
1300	Final Report/Documentation

#### Task 100 Execution of Contract.

- The contract was executed on January 5, 2021.
- A copy of the Town database and Town maps have been provided to Vision.
- The Town has also provided Vision a password to login to the Town's live database.

#### Task 200: Project Startup, Bonding, Staffing and public relations.

- Vision did have a startup meeting with the Amherst Assessor's agent and Town personal.
- Additional status reports will be provided throughout the project.
- Public Relations will be on-going throughout the project, with sample press releases provided. Attending Board of Selectmen meetings is available upon request.
- PowerPoint valuation presentation was provided to the Town.
- A Vision staffing list has been provided to the Town.

#### Task 300: Sales & Building Permit Data Collection.

- Sales & building permit property record cards have been inspected and entered in the Amherst Database.

#### Task 400: Land Study and Building Cost Review

- The residential and commercial cost analysis utilizing Marshall and Swift cost manual have been created to support the towns new building rates.
- Starting table reports have been created and saved.
- All the sales and permits are entered, and the preliminary sales analysis did has been completed and is being reviewed by the assessors office. Residential sales medians by class for the date range of 4/1/2020 to 6/22/2021 are at 100%

#### Task 500: Commercial Study of Market Rents, Income and Expense Mailing, Capitalization Factors

- The Amherst Income and Expense forms have been returned.
- All the valid income and expense reports were entered into the database in early April and May.
- Vision has analyzed the Market Rents, Expenses and Vacancies for the Community to review in July.
- The new cap rates were developed in June.



#### Task 600: Field Review

- All Commercial, Industrial, Mix Use, Apartments and Exempts parcels have been reviewed and any changes have been entered into the Amherst database.
- The Residential field review is complete, and their changes have also been entered into the Amherst database.

#### Task 700: Preliminary Residential & Commercial Valuation model and Values to Assessor

- All the field review changes have been keyed into the live database and a preliminary residential sales analysis has been given to the Assessors for their review.
- Commercial valuation and reconciliation is in process and will be presented to the assessor for review on the 2<sup>nd</sup> week of July.

#### Task 800:

- Assessor's review of the residential values is ongoing.

#### Task 900:

- Assessment hearing notices will be sent out in late July.

#### Task 1000:

- Informal hearings are scheduled for July and August.

#### Task 1100 – 1300:

- This will be completed in August and September.

*If you should have any questions, please do not hesitate to call.*

*Sincerely,  
Steve Whalen*

*Vision Government Solutions  
Project Manager  
Steve Whalen  
617-462-6091*

**Open Space Advisory Committee**

WHEREAS, the voters of the Town approved Warrant Article 22, Open Space Acquisition Bond, in the election held on June 8, 2021; and

WHEREAS, Article 22 authorizes funding for the Board of Selectmen to acquire property interests for conservation purposes, according to specified conservation, vulnerability, and other criteria established by the Amherst Conservation Commission ("ACC"); and

WHEREAS, the ACC will evaluate and, pursuant to the further authority and procedures of RSA 41:14-a, present to the Planning Board and ultimately recommend to the Board of Selectmen proposed purchases of conservation property interests funded pursuant to Article 22; and

WHEREAS, the ACC believes its evaluations and recommendations would benefit from the input of an advisory committee of land use entities and members of the public and that such a committee would facilitate arriving at recommendations supported by the town; and

WHEREAS, the Board of Selectmen agrees with the ACC on the desirability and utility of such an advisory committee;

NOW THEREFORE, the Board of Selectmen establish the Open Space Advisory Committee as follows:

1. The Open Space Advisory Committee is hereby established as a subcommittee of the Board of Selectmen for the purpose of advising the ACC and the Board of Selectmen on evaluations and recommendations of property interests proposed for purchase under Article 22, the Open Space acquisition Bond, as conservation land.
2. The Committee initially shall be comprised of one member of the Board of Selectmen (who shall serve as chair of the committee), one member of the Amherst Conservation Commission, one member of the Amherst Planning Board, and three members of the public appointed by the Board of Selectmen, one of whom may be a member of a local private conservation land trust. Four members of the committee shall constitute a quorum. The Board of Selectmen shall select the appointees, may revise the membership from time to time, and may disband the committee when it deems such action advisable.
3. The Committee shall meet from time to time at the call of the chair and in coordination with the chair of the Amherst Conservation Commission, as necessary to advise the ACC and Board of Selectmen on property evaluations and recommendations and to offer such other advice as it may think helpful to support the acquisition of conservation land as authorized by Article 22. In rendering its advice, the Committee shall recognize the acquisition criteria established by the ACC and shared with the voters in support of Article 22. Committee members shall maintain confidentiality with respect to the specific properties under consideration, the negotiation of price and other terms for any acquisition, and other information presented in any duly convened non-public session, unless and until such information is made public.
4. The Committee's role shall be advisory only. It is intended that the Committee's advice will be prompt and shall not be reason for any delay in deadlines that may be established in proposed transactions. The Committee's advice, while strongly desired, shall not be considered a mandatory condition of proceeding with a proposed acquisition. It is not intended that the Committee shall use outside resources in rendering its advice.

Recommended by the ACC on June 23, 2021

5. Nothing herein is intended to substitute for or alter in any way the procedures of RSA 41:14-a, which Article 22 requires be used to acquire those properties for which it provides funding.
6. The Committee shall give public notice of its meetings, prepare minutes, and conduct its work in compliance with RSA 91-A. Non-public sessions, if any, shall be held in compliance with and only as authorized by law.

Approved by the Amherst Board of Selectmen:

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Peter Lyon, Chair

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Dwight Brew, Vice Chair

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Danielle Pray, Clerk

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Thomas Grella, Selectman

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John D'Angelo, Selectman

**From:** [Kimberley Brown](#)  
**To:** [bos](#)  
**Cc:** [Jennifer Stover](#)  
**Subject:** INFORMATION FOR SELECTMEN MEETING JULY 12 (Walnut Hill Road, Amherst NH)  
**Date:** Tuesday, July 06, 2021 2:38:29 PM  
**Attachments:** [IMG-0849.jpg](#)  
[IMG-0850.jpg](#)  
[IMG-0851.jpg](#)  
[IMG-0856.jpg](#)  
[IMG-0864.jpg](#)  
[IMG-0865.jpg](#)  
[Screenshot \(2\).png](#)  
[Screenshot \(4\) LI.jpg](#)  
[IMG-0863.jpg](#)

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[External Sender]:

To whom it may concern:

In this email you will find information to help guide you in understanding our concerns for the safety and well being of our clients, horses, drivers and local Amherst citizens. Many of us enjoy walking, biking and horseback riding along scenic Walnut Hill Road. The main areas of concern are from Old Quarry Lane to Embankment Road, focusing on the narrow passages and the blind corners. Currently Walnut Hill Road is posted at 30mph and there are two warning signs, one is 0.25 miles (towards Old Quarry Lane) from the main area of concern and the other is 0.3 miles away (towards Embankment Road).

Below you will see pictures of the signs, road measurements and damage that has been done to the historic rock walls along the road. Vehicles often come too fast around the blind corners, with oncoming traffic and lanes that cannot have two cars pass. There have been numerous close calls with pedestrians and drivers being put in harm's way. The Amherst Police Department has heard our concerns and have been kind enough to patrol Walnut Hill more often, unfortunately this is not enough to resolve the issues. The warning signs are ignored by most, especially with seasonal traffic to Baboosic Lake. Our strong suggestion and hopes are to have two season speed bumps placed at either end of the blind corner and narrow passage.

Thank you for your time and understanding of this matter. We are all looking forward to July 12th to hopefully make Walnut Hill Road safer for all!

-

Kimberley & David Brown  
Ashley & Jarron Dunnick  
Owners Since 2018  
Walnut Hollow Farm  
<https://www.walnuthollowfarm.com/>

Narrow Road in front of 40 Walnut Hill with a blind corner.

IMG-0850.jpg

IMG-0851.jpg



IMG-0856.jpg



One of the warning signs

IMG-0864.jpg



IMG-0865.jpg



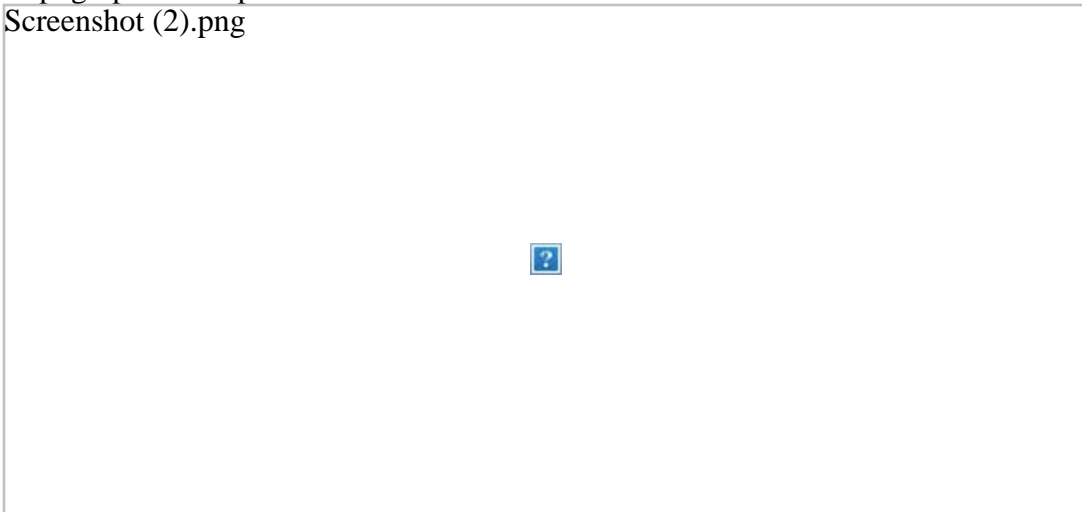
Damage to rock walls  
IMG-0849.jpg



IMG-0863.jpg



Topographical map of area of concern  
Screenshot (2).png



Topographical map of main area of concern, with preferred spots for seasonal speed bumps

Screenshot (4)\_LI.jpg



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**From:** [MICHAEL EMOND](#)  
**To:** [bos](#); [Jennifer Stover](#)  
**Subject:** July 12 Meeting Ashley Brown speed bumps  
**Date:** Thursday, July 01, 2021 4:12:03 PM

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[External Sender]:

I am happy to hear that Ashley Brown of Brown Horse Farm / walnut hallow farm is speaking with you about seasonal speed bumps. Due to the hill, narrow road and tight turns, drivers going even moderately over the speed limit can be dangerously close to pedestrians before realizing it. There is constant pedestrian and horse use of this section of road during the warmer months. Many are young girls on horseback. I have personally seen these horses panic when surprised by motor vehicles. I see dangerous driving on this section of road on a weekly basis. After watching three particular vehicles repeatedly speed through despite the presence of pedestrians and horses, I finally called the police about three weeks ago. The police agreed to add the location to their schedule. This is a temporary solution and I'm afraid that a serious accident is imminent if drivers do not slow down in this area.

Best regards  
Michael Emond

Sent from my iPhone

**From:** [Marcia Flagg](#)  
**To:** [bos](#)  
**Cc:** [Jennifer Stover](#)  
**Subject:** Walnut Hill Road - Speeding Vehicles  
**Date:** Monday, July 05, 2021 3:54:43 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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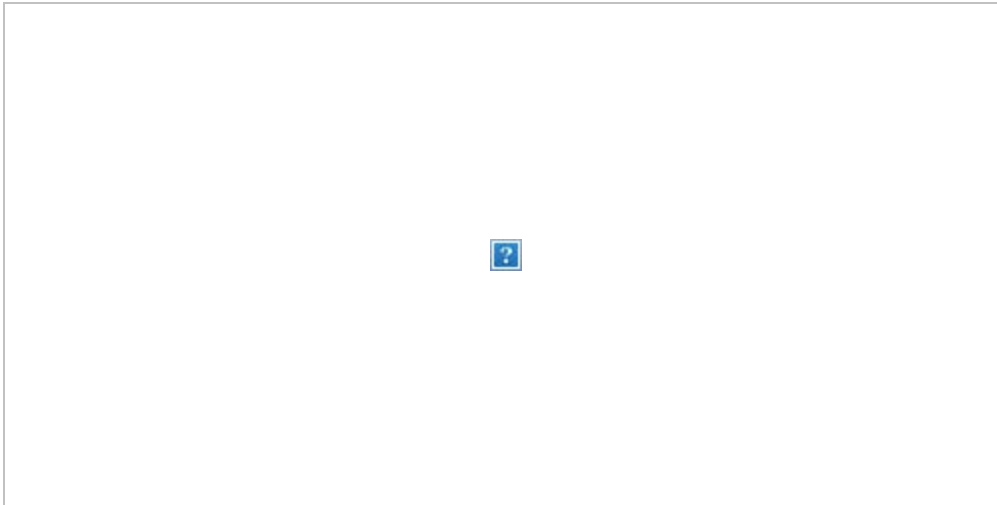
[External Sender]:

Selectmen:

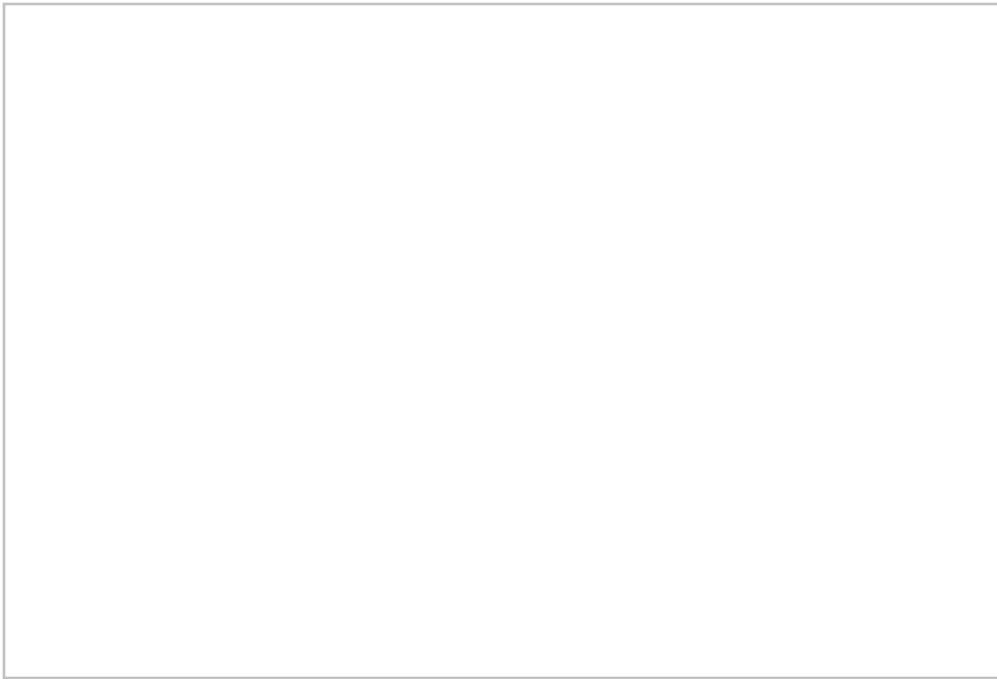
My name is Marcia Flagg and I board my horse at Walnut Hollow Farm on Walnut Hill Road in Amherst.

While lovely the narrow, winding roadway and speeding vehicles is a sincere safety concern for residents who bike, jog, walk dogs, and ride horses.

The roadway approaching 27 Walnut Hill Road is posted with a yellow 20 MPH sign and narrows with a sharp left curve. There is little to no shoulder to allow pedestrians and horses to yield to oncoming traffic.



As you crest the hill the road curves to the right, again with little to no shoulder.



The concern of speeding vehicles increases exponentially when a larger vehicle (Amazon, DPW, School Bus, UPS) and a speeding vehicle meet on a turn. Add to this scenario a pedestrian walking a dog, a biker or an equestrian and it is simply a matter of time before an accident happens.

I Sincerely hope the Board can assist with a resolution that will slow traffic making this road safer for all to use.

Thank you for your consideration,  
Marcia Flagg  
603-508-8867

**From:** [Alanna Klekar](#)  
**To:** [bos](#)  
**Cc:** [Jennifer Stover](#)  
**Subject:** Re: Walnut Hill Road  
**Date:** Monday, July 05, 2021 9:20:01 PM

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[External Sender]:

My name is Alanna Klekar and I board my horse at Walnut Hollow Farm located on Walnut Hill Road. It is necessary to take our horses on the road in order to enter the trail system further down as well as return to the barn. As you are aware, Walnut Hill Rd is quite narrow. I am pleased to say that many drivers we meet are courteous and slow down when they see riders and horses walking on the side of the road. While there are always drivers that are distracted or driving too quickly, it is really the narrowness of the road as well as the blind curves that are problematic. There are several places before and after the barn where the road curves and drivers cannot see riders until they are upon them. If the driver is exceeding the speed limit there will be no way to prevent a catastrophe.

Mrs. Ashley Dunnick trains all of her riders to ride safely and obey the rules of the road and models this herself both for the mature riders all the way down to very young riders.

While it is true that we have thankfully not had a serious accident, all of the points I have made as well as having observed some near misses indicate that the prudent action would be to prevent one rather than act after the fact. This protects the riders, the horses and the drivers.

So with 20/20 foresight in mind I respectfully encourage you to consider the options Mrs. Dunnick proposes.

Respectfully yours,

Mrs. Alanna Klekar

Cell: 603-493-2601

**From:** [Jessie Palmer](#)  
**To:** [bos](#)  
**Cc:** [Jennifer Stover](#)  
**Subject:** Walnut Hill Rd Speed Issues/Walnut Hollow Farm  
**Date:** Thursday, July 01, 2021 9:28:33 PM

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[External Sender]:

Dear Honorable Board Members,

It has come to our attention that the owners of Walnut Hollow Farm on Walnut Hill Rd in your town, have the opportunity to appear before you this month regarding traffic safety concerns directly impacting their home and business located at 40 Walnut Hill Rd.

As clients of Walnut Hollow Farm and as a former and a current local police officer we would respectfully ask that our concerns on this matter be heard.

Walnut Hill Rd, specifically in the immediate area of Walnut Hollow Farm, is an extremely narrow roadway, that appears unable to safely sustain two way traffic. In addition the roadway consists of several hairpin turns and a steep grade resulting in blind corners.

Walnut Hill Rd, near Walnut Hollow Farm is used frequently by cyclists, equestrians and pedestrians to, among other things access, the B&M trail, which runs directly off of Walnut Hill Rd and through the Walnut Hollow Farm property.

Over the years we have traveled Walnut Hill Rd regularly and have personally witnessed several "near misses" or "close calls" on the roadway. These incidents have been between two vehicles as well as vehicles vs pedestrians, cyclists or animals. We have seen vehicles traveling through the area of Walnut Hollow Farm at unsafe speeds causing a deep concern for other people using the roadway.

We would ask that action be taken by the Town of Amherst to make the roadway safer for all who use it, be it everyday drivers, emergency responders, delivery drivers, pedestrians out jogging or walking their dogs, bicyclists and our children out riding their horses.

Respectfully,

Mr and Mrs Palmer

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**From:** [jandsc@comcast.net](mailto:jandsc@comcast.net)  
**To:** [bos](#)  
**Cc:** [Jennifer Stover](#)  
**Subject:** hearing July 12 re Walnut Hill Road speed bumps  
**Date:** Saturday, July 03, 2021 1:31:35 PM

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[External Sender]:

We are thrilled that the Board is considering the installation of speed bumps near Walnut Hollow Farm. As students and horse boarders, vehicles traveling too quickly there are a constant safety concern. Walnut Hill Road in general is winding and busy with pedestrians and cyclists. At the Farm, those hazards are multiplied several times over. The road becomes more twisting and narrow, and even busier with children and horses. The danger to riders, pedestrians, animals and drivers is serious, and speed bumps would go a long way toward mitigating that risk.

Sincerely,  
Susan and Jon Celen  
9 King Henry Court  
Merrimack, NH 03054  
603-423-0342

**From:** [Michelle Krall](#)  
**To:** [bos; Jennifer Stover](#)  
**Subject:** Speed Bump Walnut Hill Road  
**Date:** Tuesday, July 06, 2021 6:52:18 PM  
**Attachments:** [image002.png](#)

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[External Sender]:

Good Evening,

My name is Michelle Krall and my daughter rides horses at Walnut Hollow Horse Farm on Walnut Hill. Over the years she has rode here I have witnessed several cars speed around this narrow corner nearly taking out young riders and horses. I would personally love to see a speed bump put in here to protect the riders as well as the horses, chickens and other living beings that get run off the road daily by speeding cars.

Please let me know if I can be of further assistance, also all of my contact information is below if you have any questions.

Best Regards,

Michelle Krall G.G., A.J.P. (GIA)  
Bellman Jewelers  
1650 Elm St  
Manchester, NH 03101  
603-244-8768 cell  
603-625-4653 office  
603-623-1112 fax



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**From:** [Victoria Kennedy](#)  
**To:** [Jennifer Stover](#)  
**Cc:** [vickilkennedy@icloud.com](mailto:vickilkennedy@icloud.com)  
**Subject:** Road hazard on Walnut Hill  
**Date:** Tuesday, July 06, 2021 5:44:28 PM

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[External Sender]:

Hello, my name is Vicki Kennedy. I am a resident of Amherst and board my horse at the Walnut Hollow/Brown Horse Farm.

I have been riding my horse on Walnut Hill Road for 7 years. All too often I am passed by vehicles going way too fast and too close. Some are towing equipment, kayaks, etc. Often with these people I will signal asking them to please slow down. Many not only do not slow down, but will speed up, rev engines, flip me off, etc. Doing this sort of thing in close proximity to a horse can very easily spook them which can have life threatening consequences for not only horse and rider but also for the vehicles. It is a common complaint with all at the barn. There are also children and teenagers riding or walking on this road at any given time. It is a real hazard.

Some people are very polite and respectful, but I have to say more are not, and the vast majority of both are just plain driving too fast. If a horse were to spook and a vehicle is driving slowly there is a much better chance of no one getting hurt.

I very much appreciate your attention to this matter.

Thank you,  
Vicki Kennedy  
7 Candlewood Drive  
603-801-3593

Sent from my iPhone

**From:** [Heather Kelleher](#)  
**To:** [bos; Jennifer Stover](#)  
**Cc:** [ashley@walnuthollowfarm.com](mailto:ashley@walnuthollowfarm.com)  
**Subject:** Walnut Hill Rd  
**Date:** Tuesday, July 06, 2021 9:07:33 PM

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[External Sender]:

Good Evening,

I'm writing to express my concerns with excessive speed on Walnut Hill Rd, particularly with the section that passes through Walnut Hollow Farm. My daughter and I both ride at Walnut Hollow Farm, and I also have the pleasure of teaching beginner riders. Over the years, I've unfortunately been witness to many vehicles going entirely too fast, and given the narrowness of the road, some of what I've seen amounts to reckless driving. A more recent incident stands out: I was standing in front of the barn in the parking lot and noticed a Subaru coming from the Baboosic Lake direction, traveling far too fast. Despite the narrowness of the road and the blind curve that makes it difficult to see if another car is approaching from the opposite direction, the driver did not reduce her speed. At the same time the Subaru was approaching, another vehicle was approaching from the direction of 101, fortunately traveling at a reasonable speed. The reckless driver had to slam on her brakes while the other vehicle maneuvered around her. Luckily a collision was avoided but this incident is a good example of the kind of speed and recklessness we witness on an almost daily basis.

My understanding is that Ashley Brown will be making the case to have seasonal speed bumps installed at an upcoming selectman meeting. I hope her request is approved and acted upon, as I believe it will go a long way to keeping pedestrians (including children), horses and drivers safe. Furthermore, the Walnut Hollow Farm property is distinctly historic and it is in the town's best interest to help the Browns in their efforts to be responsible stewards of such a historic gem.

Sincerely,  
Heather Remillard

**From:** [Beth Bawell](#)  
**To:** [bos](#)  
**Cc:** [Jennifer Stover](#)  
**Subject:** Walnut Hill Speed Bumps  
**Date:** Wednesday, July 07, 2021 12:36:14 AM

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[External Sender]:

I hope this email isn't too late to be considered. My daughter has been riding at Walnut Hollow for many years. The road by the barn is very narrow and cars speed down the hill quickly before realizing how dangerous it is. Children, adults and horses walking this area must be in the street because there is no other place to walk. Speed bumps would help 'wake up' the drivers to understand they need to go slower. The road is one lane by the barn and larger trucks frequently come up and meet fast vehicles going down. It can be a dangerous place for pedestrians. I hope you take this into consideration.

Best regards,  
Beth Bawell  
169 Amherst Street  
Amherst NH 03031  
603-759-1800

Sent from my iPhone

**APPLICANT NAME:      Term Expires:      BOARD/COMMISSION/COMMITTEE:**

Reappointment	Tom Christiansen	2024	Bicycle & Pedestrian Advisory Committee
Reappointment	John Harvey	2024	Bicycle & Pedestrian Advisory Committee (alternate)
Reappointment	Wendy Rannenberg	2024	Bicycle & Pedestrian Advisory Committee (alternate)
		2022	Capital Improvements Plan Committee
Reappointment	Vic Bennison	2024	Conservation Commission
Reappointment	Lee Gilman	2024	Conservation Commission
Reappointment	Bill Widmer	2024	Conservation Commission (alternate)
Reappointment	Mike Cohen	2024	Conservation Commission (alternate)
	Gordon Zuerndorfer	2024	Heritage Commission
	Lauren Zuerndorfer	2024	Heritage Commission (alternate)
Reappointment	Christopher Buchanan	2024	Historic District Commission
		2024	Historic District Commission
		2024	Historic District Commission (alternate)
		2024	Historic District Commission (alternate)
Reappointment	William Cassidy	2022	Library Board of Trustees - Alternate Member, 1-year term
		2022	Library Board of Trustees - Alternate Member, 1-year term
		2022	Library Board of Trustees - Alternate Member, 1-year term
Reappointment	Patrick Daniel	2024	Recreation Commission
		2024	Road & Bridge Commission
Reappointment	Dick Lefebvre	2022	Trustees of the Trust Fund (alternate 1 year)
Reappointment	William Dunn	2022	Trustees of the Trust Fund (alternate 1 year)



Town of Amherst, NH  
Volunteer Application

Board/Committee/Commission you wish to serve on: BPAC

Applicant Name: JOHN A. HARVEY

Residence Address: 127 MACK HILL RD

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) (Work)

E-mail Address: \_\_\_\_\_

Time Available - Hours per month (Circle One): 2 5 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):

CONSERVATION COMMISSION

*Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.*

*Extensive knowledge of town lands, business practices and technology.*

*John A. Harvey*  
Signature

*6/29/21*  
Date

Please return this form and requested statements to:

Jennifer Stover  
Town of Amherst  
2 Main Street  
Amherst, NH 03031

or e-mail: [jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)



Town of Amherst, NH

## Volunteer Application

Board/Committee/Commission you wish to serve on: Amherst Heritage Commission

Applicant Name: Gordon Zuerndorfer

Residence Address: 23 Ponemah Hill Road, Amherst, NH 03031

Mailing Address: same

Telephone: [REDACTED] same  
(Home)

E-mail Address: [REDACTED]

Time Available - Hours per month (Circle One): 2 (5) 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):

*None*

**Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.**

*Recently retired orthopaedic surgeon. Lifetime of committees, boards, etc.  
Interest in helping maintain Amherst historic sites/events. Learn more history - i.e.  
we live in house built 1770, -*

Signature

*Gordon Zuerndorfer*

Date

*4/22/2021*

**Please return this form and requested statements to:**

Jennifer Stover  
Town of Amherst  
2 Main Street  
Amherst, NH 03031

or e-mail: [jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)



Town of Amherst, NH

## Volunteer Application

Board/Committee/Commission you wish to serve on: Amherst Heritage Commission

Applicant Name: Laura Zuerndorfer

Residence Address: 23 Ponemah Hill Road, Amherst, NH 03031

Mailing Address: same

Telephone: [REDACTED] same  
(Home)

E-mail Address: [REDACTED]

Time Available - Hours per month (Circle One): 2 5 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):

*None*

**Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.**

*I'm a fairly new resident to Amherst and was drawn to the town by its historical charm. I would like to learn more about Amherst's history and give back to my community. I feel that by being a member of the commission and helping them with their goal of*

Signature

*Laura Zuerndorfer*

Date

*4/22/21*

**Please return this form and requested statements to:**

*preserving and maintaining the town's historical sites, features and documents that I would achieve that.*

**Jennifer Stover  
Town of Amherst  
2 Main Street  
Amherst, NH 03031**

**or e-mail: [jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)**



Town of Amherst, NH  
Volunteer Application

Board/Committee/Commission you wish to serve on: Historic District Commission

Applicant Name: Christopher Buchanan

Residence Address: 24 Mack Hill Rd

Mailing Address: 24 Mack Hill Rd

Telephone: \_\_\_\_\_  
(Home) (Work) (Cell)

E-mail Address: \_\_\_\_\_@\_\_\_\_\_.com

Time Available - Hours per month (Circle One): ☒ 5 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):

Amherst Bicycle & Pedestrian Advisory Committee

*Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.*

Christopher Buchanan  
Signature

5 July 2021  
Date

**Please return this form and requested statements to:**

**Jennifer Stover  
Town of Amherst  
2 Main Street  
Amherst, NH 03031**

**or e-mail: [jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)**





# **Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT**

**Title:** Administrative Updates  
**Meeting Date:** July 12, 2021

**Department:** Administration  
**Staff Contact:**

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None



## Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Planning Board request regarding intersections

**Department:** Administration

**Meeting Date:** July 12, 2021

**Staff Contact:**

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### **BACKGROUND INFORMATION:**

From Dwight Brew:

On April 21st, the Planning Board had a discussion and formally voted to ask the Selectmen to look into (and ideally come up with a plan) to address the intersections that have been identified as failing over the next 10 years due to increased traffic. Through an oversight, I don't think that this ever made it to a Board of Selectmen agenda. I would like to see this added to an upcoming agenda, and I believe Nic has some thoughts on how we might address this issue

Can I ask the two of you discuss this and then place it on the Board of Selectmen agenda along with an option or options for addressing this request?

From the Community Development Director"

In speaking with the peer reviewer for the Clearview traffic study, he suggested that we contact NRPC to see if there was any funding available for work on the intersections in the village. Natasha reached out to NRPC and we found out that Boston Post/Main Street are not federal aid eligible roads. Therefore, any funding for work in this area would need to come from the Town and developers.

If there is no current study of village traffic, a corridor/ vicinity study could be performed (traffic counts, reviews of relevant private traffic studies, etc.) and proposed improvements for each intersection suggested. NRPC is heavily focused on transportation work and may have some other ideas on funding for such a study. Because the various developments are not solely responsible for problems at the intersections, the Town will be responsible for improvements and the developers responsible for their fair share. Presumably, some of the impact fees collected by the time any improvements are contemplated would be able to offset the Town's share. There is a formula that I used to use in New Boston that Bill Drescher, Esq., blessed at the time for calculating a developer's offsite road improvement fair share.

From a Town and City article:

RSA 674:21, V(j) allows a municipality to charge a developer an "exaction" for off-site improvement needs determined by the planning board to be necessary for the occupancy of any portion of a development. In this context, "off-site improvements" are

those improvements created by the development but located outside the boundaries of the property that is the subject of the site plan or subdivision application. Exactions may only be charged for highway, drainage, sewer, and water upgrades related to the development, and only in reasonable proportion to the benefit accruing to the development from those improvements. These exactions may be assessed whether or not a municipality has adopted an impact fee ordinance and are assessed by the planning board on a case-by-case basis.

I don't know how far away from a development an offsite road improvement fee can be assessed, but would think that if a traffic study shows a percentage of traffic headed to the intersections in question then such a fee could be charged.

The BoS, PB, and DPW should determine if this kind of study is appropriate and then see if NRPC has suggestions/availability to assist with next steps.

Nic Strong  
Community Development Director

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

There was a traffic study was done in 2014 to look at the issue of closing a section of Middle Street. Some of the data might be useful if the BOS decides to move forward with another study.

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



## Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** American Rescue Plan Act (ARPA) discussion      **Department:** Administration

**Meeting Date:** July 12, 2021

**Staff Contact:**

---

### **BACKGROUND INFORMATION:**

The town of Amherst has been allocated just over \$1.2 million in ARPA funds. I have included an attachment that provides an overview of the program and links to more information.

One of the areas of eligible uses is "Negative Economic Impacts." In order to develop programs that might be able to help small businesses that have been impacted there is a two step process: 1. Determine whether there have been demonstrable economic harms caused by the COVID-19 health emergency and 2. the extent to which a proposed program would address those needs.

There are three priority industries that ARPA feels should be targeted for economic assistance: tourism, travel and hospitality. Amherst certainly has many businesses that fall into these categories and may have been impacted.

What I would like to do is put together a fairly quick study to assess what the impacts have been in these sectors and try to determine if there is program or programs that the town could develop that would assist them. This study would need to include:

1. A review of existing information on Amherst businesses in these sectors.
2. Gather data from people involved in these sectors what, if anything, might help alleviate any economic issues caused by the pandemic.
3. Attempt to outline potential programs the town could legitimately use the ARPA funds for to assist these businesses.
4. Put together a summary report for the BOS with recommendations of ways to move forward.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

I would like the BOS to approve an initial budget of \$25,000 using ARPA funds. This would be primarily to hire two part time researchers --- \$16,000 --- (\$20/ hr. for 25 hours each a week for 16 weeks); \$6,000 for GIS mapping services and \$3,000 for general administrative overhead (paper, copying, etc.)

If I can get the research help I need in a timely manner this should be done for the BOS review by the first of the year.

**POLICY IMPLICATIONS:**

I believe that developing some of the baseline data and getting input from impacted businesses will allow us to develop a program or programs that would be an appropriate use for some of the ARPA funds. Without this information we do not have the information we need to justify any program.

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

I move that we authorize the Town Administrator to spend up to \$25,000 to assess to what extent economic harm has been done to Amherst businesses involved in the tourism, travel and hospitality sectors and develop draft program ideas on how to address these issues with ARPA funds.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. ARPA at a glance NHMA



# ARPA At-A-Glance

June 30, 2021

## Glossary of Terms

- Types of local government under the Act:
  - Metros: Metropolitan communities (i.e., entitlement cities under CDBG): Manchester, Nashua, Portsmouth, Rochester & Dover
  - NEUs—Non-entitlement units of local government: All other cities and towns in NH
- o ARPA: The American Rescue Plan Act
- o CSLFRF: Coronavirus State and Local Fiscal Recovery Funds (created by ARPA)
- o LFRF: Local Fiscal Recovery Funds (just the money going to local government from the CSLFRF, sometimes even abbreviated as FRF)
- o IFR: Interim Final Rule: US Treasury's rule on eligible uses of the CSLFRF (must read for all local governments)
- o GOFERR: The Governor's Office for Emergency Relief and Recovery, responsible for administering the money to NEUs (created by Governor Sununu in 2020)
- o Guidehouse: The entity contracted by GOFERR to provide resources and support to NEUs.

## What Information is Needed to Apply?

1. [DUNs number](#)
2. Municipality's payment information
  - Entity Identification Number (EIN), name, and contact information
  - Name and title of an authorized representative of the entity
  - Financial institution information (e.g., routing and account number, financial institution name and contact information)
3. [SAM.gov registration](#) (For NEUs, not required prior to application; must obtain as soon as possible after receipt of funds.)

**[NEU's APPLY HERE!](#)**

## Eligible Uses

1. Public Health
2. Negative Economic Impacts
3. Services to Disproportionality Impacted Communities
4. Premium Pay
5. Infrastructure (Water, Sewer, Broadband)
6. Revenue replacement\*
7. Administrative expenses

## How Do We Get Our Municipality's Funds?

- Metros: Directly from US Treasury
- NEUs: By applying through GOFERR's online [portal here](#).
  - o **DEADLINE TO APPLY IS AUGUST 18**
  - o LFRF allocations for both metros and NEUs are received in two installments: The first in 2021 and the second in 2022.

**The IFR allows cities and towns to use LFRF to pay for the general "provision of government services," but only to the extent of revenue loss. How to calculate revenue loss is explained in the IFR, but here is an example. We highly recommend using GFOA's revenue loss calculator to determine lost revenue.**

For more instructions, go to NHMA's ARPA page.

Example – Town with December FYE:

- Revenue Growth Rate: Pre-pandemic revenue growth rate was calculated to be **2.1 percent**; Town opts to use the Treasury's greater growth rate amount of **4.1 percent**.
- Base year - fiscal year ending prior to pandemic: December 31, 2019
- Base year annual revenue: **\$500,000**

First Reporting Period: December 31, 2020

- Projected revenue for the first reporting period using **4.1 percent** growth rate:  $\$500,000 * 1.041 = \underline{\$520,500}$
- Actual revenue for the first reporting period: **\$505,000**
- Extent of lost revenue for first reporting period:  $\$520,500 - \$505,000 = \underline{\$15,500}$

If you're a member of NHMA and you have a question about ARPA, please email: [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).



# ARPA At-A-Glance

June 30, 2021

## Compliance & Reporting

Reporting requirements depend on the size/funding your community is receiving.

[US Treasury Website on Compliance & Reporting](#)

[US Treasury Compliance and Reporting Guide](#)

US Treasury is accepting comments on the IFR. These comments will help form the final version of the IFR. We encourage municipalities to submit comments, including comments seeking clarification or expansion of existing eligible uses in the IFR.

**DEADLINE FOR COMMENTS IS JULY 16**

**[Submit Your Comments to US Treasury Here!](#)**

**Table 2: Reporting requirements by recipient type**

Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021, with expenditures by category	By October 31, 2021, and then 30 days after the end of each quarter thereafter <sup>9</sup>	By August 31, 2021, and annually thereafter by July 31 <sup>10</sup>
Metropolitan cities and counties with a population below 250,000 residents which received more than \$5 million in SLFRF funding			Not required
Tribal Governments		By October 31, 2021, and then annually thereafter <sup>11</sup>	
Metropolitan cities and counties with a population below 250,000 residents which received less than \$5 million in SLFRF funding			
NEUs	Not required		

## Key Documents (all municipalities must read!)

[Interim Final Rule](#)

[US Treasury FAQ](#)

[US Treasury FAQ for NEUs](#)

[US Treasury Compliance and Reporting Guide](#)

GFOA Revenue Calculator (download for NHMA's ARPA [Page](#))

## Key Resources

[US Treasury](#)

[GOFERR's LFRF website](#) (for NEUs)

[NHMA's ARPA website](#)

[National League of Cities website](#)

[GFOA's CSLFRF Guidance FAQ](#)

If you're a member of NHMA and you have a question about ARPA, please email: [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).





## Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Auction of used equipment

**Department:** Parks & Recreation  
Department

**Meeting Date:** July 12, 2021

**Staff Contact:** Craig Fraley

---

### **BACKGROUND INFORMATION:**

The Parks and Recreation Department has some equipment that has been taken out of service that we would like to put out to public auction through [Municipibid.com](https://Municipibid.com). There are four Stand Up Paddle Boards that are no longer usable for our rental operation at Baboosic Lake Town Beach. They are still workable but are very heavy for rental use. We have replaced these four boards but would like to auction the old ones off. We have three 11'4" boards and one 10'4" board. We recommend we start bidding at \$50. All money collected from this auction would go back to the 02 Revolving fund where the boats were originally purchased from.

The second Auction is of a John Deere Tractor that was obtained in the purchase of Buck Meadow Golf Course. The tractor does run but has an issue with the transmission/clutch. We have had the town mechanic look through the tractor and it was deemed it would be too costly to make the repairs. We would start the bidding of the tractor at \$500. All money collected for the sale of the tractor would be split between the Amherst Conservation Commission and the 02 Revolving Fund by the percentage amount each party gave to purchase Buck Meadow.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Increase in Revenue

### **POLICY IMPLICATIONS:**

N/A

### **DEPARTMENT HEAD RECOMMENDATION:**

I recommend we put this used equipment out to Auction through [Municipibid.com](https://Municipibid.com). We had great success in selling the golf carts from Buck Meadow through [Municipibid.com](https://Municipibid.com) and hope to get these unused items off of town property.

### **SUGGESTED MOTION:**

I move we allow the Recreation Department to auction off four stand up paddle boards and the John Deere Tractor through [Municipibid.com](https://Municipibid.com). Any money collect from the sale will be put back into the funds where they were purchased from.



**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. SUP
2. Tractor Front









## Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Swap Shop and Book Swap  
Volunteer Appointments

**Department:** Public Works

**Meeting Date:** July 12, 2021

**Staff Contact:** Eric Hahn

---

### **BACKGROUND INFORMATION:**

Both the Swap Shop and the Book Swap at the Transfer Station have had volunteers for many years to operate successfully. Although well recognized for their efforts and time, the recognition was informal. With the reopening of these two popular town amenities, a more formal recognition and process could be introduced. DPW suggests a three year appointment as a base line for these volunteers.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

### **POLICY IMPLICATIONS:**

Introducing a more formal process for volunteers at the Transfer Station

### **DEPARTMENT HEAD RECOMMENDATION:**

Recognize these valuable volunteers with a 3 year appointment, renewable as these initial terms run their course.

### **SUGGESTED MOTION:**

I move to recognize and appoint Judith Seavey, Jan Gleason and Jacqueline Daley as volunteers for the Swap Shop for a term of three years commencing today, and to recognize and appoint Faye and Joe O'Neill as volunteers for the Book Swap for a term of three years also commencing today, July 12th, 2021.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. Swap Shop and Book Swap Volunteers July 2021



## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317 Fax (603) 249-8857

### Volunteer Service Statement & Agreement

Date June 29, 2021

I make this Statement of Agreement in order to provide and be authorized to perform, the following uncompensated services for my community.

#### Swap Shed Volunteer

Under the direction of Perry Day who has oversight authority of the work.

In performing the specified volunteer service, I acknowledge:

- That I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required.
- That I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them.
- That I assume full responsibility for my own safety, and except where resulting from the negligence of the Town of Amherst or its employees, I release and hold harmless the Town of Amherst, its agents, employees, and officers, from any and all claims of any nature for any illness, bodily injury, or personal injury to me or damage to any property arising in any way from my participation in the above described activity. I further acknowledge that this release is binding upon my heirs, successors or assigns, that I have read the forgoing and understand its significance, and that I have executed this document voluntarily.
- That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Amherst, and will honor the direction of the Town of Amherst officials to suspend or terminate service.

John J. Scars  
Volunteer

222 Perryman Blvd  
Street Address

Telephone #



## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317 Fax (603) 249-8857

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Date June 29, 2021

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- That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Amherst, and will honor the direction of the Town of Amherst officials to suspend or terminate service.

James P. Glenn  
Volunteer  
12 Pavillion Road  
Amherst NH  
03031  
Street Address  
Telephone #





## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317 Fax (603) 249-8857

### Volunteer Service Statement & Agreement

Date June 29, 2021

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- That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Amherst, and will honor the direction of the Town of Amherst officials to suspend or terminate service.

Jacqueline Daley  
Volunteer

34 CROSS Rd.  
Street Address

\_\_\_\_\_  
Telephone #



## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317 Fax (603) 249-8857

### Volunteer Service Statement & Agreement

Date June 29, 2021

I make this Statement of Agreement in order to provide and be authorized to perform, the following uncompensated services for my community.

#### Book Swap or Swap Shed Volunteer

Under the direction of Perry Day who has oversight authority of the work.

In performing the specified volunteer service, I acknowledge:

- That I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required.
- That I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them.
- That I assume full responsibility for my own safety, and except where resulting from the negligence of the Town of Amherst or its employees, I release and hold harmless the Town of Amherst, its agents, employees, and officers, from any and all claims of any nature for any illness, bodily injury, or personal injury to me or damage to any property arising in any way from my participation in the above described activity. I further acknowledge that this release is binding upon my heirs, successors or assigns, that I have read the forgoing and understand its significance, and that I have executed this document voluntarily.
- That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Amherst, and will honor the direction of the Town of Amherst officials to suspend or terminate service.

Faye Meil  
Volunteer

5 Williamsburg Dr  
Street Address

Amherst  
Telephone #





## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road  
Amherst, NH 03031  
Tel. (603) 673-2317 Fax (603) 249-8857

### Volunteer Service Statement & Agreement

Date June 29, 2021

I make this Statement of Agreement in order to provide and be authorized to perform, the following uncompensated services for my community.

#### Book Swap or Swap Shed Volunteer

Under the direction of Perry Day who has oversight authority of the work.

In performing the specified volunteer service, I acknowledge:

- That I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required.
- That I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them.
- That I assume full responsibility for my own safety, and except where resulting from the negligence of the Town of Amherst or its employees, I release and hold harmless the Town of Amherst, its agents, employees, and officers, from any and all claims of any nature for any illness, bodily injury, or personal injury to me or damage to any property arising in any way from my participation in the above described activity. I further acknowledge that this release is binding upon my heirs, successors or assigns, that I have read the forgoing and understand its significance, and that I have executed this document voluntarily.
- That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Amherst, and will honor the direction of the Town of Amherst officials to suspend or terminate service.

*Joe O'Neill*

Volunteer

*5 Williamsburg Dr*  
*Amherst* Street Address

Telephone #



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Report of Appropriations Actually  
Voted (DRA Form MS-232)

**Department:** Finance Department

**Meeting Date:** July 12, 2021

**Staff Contact:** Laurie May

---

**BACKGROUND INFORMATION:**

DRA requires the completion of this form after Town Meeting. It certifies the voted appropriations from Town meeting.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

I recommend that the Board sign the MS232 Form.

**SUGGESTED MOTION:**

I move to approve the 2021 MS-232 Form for the FY22 fiscal year.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# **Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT**

**Title:** AP, Payroll and Minutes Approval  
**Meeting Date:** July 12, 2021

**Department:** Finance Department  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Payroll**

**AP1** ~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$235,350.53 dated July 1, 2021, subject to review and audit.

#### **Accounts Payable**

**AP2** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$127,095.79 dated July 6, 2021, subject to review and audit.

**AP3** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$324,341.80 dated July 6, 2021, subject to review and audit.

**AP4** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,176,200.00 dated July 1, 2021, subject to review and audit (School disbursements).

#### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of June 28, 2021.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. 2021.06.28 BOS Minutes, DRAFT



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, June 28, 2021, 6:30PM

1       **1. Call to Order**

2       Chairman Peter Lyon called the meeting to order at 6:30 p.m.

3  
4       Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman Danielle Pray, and  
5       Selectman Tom Grella.

6       Also present: Town Administrator Dean Shankle

7  
8       **2. Pledge of Allegiance** – led by Scott Courtemanche.

9  
10       **3. Public Hearing**

11       **3.1 Public Hearing – Unanticipated Revenue**

12       Chairman Lyon explained that this Public Hearing is to deal with unanticipated revenue from  
13       COVID-19-related grant funds.

14  
15       *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to open the*  
16       *Public Hearing.*

17       *Voting: 4-0-0; motion carried unanimously.*

18  
19       There was no public comment.

20  
21       *A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to close the*  
22       *Public Hearing.*

23       *Voting: 4-0-0; motion carried unanimously.*

24  
25       In response to a question from Selectman Brew, Finance Director, Laurie May, explained that  
26       the Town had three submittals to the GOFERR Fund and one DHHS grant submittal which  
27       totals to \$250,140.51. She explained that one proposal is to expend these excess funds on the  
28       Police Station Renovation overage. The Town can vote to accept these funds and not expend  
29       them yet. The Town will need to document exactly where the funds are spent.

30  
31       *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to accept*  
32       *\$250,140.51 from the State for COVID-19-related expenses through the GOFERR Fund and*  
33       *DHHS grant.*

34  
35       *Discussion:*

36       *Selectman Brew stated that he wants it to be clear that the Town received these funds for a*  
37       *specific purpose and will expend them for said purpose, as was outlined in the grant*  
38       *applications.*

39 *Selectman Brew AMENDED his motion to read: accept **and expend** \$250,140.51 from the*  
40 *State for COVID-19-related expenses through the GOFERR Fund and DHHS grant.*  
41 *SECONDED by Selectman Grella.*  
42 *Voting: 4-0-0; motion carried unanimously.*

43  
44 **4. Citizen's Forum – none.**

45  
46 **5. Scheduled Appointments**

47 **5.1. Scott Courtemanche, request for the Green for a Republican Party Cook-**  
48 **Out**

49 Scott Courtemanche explained that this request is for use of the Green on July 3, 2021, so the  
50 Town Republican Party to hold a cookout from 12pm-2pm. There will be two gas grills in use  
51 and the group is hoping to use the electricity on the Green, if needed. A request has been sent  
52 to the Party's insurance provider and a copy of the liability paperwork will be submitted to the  
53 Town once received.

54  
55 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*  
56 *the request from the Amherst Republican Party to utilize the Green and electricity on July 3,*  
57 *2021, from 12pm-2pm.*

58  
59 *Discussion:*

60 *In response to a question from Chairman Lyon, Scott Courtemanche stated that between 20-*  
61 *50 people are expected to attend the event.*

62  
63 *Voting: 3-0-1 (Selectman Pray abstaining); motion carried.*

64  
65 **5.2 Chris Buchanan, Bike/Ped Committee: Federal RAISE Grant opportunity**

66 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, explained that the  
67 group's primary project is the school campus side path project. The Town's TAP Grant  
68 application is still pending. In looking for other forms of federal funding, the RAISE Grant  
69 was discussed. This Grant is administered by the Federal Highway Administration for general  
70 infrastructure projects. The minimum cost of a project for this Grant is \$5M, with an 80/20%  
71 (federal/town) match. There has been a route selected that could be applied for under this  
72 grant which would allow for approximately \$7.6M worth of infrastructure for this Town,  
73 \$500,000 of which is for already scheduled road construction. If awarded this grant, it would  
74 leave the Town needing to account for \$1.26M for a match amount by September 30, 2024.

75  
76 In response to a question from Chairman Lyon, DPW Director Eric Hahn stated that the  
77 already allocated funds would allow for road reconstruction, edge-to-edge, on the specified  
78 roads as part of this route, while also allowing for clearly defined multimodal areas.

79  
80 Selectman Brew noted that a few years ago the Town approved \$1.2M towards road  
81 rebuilding, with an additional \$100,000 being added to the budget line each year. This was to  
82 be a 7-year plan. Eric Hahn explained that the road segments are all being revaluated this  
83 year.

Chris Buchanan explained that there is no need to commit to a specific project at this time, as the grant application is for a concept. The Town would then have until 2024 to decide on a specific project.

Selectman Brew stated that he has some concern spending additional unbudgeted money for this proposal when the Town recently approved another amount of money for multimodal projects. He would be more comfortable if it was clear where these funds would be coming from and what project they'd be going to.

In response to a question from Selectman Grella, Eric Hahn explained that the current plan is to reconstruct portions of some of the streets around the Village this year. If the RAISE Grant moves forward, he will come back before the Board at the end of July with a new road schedule.

In response to a question from Chairman Lyon, Chris Buchanan gave a budget breakdown for some of the proposed project: approximately \$2.030M for the reconstruction of Carriage Lane, Church Street, Davis Lane and Main Street; approximately \$1.235M for the total reconstruction of Mack Hill and Jones Road; and approximately \$4.335M toward non-road reconstruction projects.

In response to a question from Selectman Pray, Chris Buchanan explained that the TAP Grant decision is past due. He noted that the Town is not under any obligation, even if awarded a Grant. The Town can apply for the RAISE Grant while still waiting to find out about the TAP Grant.

In response to a question from Selectman Brew, Chris Buchanan explained that, for the funding, the Town will be able to receive engineering services to discover how to connect the Village area and the area near the High School/Middle School, the school side path project will be completed, as well as a crossing over the Souhegan River to meet a rail trail that will bring users into the Village. The funding will also allow for the rebuilding of several roads in the Village, along with multimodal facilities.

Selectman Brew stated that it seems to make sense to apply for the RAISE Grant and, if awarded it, ask the voters about funding the matching amount, as the Town is not committing itself to anything financially through applying.

*A MOTION was made by Selectman Grella and SECODNED by Selectman Pray to support the RAISE Grant application and authorize it to be signed by the Town Administrator. Voting: 4-0-0; motion carried unanimously.*

## **6. Administration**

Town Administrator Shankle stated that he has been attending webinars for the American Recovery Plan regarding what the funds could be used for. He also noted that there have been 8-10 applicants for the opening in the Finance Department. Finally, he explained that the DPW participated in the National Public Works Coloring Contest. Two young winners from Town received street signs with their names.

132       **7. Staff Reports**

133       **7.1     Amherst School District, Souhegan Cohortative School District, and Town**  
134       **Of Amherst Facility Use Agreement**

135     Recreation Director, Craig Fraley, stated that this Use Agreement is essentially the same as  
136     the last agreement, but with a 5-year term. The agreement spells out what might happen if  
137     new facilities are created within the term. Town Counsel has reviewed this document and is  
138     satisfied with it.

139  
140     In response to a question from Selectman Grella, Craig Fraley stated that it is noted in the  
141     document that if the schools decide to build on the Upper Wilkins field, that suitable space  
142     must be found for a new field.

143  
144     *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*  
145     *the five-year lease agreement between the Amherst School District, Souhegan Cooperative*  
146     *School District, and the Town of Amherst, as written.*

147     *Voting: 4-0-0; motion carried unanimously.*

148  
149       **7.2     A-EMT (Advanced EMT) Hiring**

150  
151     *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*  
152     *the hiring of Kayla Haverland, A-EMT, to the current roster of part-time providers for*  
153     *Amherst Fire Rescue at the recommendation of Chief Matthew Conley.*

154     *Voting: 4-0-0; motion carried unanimously.*

155  
156       **7.3     Purchase of Personal Protective Clothing (PPE)**

157     Fire Chief, Matt Conley, explained that this is a sole source bid for three sets of PPE. This is a  
158     budget purchase and is completed on an annual basis.

159  
160     *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to purchase*  
161     *three (3) full sets of PPE @ \$2,745.00 per set with a total cost of \$8,235.00.*

162     *Voting: 4-0-0; motion carried unanimously.*

163  
164       **7.4     Breathing Apparatus (SCBA)**

165  
166     *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to purchase*  
167     *three (3) sets of self-contained breathing apparatus, each set @ \$6,099.00 with a total cost of*  
168     *\$18,297.00, from Fire Tech & Safety.*

169     *Voting: 4-0-0; motion carried unanimously.*

170  
171     The Board noted that these two purchases will need to be encumbered later in the meeting.

172  
173       **7.5     Line Striping RFP Bid Award**

174     Eric Hahn explained that there were three responses to the line striping RFP. He is  
175     recommending that the Board award the contract to the lowest bidder.



177 A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to award the  
178 line stripping contract to Hi-Way Safety for \$43,826.34 and to encumber this amount into  
179 FY22.

180 Voting: 4-0-0; motion carried unanimously.

#### 182 **7.6 Budget Transfer to Landfill**

183 Eric Hahn explained that this proposal is to transfer a total of \$34,790, from four budget lines:  
184 \$14,790 from the Administration Stormwater Intern Wages line; \$10,000 from the  
185 Administration Full-Time Wages line; \$3,000 from the Street Lighting line; and \$7,000 from  
186 the Highway Budget Full-time Wages line. This is due to overages related to the reconfigured  
187 holiday hours at the Transfer Station, some health insurance overruns, and to cover any  
188 overtime.

189  
190 A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to transfer  
191 \$34,790 to the Landfill Budget from \$14,790 from the Administration Stormwater Intern  
192 Wages line (01-4311-10-1116); \$10,000 from the Administration Full-Time Wages line (01-  
193 4311-10-1110); \$3,000 from the Street Lighting line (01-4316-40-2414); and \$7,000 from the  
194 Highway Budget Full-time Wages line (01-4312-10-1110).

195 Voting: 4-0-0; motion carried unanimously.

#### 197 **7.7 Truck Purchase**

198 Eric Hahn explained that he is able to get a good price on this truck and a very good trade-in  
199 value for the other trucks. This will come from a State contract.

200  
201 In response to a question from Selectman Grella, Eric Hahn explained that this proposal looks  
202 to trade-in one of the Town's 10-wheel dump trucks. This truck is not as necessary due to the  
203 salt reduction program that the DPW has implemented. The 10-wheel dump truck also has  
204 trouble on cul-de-sacs.

205  
206 A MOTION was made by Selectman Brew and SECONDED by Selectman Pray that, as of  
207 July 1, 2021, the Board approve that Allegiance Trucks of Manchester NH be awarded a  
208 contract for \$163,115 to purchase a 6 wheel dump truck, as specified in the proposal dated  
209 June 23, 2021, with the understanding that the purchase price will be reduced by a trade-in  
210 value given today as \$47,500, subject to change on delivery date, and to authorize the Town  
211 Administrator to sign any necessary paperwork on/after July 1, 2021.

212 Voting: 4-0-0; motion carried unanimously.

#### 214 **7.8 FY 21 Encumbrances**

215  
216 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber  
217 \$41,446.19 from Account 01-4191-50-2555, for Resilience Planning & Design, LLC.

218 Voting: 4-0-0; motion carried unanimously.

219  
220 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber  
221 \$7,513.06 from Account 01-4311-40-2430, for upgraded lighting at the DPW.

222 Voting: 4-0-0; motion carried unanimously.



A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber \$6,085.91 from Account 01-4194-40-2430, for upgraded lighting at the Recreation Department, Fire Department, and Transfer Station.  
Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber \$637,398.35 from Account 01-4312-90-9800, for Amherst Street reconstruction.  
Voting: 4-0-0; motion carried unanimously.

Town Administrator Shankle noted that the contract for this item is awarded to Continental Paving.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber \$10,580 from Account 01-4312-70-2730, for crosswalks, yield lines, and stop bars, to Hi-Way Safety.  
Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber \$8,235 to purchase three (3) full sets of PPE from Fire Tech & Safety.  
Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to encumber \$18,297 to purchase three (3) full sets of SCBA from Fire Tech & Safety.  
Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to encumber \$43,826.34 for the line striping contract to Hi-Way Safety, Account 01-4312-70-2730.  
Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew to encumber \$27,750 from Account 01-4312-40-2430, for crack sealing to Henry D. Dow. SECONDED by Selectman Grella.  
Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray to encumber \$15,500 from Account 01-4311-70-2730, for the architect (Denis Mires, P.A.), for the Police Station Renovation. SECONDED by Selectman Brew.  
Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to encumber \$40,000 for road rebuild, to Continental Paving, Account 01-4312-70-2735.  
Voting: 4-0-0; motion carried unanimously.

## **7.9 FY 21 Budget Status Report, Budget Transfers & Police Renovation Overage**

The group discussed an amount of unexpended budget for the FY21 year and using some of it towards the Police Station Renovation overages.

Chairman Lyon explained that the Police Station Renovation overage is \$150,403. The proposal is to transfer unexpended funds from: \$96,000 Highway and Streets line; \$20,000 Souhegan Regional Landfill line; \$25,000 Buildings & Grounds line; and \$9,403 Finance Admin budget line.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to transfer \$150,402.99 to the Buildings & Grounds line for the Police Station Renovation overage from: \$96,000 Highway and Streets line; \$20,000 Souhegan Regional Landfill line; \$25,000 Buildings & Grounds line; and \$9,402.99 Finance Admin budget line.*  
*Voting: 4-0-0; motion carried unanimously.*

## **8. Approvals**

### **8.1 Hawker & Vendor Permit - Bella Fresh Fuel, LLC**

*A MOTION was made by Selectman Pray and SECONDED by Selectman Brew to approve issuance of Town Hawker and Vendor permit to Bella Fresh Fuel, LLC for a period of one year.*  
*Voting: 4-0-0; motion carried unanimously.*

### **8.2 Annual Dog Warrant**

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve and sign the Annual Dog Warrant.*  
*Voting: 4-0-0; motion carried unanimously.*

### **8.3 Assessing**

**A.** The property owner has met all the necessary requirements under RSA 76:21 and it is recommended that an abatement in the amount of \$3,760.78 (\$7,521.57 divided by 2) be granted for the 2021 tax year. The attached abatement application has been reviewed by our assessor and the assessor is recommending approval.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the 2021 abatement for Map 025 Lot 043-000 in the amount of \$3,760.78.*  
*Voting: 4-0-0; motion carried unanimously.*

**B.** The applicant did not file in a timely manner, the application was postmarked 6/10/2021 and the deadline to file was 3/1/2021. Additionally, the applicant did not provide an opinion of value. It should also be noted that the applicant purchased on 3/5/2021 for \$549,200. As this is the case it is recommended that the abatement request be denied.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the 2021 abatement for Map 001 Lot 012-000-028.*  
*Voting: 4-0-0; motion carried unanimously.*

C. The applicant's appeal to utilize the 20% vacancy rate, a temporary phenomenon, is rejected given that a vacancy rate is based on a typical holding period of ten years, not one year. The applicant's income analysis resulted in their opinion that the four parcels as an economic unit were worth \$15,273,180, or \$118.25/SF. KRT's original income analysis indicated a value of \$111.99 for MBLU 2/35 & \$113.92/SF for MBLU 2/41.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the abatement for Map 002, Lot 035-000.*

*Voting: 4-0-0; motion carried unanimously.*

D. The applicant noted all are larger in living area & most are newer in age. Both sales are supportive of the subject's assessed value. The attached Abatement has been reviewed by our assessor and our assessor recommends to deny.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the abatement for Map 010, Lot 030-036.*

*Voting: 4-0-0; motion carried unanimously.*

E. No adjustments to the parcel have been made to account for the fact of no direct road frontage within Amherst and sharing a driveway with an abutting parcel. Accounting for the lack of road frontage, a shared driveway and some topography issues, the adjusted value would be \$155,000. The attached Abatement has been reviewed by our assessor and our assessor recommends to grant.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to grant the abatement for Map 011, Lot 016-004 in the amount of \$1,353.00.*

*Voting: 4-0-0; motion carried unanimously.*

F. Given the actual income & expenses provided by the applicant, we will revalue the income analysis using the applicant's income & KRT's vacancy rate (20%). The applicant's appeal to utilize the 37.7% vacancy rate, a temporary phenomenon, is rejected given that a vacancy rate is based on a typical holding period of ten years, not one year. We recommend the assessed value be adjusted to \$1,988,000. The attached Abatement has been reviewed by our assessor and our assessor recommends to grant.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to grant the abatement for Map 012, Lot 010-000 in the amount of \$7,151.00.*

*Voting: 4-0-0; motion carried unanimously.*

G. I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28-b for the 2022 tax year.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the All-Service Veterans' Tax Credit for tax year 2022 in the amount of \$500 for Map 010, Lot 059-003.

Voting: 4-0-0; motion carried unanimously.

#### **8.4 AP, Payroll and Minutes Approval**

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21 Payroll Manifest in the amount of \$226,158.22 dated June 17, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21 Accounts Payable Manifest in the amount of \$7,327.26 dated June 17, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21 Accounts Payable Manifest in the amount of \$625,586.24 dated June 22, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve one (1) FY21 Accounts Payable Manifest in the amount of \$467.84 dated June 22,, 2021, subject to review and audit.

Voting: 4-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to approve the Board of Selectmen meeting minutes of June 14, 2021, as submitted.

Voting: 4-0-0 motion carried unanimously.

#### **9. Action Items**

The Board reviewed its action items.

#### **10. Old/New Business**

Chairman Lyon noted that the Amherst Conservation Commission will be coming before the Board at its next meeting to discuss a subcommittee to work on the Open Space Acquisition process.

A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to adjourn the meeting at 8:45pm.

Voting: 4-0-0; motion carried unanimously.

**NEXT MEETING: Monday, July 12, 2021**

411  
412  
413

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*Selectman Danielle Pray*

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*Date*

DRAFT