



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, JULY 26, 2021 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
  - 4.1. Rob Clemens, ACC, and Kayla Woods, NH DOT: Appraisal and Offer for easement on ACC's Bragdon parcel abutting Rte. 101.
- 5. Board Discussion- Board, Commission and Committee Appointments**
  - 5.1. Additional Reappointment, Historic District Commission
- 6. Administration**
  - 6.1. Administrative Updates
  - 6.2. Discretionary Easements
  - 6.3. Village Green Park Benches
  - 6.4. DRAFT, BOS Meeting Calendar 2022
  - 6.5. DRAFT, Proposed 2022 Holiday Schedule for Town of Amherst employees
- 7. Staff Reports**
  - 7.1. CIP Committee Appointments
  - 7.2. DPW New Hire (Driver/Laborer)
  - 7.3. Contract for Build Out Analysis with NRPC
- 8. Approvals**
  - 8.1. AP, Payroll and Minutes Approves

8.2. Assessing

**9. Action Items**

**10. Old/New Business**

**Adjournment**

**Next Meeting: August 9, 2021**

You are invited to a Zoom webinar. Board of Selectmen Jul 26, 2021 06:30 PM Eastern Time (US and Canada)

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89549868295>

Or Telephone: 1 (646) 558-8656 Webinar ID: 895 4986 8295



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan

Commissioner

Town of Amherst  
c/o Dr. Dean Shankle, Town Administrator  
2 Main Street, 2<sup>nd</sup> Floor  
Amherst, NH 03031

May 26, 2021

William Cass, P.E.  
Assistant Commissioner

Re: Bedford, X-A004(254), 13692C  
Parcel 1

Dear Dr. Shankle:

The New Hampshire Department of Transportation is in the process of acquiring property interests to replace culverts and bridge # 090/065 that is located on NH Route 101. The property the Town of Amherst owns, located on NH Route 101 near Pulpit Brook, is impacted. These impacts will provide access to the bridge and stream for the Department to maintain the structure.

The Department needs to acquire from your parcel:

- 1) a permanent channel easement measuring three thousand seven hundred eighty-eight (3,788) square feet in size;
- 2) a permanent drainage easement measuring eight thousand one hundred ninety (8,190) square feet in size;
- 3) a permanent drainage easement measuring one hundred forty (140) square feet in size.

I am also enclosing for your review the State's appraisal for parcel 1 that outlines the information used to determine just compensation along with the plan sheets that outline the impacts to your property; three (3) copies of our "Offer Agreement" form, reflecting our consideration of Just Compensation for the impacts in the amount of three thousand two hundred (\$3,200.00); a W-9 form; and an easement document. Please sign each document where indicated, as well as have the easement document notarized. Also, a brochure titled "Your Land & New Hampshire's Highways", a return envelope; and my business card.

Please give this offer your careful consideration. If you have any questions regarding this process, you can contact me at (603) 271-2704 or via email at Kayla.A.Woods@dot.nh.gov to discuss. I will reach out to you to discuss this impact and answer any questions.

Thank you again and I look forward to working with you to bring about a successful outcome for this project.

Sincerely,

Kayla Woods  
Right-of-Way Agent

KAW/jl

Certified Mail

Enclosures:

Plan Sheet  
Appraisal  
Easement

Bureau of Right-of-Way  
JO Morton Building - Room 100  
7 Hazen Drive  
PO Box 483  
Concord, NH 03302-0483  
Tel: (603) 271-3222 Fax: (603) 271-6915

JOHN O. MORTON BUILDING • 7 HAZEN DRIVE • P.O. BOX 483 • CONCORD, NEW HAMPSHIRE 03302-0483  
TELEPHONE: 603-271-3734 • FAX: 603-271-3914 • TDD: RELAY NH 1-800-735-2964 • INTERNET: WWW.NHDOT.COM  
T:\BEDFORD\13692C\2021\Letters\1 TownofAmherst0525Offer.docx

## OFFER – AGREEMENT

Limited/Controlled access: No

LAND FILE/PARCEL #: - 01

NAME: TOWN OF AMHERST, N/A

ADDRESS: PO BOX 960, AMHERST, NH 03031

WE agree to accept **Three Thousand Two Hundred Dollars (\$3,200.00)** in full satisfaction for all the damages occasioned by the required taking for highway purposes, with all the rights of access, air, light and view appurtenant thereto, and to execute when tendered, an easement to the State of New Hampshire for land affected by said highway as shown on a plan entitled **BEDFORD X-A004(254) 13692C** of the Department of Transportation.

We certify that we own said land subject only to mortgage/lien to: N/A

PROPERTY TAXES: We further understand that we are entitled to a pro-rata payment for taxes and expenses for the transfer of the property.

ACQUISITION: **140 SF DRAINAGE EASEMENT, 3788 SF DRAINAGE/CHANNEL EASEMENT, 8190 SF DRAINAGE/SLOPE EASEMENT**

IN CONSIDERATION OF THE ABOVE THE STATE SHALL ALSO AGREE TO THE FOLLOWING:

RELOCATION: Eligible for a replacement housing payment?

You are eligible for a replacement housing payment up to a maximum of N/A. This amount is to be paid only if this sum or a portion thereof is actually spent over and beyond the total award to purchase decent, safe and sanitary housing.

Award for Taking:	<b>\$3,200.00</b>
Severance Damage:	<b>\$0.00</b>
Total Award:	<b>\$3,200.00</b>

This award is based on a review and analysis of an appraisal of the property made by a qualified appraiser.

NO OBLIGATIONS OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED. For THE STATE OF NEW HAMPSHIRE (Subject to the approval of Governor and Council) By:

Member: Via Certified Mail  
Agent: Kayla Useels  
Date: 10/26/2021

Owner: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

Payment Authorization:

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



### DRAINAGE AND SLOPE EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT, the Town of Amherst, a municipal corporation with a principal address of PO Box 960, Amherst, State of New Hampshire 03031, for good and valuable consideration grants to the State of New Hampshire, whose address is PO Box 483, 7 Hazen Drive, Concord, New Hampshire 03302-0483, the following described property rights on land of the Grantor, not homestead, located in the Town of Bedford, County of Hillsborough, State of New Hampshire and shown as Parcel 1 on a Plan of Bedford, X-A004(254), 13692C, on file in the records of the New Hampshire Department of Transportation:

Granting the permanent right and easement to construct, reconstruct and maintain slopes and embankments on land of the Grantors at such an angle as will hold NH Route 101 and the material in the slopes in repose against ordinary erosion in the areas shown on the above-referenced Plan in accordance with the standard practice of highway construction.

And also granting the permanent right and easement to construct, reconstruct, maintain, repair and operate ditches, culverts, pipes, catch basins or other facilities for drainage purposes over, under or through land of the Grantors abutting or near NH Route 101 in the area shown on the above-referenced Plan in accordance with the standard practice of highway construction.

And also granting the permanent right and easement to construct, relocate, maintain and repair the Pulpit Brook channel and bank, on land of the Grantors abutting or near NH Route 101 in order to preserve the integrity of NH Route 101, and associated structures, all as shown on the above referenced Plan in accordance with the standard practice of highway construction.

Being interests in that property recorded May 24, 2002, at the Hillsborough County Registry of Deeds in Book 6638, Page 1452.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

TOWN OF AMHERST

By: \_\_\_\_\_

Title: \_\_\_\_\_



STATE \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, \_\_\_\_\_  
the undersigned officer, personally appeared, \_\_\_\_\_, who acknowledged  
as being the [title] \_\_\_\_\_ of the Town of Amherst, and that as such  
[title] \_\_\_\_\_, being authorized so to do, executed the foregoing instrument for  
the purposes therein contained, by signing the name of the corporation as  
[title] \_\_\_\_\_.

IN WITNESS WHEREOF I have hereunto set my hand and seal.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My commission expires: \_\_\_\_\_









# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Additional Reappointment, Historic District Commission

**Department:** Administration

**Meeting Date:** July 26, 2021

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

Doug Chabinsky has affirmed that he is interested in continuing as Member of the Historic District Commission.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to reappoint Doug Chabinsky as a member to the Historic District Commission for a three year term, ending 2024.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. FY22 Boards, Commisions and Committees Appintments, 7.26.21 addition

**APPLICANT NAME:**      **Term Expires:**

Reappointment	Doug Chabinsky	2024
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**BOARD/COMMISSION/COMMITTEE:**

Historic District Commission
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# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Administrative Updates  
**Meeting Date:** July 26, 2021

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

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**BACKGROUND INFORMATION:**

ARPA, tax rate information messaging,

**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:** Discretionary Easements  
**Meeting Date:** July 26, 2021

**Department:** Administration  
**Staff Contact:** Dean Shankle

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### **BACKGROUND INFORMATION:**

The following policy was developed on behalf of the BOS by Dwight Brew, Bill Stoughton and John Harvey.

They are bringing it to the BOS for your review and approval.

Proposed Policy:

Town of Amherst, New Hampshire  
Board of Selectmen  
Policy Regarding Discretionary Easements (NH RSA 79-C)

The State of New Hampshire in NH RSA 79-C: Discretionary Easements declares that these easements are in accordance with “the public interest to encourage the preservation of open space which is potentially subject to development...” (NH RSA 79-C:1). In Section C:5 the legislature grants the local governing body, in Amherst the Board of Selectmen (BOS), significant discretion to “weigh the public benefit” of grant these easements. In fact, it states that BOS decisions “shall not be set aside by the board of tax and land appeals or the superior court except for bad faith.”

The legislation specifically gives the BOS three issues that involve potential ranges within their decision-making authority. These include:

- Assessed value of land to be applied toward the property to be covered by the easement for tax purposes, during the terms of the agreement;
- The length of the easement to be granted;
- Amount to be paid at termination of the easement, or at the termination of the renewal of an easement.

In an effort to be transparent and fair to anyone considering applying for a discretionary easement the Board of Selectmen hereby declares the policy of the Town will be to:

1. Set the assessment value at 70% of the fair market value of the land multiplied by the town’s current equalization rate (NH RSA 79-C:7 II.);
2. Set the initial length of the easement at 10 years;

3. Set the amount of the termination payment at 10% of the fair market value of the land, which will be due “upon final expiration of the terms of the discretionary easement or renewed discretionary easement” (RSA 79-C:8 II). This termination fee may be waived by mutual agreement if, during, or at the end of, the easement period, the land is permanently protected from development or is sold to the town, or donated to the Town, in each case on terms satisfactory to the Town.

The intent of this policy is to allow all interested parties to understand how applications for discretionary easement will be addressed within the Town of Amherst and to avoid the appearance of favoritism or bad faith.

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

Designed to be approximately revenue neutral.

**POLICY IMPLICATIONS:**

The intent of this policy is to allow all interested parties to understand how applications for discretionary easement will be addressed within the Town of Amherst and to avoid the appearance of favoritism or bad faith.

**DEPARTMENT HEAD RECOMMENDATION:**

Concur

**SUGGESTED MOTION:**

"I move that we approve the Discretionary Easement Policy as presented.

**TOWN ADMINISTRATOR RECOMMENDATION:**

Concur

**ATTACHMENTS:**

None



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

**Title:** Village Green Park Benches  
**Meeting Date:** July 26, 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:** DRAFT, BOS Meeting Calendar  
2022

**Department:** Administration

**Meeting Date:** July 26, 2021

**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:**

1. 2022 BOS Meeting Calendar, DRAFT



# TOWN OF AMHERST, NH

## **DRAFT 2022 BOARD OF SELECTMEN MEETING CALENDAR**

January						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
February						
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27	28					
March						
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27	28	29	30			
April						
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May						
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29	30	31				
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July						
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31						
August						
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September						
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October						
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30	31					
November						
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27	28	29	30			
December						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Board of Selectmen Meetings

#### Holidays

SAU 39 Vacation Week

January 11, 2021 FY21 Budget Hearing

Feb 2, tentative Deliberative Session

March 8, 2022 STATE & LOCAL ELECTIONS



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

**Title:** DRAFT, Proposed 2022 Holiday  
Schedule for Town of Amherst employees

**Department:** Administration

**Meeting Date:** July 26, 2021

**Staff Contact:**

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### **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

The schedule as proposed matches the Holidays as stated in the Employee Policy Handbook, Section 305 effective 9/27/2004.

This proposed schedule has New Year's Day as observed on Friday December 31, 2021 as January 1 falls on a Saturday. Eric Hahn has expressed that he wishes to keep the Transfer Station open on Friday December 31, 2021 and allow the Transfer Station employees, who would typically work on a Saturday, to observe New Year's Day on January 1, 2022. This is in keeping with the Town policy, which states that the Library, the Police Department and the Transfer Station may have exceptions.

### **SUGGESTED MOTION:**

I approve the proposed Holiday Schedule for the Town of Amherst employees, with the understanding that the Library, the Police Department and the Transfer Station may have exceptions.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. 2022 Proposed Holiday Schedule
2. ToA EPH, 305 Holidays

Per section 305 of the Town of Amherst Employee Policy Handbook (EPH), the following are identified Town of Amherst Holidays:

<u>Town Holidays</u>	<u>2021 Approved</u>	<u>2022 DRAFT</u>	
New Year's Day	Friday Jan 1, 2021	Friday Dec 31, 2021*	
Civil Rights Day	Monday Jan 18, 2021	Monday Jan 17, 2022	
Presidents Day	Monday Feb 15, 2021	Monday Feb 21, 2022	
Memorial Day	Monday May 31, 2021	Monday May 30, 2022	
Independence Day	Monday July 5, 2021	Monday July 4, 2022	
Labor Day	Monday Sep 6, 2021	Monday Sep 5, 2022	
Columbus Day	Monday Oct 11, 2021	Monday Oct 10, 2022	
Veterans Day	Thursday Nov 11, 2017	Friday Nov 11, 2022	
Thanksgiving Day	Thursday Nov 25, 2021	Thursday Nov 24, 2022	
Thanksgiving Friday	Friday Nov 26, 2021	Friday Nov 25, 2022	
Christmas Day	Friday Dec 24, 2021	Monday Dec 26, 2022	

\*As New Year's Day 2022 falls on a Saturday, per the policy it is observed the previous Friday, which places it in the 2021 calendar year.



### **305 Holidays**

Effective Date: 9/27/2004

The Town of Amherst will grant holiday time off to employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Presidents' Day (third Monday in February)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Columbus Day (second Monday in October)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving
- \* Christmas (December 25)

\* For the Library, Police Department, and Transfer Station, an employee should see their department head for the specific holiday schedule.

The Town of Amherst will grant paid holiday time off to all eligible employees immediately upon

assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee

would otherwise have worked on that day up to 8 hours. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees (pro-rated)

Regular part-time employees are eligible to receive holiday pay for the average number of hours worked in a work day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized

holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave),

holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages

at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime



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

**Title:** CIP Committee Appointments

**Department:** Community Development  
Office

**Meeting Date:** July 26, 2021

**Staff Contact:** Nic Strong

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## **BACKGROUND INFORMATION:**

The CIP Committee members for this year are proposed as follows:

John D'Angelo - Board of Selectmen

Christy Houpis - Planning Board

Steve Coughlan - Souhegan School Board

Elizabeth Kuzsma - Amherst School Board

Amy Facey - SAU Representative

Jullie Patterson - Citizen At-Large

We are searching for one more citizen at-large and do not yet know the Ways and Means member(s).

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To appoint the list of members to the 2021 CIP Committee.

## **SUGGESTED MOTION:**

I move to appoint John D'Angelo, Christy Houpis, Steve Coughlan, Elizabeth Kuzsma, Amy Facey and Jullie Patterson to the 2021 CIP Committee.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None



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

**Title:** DPW New Hire (Driver/Laborer)  
**Meeting Date:** July 26, 2021

**Department:** Public Works  
**Staff Contact:** Eric Hahn

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### **BACKGROUND INFORMATION:**

Due to a former employee's resignation and departure on May 26, 2021, we have an opening for a full-time laborer/driver in the highway department. Our interview of Brett Weston went very well. Based on his satisfactory interview, his work history, and his possession of a CDL-A license, we believe he will be a good fit for our team and we would like to hire him.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

This position is fully funded. Will be paid for from line item # 01-4312-10-1110 CREW WAGES.

### **POLICY IMPLICATIONS:**

None

### **DEPARTMENT HEAD RECOMMENDATION:**

We recommend to hire Brett M. Weston, of Nashua, NH, to fill our vacant spot for a full-time Laborer/Driver position.

### **SUGGESTED MOTION:**

I move that the BOS approve the hiring of Brett M. Weston for the full-time laborer/driver position at DPW.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. brett weston resume
2. brett weston par
3. June 14, 2021 Laborer-driver job description

## **Brett M. Weston**

23B Hunt Street, Nashua, NH 03060

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I am applying for your truck driver Highway Department Position. I have just recently acquired my CDL license Class A from NETTTS Tractor Trailer training program. Presently my function has been construction for a modular home community. I am skilled in using hand tools, power tools, and light/medium equipment to complete construction projects according to client specifications and meeting code requirements. I have been successful in completing difficult projects on schedule with consistent follow through on all instructions and job site specs.

**Objective:** Seeking to secure a Highway department position with a city or town focused on the community, while advancing my career.

### **Work Experience:**

Jensen Mobile Home Park

From: June 6, 2014

To: April 25, 2020

0 River Pines, Nashua, NH 03062

- Residential construction and maintenance
- Heavy equipment operation/maintenance
- Inventory management
- Safety management
- Site preparation and maintenance
- Small pothole filling
- Daily safety data reports on vehicles and equipment

### **Responsibilities:**

- Perform wide range of heavy labor, including ditch digging, hauling, and assist licensed workers to complete residential, commercial, and small business constructions projects on-time and on-budget.

- Review blueprints and schematics to determine construction, renovation, and remodeling project scopes of work.
- Minor plumbing, electrical fixtures, build and disassemble scaffolding, bracing, and barricades.
- Mentor junior team members and provide guidance on proper construction techniques and safety requirements.
- Inspect completed work to ensure conformance with construction specifications and uphold quality standards.

### **Additional Experience:**

#### **Target**

From: January 2014  
To: June 2014  
600 Amherst Street  
Nashua, NH 03063

Stocking and front area support

#### **Market Basket**

From: January 2011  
To: January 2014  
375 Amherst Street  
Nashua, NH 03063

Dairy department

#### **Burger King**

From: September 2007  
To: December 2011  
283 Amherst Street  
Nashua, NH 03063

Senior assistant manager

### **Education**

- Hollis Brookline High School Graduate
- **CDL Class A** training at NETTTS Tractor Trailer Training School; graduate May 13, 2021.
- Completed study courses on forklift and HAZMAT safety and handling; with certificate

# TOWN OF AMHERST PERSONNEL ACTION REQUEST

**R**

Name of Employee: Brett Weston

<u>XX</u> NEW HIRE _____ Bonus Pay _____ Re-Hire _____ Pay Increase	_____ Probation Completion _____ Promotion _____ Transfer _____ Termination /Resignation	_____ Leave without pay _____ FMLA Leave _____ Suspension without pay _____ Other (Please describe in text box)
--	---	--

Current Position (fill in all blanks)	Change to (fill in only changed data)
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Department: <u>Public Works</u> Division: <u>Highway</u> Position: <u>Laborer/Driver</u> Category: <u>Regular Full Time</u> Grade/Step: <u>Grade 4, Step 2</u> Account: <u>01-4324-10-1110</u> Account: <u>01-4312-10-1110</u> Account: <u>01-4195-10-1110</u> Account: _____  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Wages:</td> <td style="width: 33%; text-align: center;">Exempt</td> <td style="width: 33%; text-align: center;">Non Exempt</td> </tr> <tr> <td>Hourly (per hour):</td> <td></td> <td style="text-align: center;">\$18.76</td> </tr> <tr> <td>Salary (per pay period):</td> <td></td> <td></td> </tr> </table>	Wages:	Exempt	Non Exempt	Hourly (per hour):		\$18.76	Salary (per pay period):			Department: _____ Division: _____ Position: _____ Category: _____ Grade/Step: _____ Account: _____ Account: _____ Account: _____ Account: _____  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Wages</td> <td style="width: 33%; text-align: center;">Exempt</td> <td style="width: 33%; text-align: center;">Non Exempt</td> </tr> <tr> <td>Hourly (per hour):</td> <td></td> <td></td> </tr> <tr> <td>Salary (per pay period):</td> <td></td> <td></td> </tr> </table>	Wages	Exempt	Non Exempt	Hourly (per hour):			Salary (per pay period):		
Wages:	Exempt	Non Exempt																	
Hourly (per hour):		\$18.76																	
Salary (per pay period):																			
Wages	Exempt	Non Exempt																	
Hourly (per hour):																			
Salary (per pay period):																			

Effective date or period of action: August 2, 2021

Reason for Action: Hired effective August 2, 2021. Pending 1.) approval of the Board of Selectman at a regular board meeting and 2.), positive result of a criminal background, motor vehicle record and a DOT physical and drug screening

Requesting Supervisor: \_\_\_\_\_ Printed Name Eric M. Stosek Signature Eric M. Stosek Date 7/16/2021

Approval of Department Head: \_\_\_\_\_ Signature Eric Hahn Date 7/16/2021

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Amended as shown

Comments:

Town Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

I certify that I have received a copy of this PAR.

Employee Signature: Brett Weston Date 7/16/2021

Original-PERSONNEL FILE copy to PAYROLL			
Date			

## **LABORER / TRUCK DRIVER**

***The Department of Public Works is responsible for maintaining and operating public roads, commons, transfer station, cemeteries, and buildings.***

### **JOB SUMMARY**

Responsible for the skilled and safe operation and routine preventative maintenance of assigned trucks, light construction equipment, and hand and power tools used in the construction and maintenance of roads and other public works projects. Performs manual labor tasks incidental to the operation and maintenance of assigned equipment such as the loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects. Performs other public works department duties which may be temporarily assigned to include but not necessarily limited to: vacation and absence stand-in for other public works department personnel; building and ground maintenance, transfer station maintenance, and support for road, bridge, and sidewalk construction, maintenance and repair, to include winter storm operations.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Director of Public Works, who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion, and provides instruction as necessary. Duties are performed in accordance with established and specified procedures. Will be assigned to and subordinate to Highway Department Road Foreman/Building and Grounds Foreman, and other public works department crew leaders.

### **SUPERVISION EXERCISED**

May be assigned to oversee, direct, and/or provide training to temporary summer-seasonal employees and/or employees of the same classification.



## **EXAMPLES OF ESSENTIAL DUTIES**

[Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class].

1. Performs daily vehicle/equipment safety inspections and records information in the corresponding vehicle/equipment log.
2. Uses electronic devices daily to include computers, tablets, and cell phones, to receive and complete assignments, receive and reply to emails, complete training, and communicate with other employees and supervisors.
3. Regularly operates one or more of the following pieces of equipment: pick-up truck, chipper, compactor, asphalt saw, etc. On occasion may be assigned to operate trackless, loader, tractor, or backhoe if needed for simple tasks and/or for training purposes. When not engaged in equipment operation performs various skilled and semi-skilled tasks essential to public works operations.
4. Makes minor field repairs and adjustments to equipment and reports need for major repairs to the Road Foreman.
5. Operates trucks during road maintenance and construction jobs hauling aggregate materials such as cold patch, gravel, sand, hot top, fill, and stone.
6. Operates during winter storm emergencies at all hours of the day or night operating plow and sander-equipped trucks. Shovels snow, and loads and spreads sand and salt on sidewalks, bridges, and steps; thaws and clears culverts.
7. Mows roadside grass, weeds, and brush, rakes and packs leaves and debris, trims limbs, and cuts downed limbs with power equipment, such as mowers, trimmers, chain saws, and chippers, or with hand tools.
8. Loads and unloads heavy materials from trucks and vans, stocks materials in storage areas or at work sites.
9. Installs traffic signs as described in the MANUAL on UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.). Installs guardrails and work zone safety equipment, may perform flagging operations in work zones.
10. Digs trenches, ditches and holes with pick and shovel; moves material by hand with buckets and wheelbarrows; uses air and hydraulic equipment for breaking asphalt and concrete, sandblasting and drilling.
11. Removes beaver dams/debris from culvert pipes and waterways as assigned using hand tools and PPE to include hip boots, waders, life vests, shovels, rakes, etc.

12. Places and rakes to grade hot bituminous asphalt and other pavement treatments such as cold patch, and tack coats using wheelbarrow and hand tools.
11. Assists in the maintenance and repairs of bridges to include painting, chipping, scraping, and removing; installs and cleans culverts and other drainage systems; installs and cleans catch basins, and ditches.
13. Services and performs minor routine maintenance on light duty trucks, light equipment, and portable power equipment and hand tools.
14. Performs cemetery maintenance including burials.
15. Performs other essential duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Experience with the functions, operating methods, and care required in the operation and maintenance of light construction equipment used in public works projects.
- Experience with the use of and the ability to perform minor servicing and maintenance on light power equipment such as mowers, chain saws, portable pumps, generators, etc.
- Ability to safely and skillfully operate motor vehicles to include light duty trucks with manual and automatic transmissions.
- The ability to perform minor building maintenance work to include the use of hand and power tools used in carpentry, masonry, and painting.
- The ability to read and understand written instructions and technical manuals generally used in the execution of duties assigned; ability to read and interpret written instructions in the form of work orders, policies, rules and regulations.
- The ability to write legibly and clearly in the completion of log sheets, forms and other records.
- The ability to establish and maintain effective working relationships with other employees to include treating other employees with respect at all times; ability to understand and follow oral instructions; ability to effectively and professionally communicate with the general public.

### **LICENSURE AND CERTIFICATION REQUIREMENTS**

- NH Commercial Motor Vehicle Class B Driver's License:  
Must obtain within six (6) months of hire.
- Solid Waste Facility Operator Certification:  
Must obtain within one (1) year of hire.

- NH DES Green Sno-Pro Certification
- UNH T2 or Primex Chainsaw Certification
- UNH T2 or Primex Flagger Certification

### **MINIMUM QUALIFICATIONS REQUIRED**

- High School diploma or equivalent;
- One (1) year experience in the operation and routine servicing of commercial trucks and light construction equipment;
- One (1) year experience in road and site work construction; **OR** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

### **PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS**

Must be able and willing to perform strenuous physical work under all climatic conditions such as extreme heat and cold, high winds, rain, and snow. Duties may require, heavy lifting, twisting, bending, squatting, kneeling, and may require crawling and climbing; working in garages in dirty and greasy areas, in cramped positions, with exposure to noise and other hazards from operating engines and equipment; work in trenches and excavations in wet and muddy conditions.

***The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*Adopted October 2001  
Revised December 2011  
Revised June 14, 2021*



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

**Title:** Contract for Build Out Analysis with  
NRPC

**Department:** Community Development  
Office

**Meeting Date:** July 26, 2021

**Staff Contact:** Nic Strong

---

### **BACKGROUND INFORMATION:**

The Master Plan Steering Committee issued an RFP for a Build Out Analysis to be performed as part of the Master Plan Update. NRPC was the sole applicant. The Master Plan Steering Committee reviewed their proposal at their July 18, 2021, meeting, and moved to forward it to the Board of Selectmen for approval. The cost will be \$7,500 and is available from the Community Development budget.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

The cost of \$7,500 is available between the Master Plan and Outside Hire budget lines.

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to move to approve the contract with NRPC for the Build Out Analysis in the amount of \$7,500.

### **SUGGESTED MOTION:**

I move to approve the contract with NRPC in the amount of \$7,500 for preparation of a Build Out Analysis.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. NRPC Build Out Analysis Proposal 6.28.21



RECEIVED

JUN 29 2021

AMHERST COMMUNITY  
DEVELOPMENT OFFICE

Nic Strong  
Community Development Director  
Town of Amherst, NH  
2 Main Street  
Amherst, NH 03031

June 28, 2021

Dear Nic,

Nashua Regional Planning Commission (NRPC) is pleased to submit this proposal to provide build out analysis services to the Town of Amherst, NH. We understand that the Town is currently working on a theme-based Master Plan and as an adjunct is interested in having a build out analysis performed to depict future land scenarios. We look forward to working with the Master Plan Steering Committee, the Master Plan Consultant, and Office of Community Development on the following tasks:

- Preparation of a base scenario
- Preparation of alternative scenarios to depict future land uses
- Final report and presentation.

Upon your satisfactory review of this proposal, NRPC is prepared to submit a contract document with full Terms and Conditions for the Board of Selectmen's consideration.

Respectfully,

Jay Minkarah  
Executive Director  
Nashua Regional Planning Commission  
[jaym@nashuarpc.org](mailto:jaym@nashuarpc.org)



## Build Out Analysis Proposal Town of Amherst, NH

### Approach

A buildout is a GIS modeling tool that allows planners to envision future development. Using a set of logic rules based upon zoning, current land use, and development constraints, future construction of commercial and residential development under different scenarios can be projected over time. Buildout is not a prediction of *what* will happen; rather, it is an expression of the current development potential in Town based on what *could* occur at some theoretical point in the future under current or modified land use regulations.

NRPC will use existing GIS parcel, zoning, building structures, and development constraints as baseline inputs to the model. The buildout analysis would involve a series of GIS modelling exercises using the CommunityViz software tool. NRPC would develop an analysis based on Amherst's existing zoning and current development constraints, and then conduct a comparative exercise examining alternative development scenarios under specific time horizons (10 years, 20 years, or full buildout, etc.). Along with maps illustrating new building construction, NRPC would quantify impact indicators such as population, school-aged children, utility demand, land valuation, traffic impact and other similar factors under each modeled scenario. The buildout analysis would visually illustrate and quantify the potential impacts of planning and zoning policy decisions on the town and provide a strong basis for capital planning.

#### Task 1: Base Scenario

The base scenario will identify how much land can be developed under existing land use regulations and where this growth may occur. The town can specify the time horizon under which to run the model (e.g., 20 years, 40 years, or complete buildout). NRPC will report up to 40 indicators that describe the impacts of the development scenarios on demographics, employment, transportation, water and energy use, land use characteristics, and municipal demands.

This task includes two meetings with the Town's Master Plan Steering Committee and attendance at the Town's listening session/public input meeting.

#### Task 2: Alternative Scenarios

NRPC recognizes the value of buildout is to address specific questions that the Town would find useful to answer. Some questions could be: Are there areas projected for development that the community would prefer not to develop or develop at lower densities? Are there areas suitable for higher-density development? What are the effects of land conservation? The model will be run under two other scenarios and indicators will be calculated to compare against the base scenario.

This task includes two meetings with the Town's Master Plan Steering Committee and a public presentation.

#### Task 3: Final Report and Presentation

The final deliverable will be a written report of the model's methods, mapped results, and impact indicators. The document will be handled as a technical appendix to the Town's final Master Plan.



Build Out Analysis Proposal  
Town of Amherst, NH

**Budget and Timeline**

The total cost of the project to the Town of Amherst is **\$7500**, due according to the following payment schedule:

- **\$1500** upon completion and acceptance of Task 1, Base Scenario  
*Estimated Completion Date: September 30, 2021*
- **\$3500** upon completion and acceptance of Task 2, Alternative Scenarios  
*Estimated Completion Date: December 31, 2021*
- **\$2500** upon completion and acceptance of Task 3, Final Report and Presentation  
*Estimated Completion Date: March 31, 2021*





## Build Out Analysis Proposal Town of Amherst, NH

### Statement of Qualifications

#### Company History and Outline of Capabilities

Established in 1959, the Nashua Regional Planning Commission (NRPC) is the oldest of New Hampshire's nine regional planning commissions. Serving 13 communities including Amherst, the Commission focuses on developing and implementing innovative planning strategies that preserve and improve the quality of life in Southern New Hampshire. NRPC provides its member communities with comprehensive planning services addressing environmental, land use, transportation, and regional planning issues as well as offering mapping and data services that utilize the latest technologies.

NRPC's GIS Team maintains a professional geographic information system (GIS) that encompasses the 13 communities in the region. The NRPC GIS supports numerous local government functions, including, for Amherst, comprehensive tax mapping and an interactive online parcel viewer. NRPC regularly provides GIS assistance to Amherst's staff and boards in areas such as historic and cultural resource management, forestry and land conservation, and trail mapping.

#### Staff Bios

**Sara Siskavich**, GISP, is NRPC's Assistant Director and GIS manager. She will serve as project manager for the build out. Ms. Siskavich oversees NRPC's technology initiatives as well as provides supervisory, contractual, budgeting, and advanced project management duties as needed to support the day-to-day administration of the Commission.

Ms. Siskavich has worked in the GIS field since 2001 and has managed the NRPC GIS Program since 2012. Formerly, she was the Manager of GIS and CAD at Unifit Service Corp in Hampton, NH, and has also held GIS positions in consulting and state government.

Ms. Siskavich earned a Bachelor of Arts in Biology, magna cum laude, and a Master of Arts in Geography, both from Boston University, and maintains professional GIS certification. Ms. Siskavich holds a voting seat on the NH Statewide GIS Committee and is active in its technical subcommittee. She has been a resident of Amherst since 2008.

**Ryan Friedman**, Senior GIS Planner, will be the technical lead on the build out. Mr. Friedman is responsible for advanced spatial and quantitative analyses and modeling to support NRPC's land use, transportation, environmental, and economic development planning. His specific areas of expertise include CommunityViz build out analyses, travel volume forecasting, level of traffic stress characterization, air quality conformity modeling, natural disaster risk estimation using the EPA HAZUS tool, and general GIS work to support a variety of transportation initiatives. Mr. Friedman is the technical lead on a similar build-out project underway in Pelham, NH.

Mr. Friedman earned a Bachelor of Arts in Geography, magna cum laude, from the University of New Hampshire and has been in the GIS field since 2001. Before his tenure at NRPC, he was employed as a GIS technician at Southwest Region Planning Commission.



## Build Out Analysis Proposal Town of Amherst, NH

### Project Examples

2005 Region-wide Buildout Impact Analysis  
[https://www.nashuarpc.org/download\\_file/923/](https://www.nashuarpc.org/download_file/923/)

2011 CTAP Buildout Report (Pelham Example)  
[https://www.nashuarpc.org/download\\_file/874/](https://www.nashuarpc.org/download_file/874/)

2007 Amherst Buildout Summary  
[https://www.nashuarpc.org/download\\_file/781/](https://www.nashuarpc.org/download_file/781/)

2014 Regional Buildout (pages 15-34)  
[https://www.nashuarpc.org/download\\_file/1347/](https://www.nashuarpc.org/download_file/1347/)

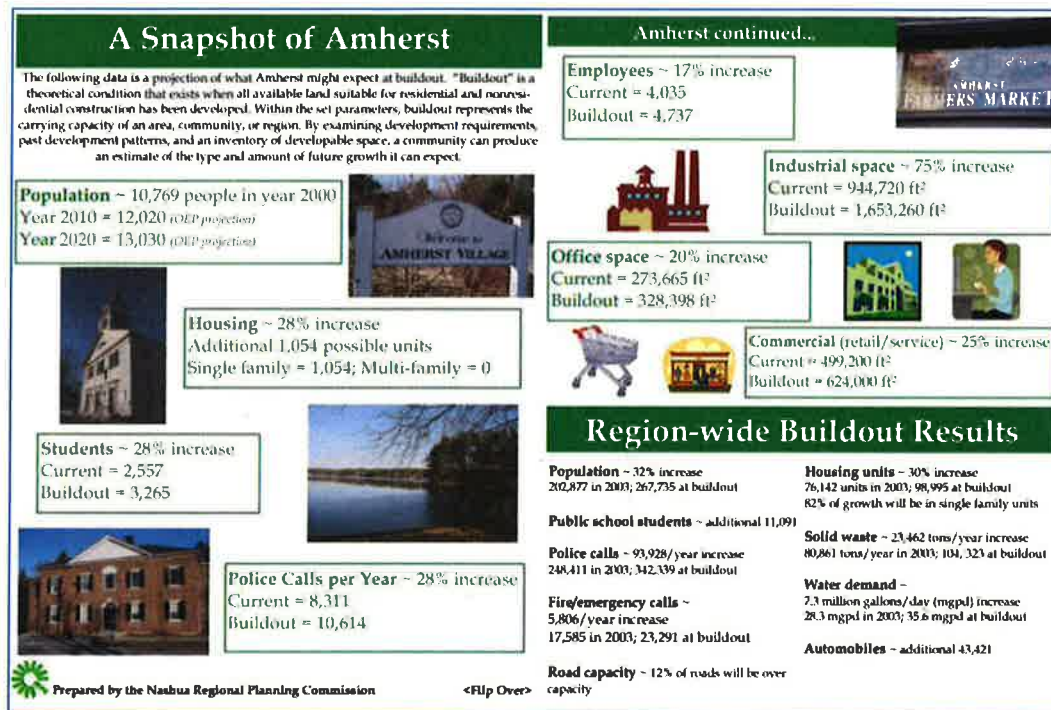


Figure 1: Impact Indicators from the 2007 Amherst Buildout Summary

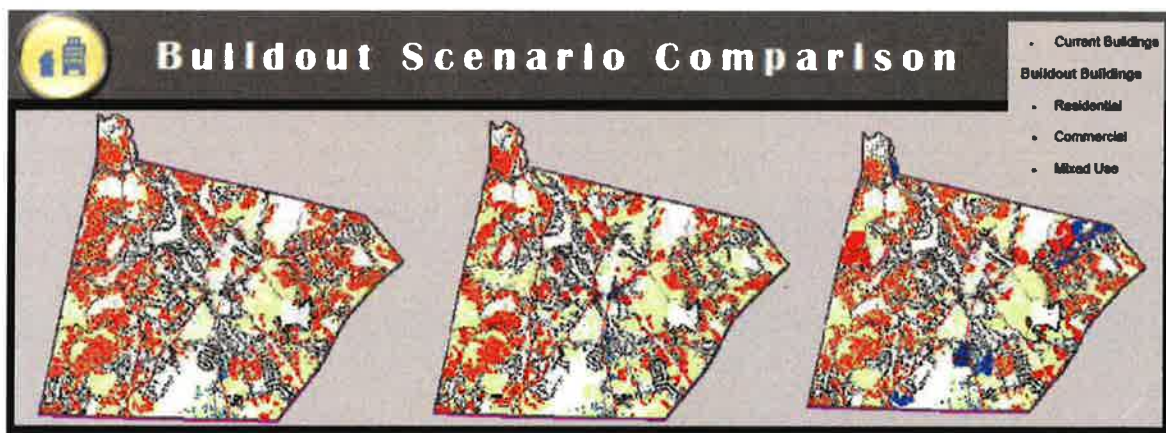


Figure 2: (Left to Right: Model Results for Base Scenario, Standard Alternative, and Community Alternative, Pelham, NH, 2011

## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Nashua Regional Planning Commission 30 Temple Street Suite 310 Nashua, NH 03060		Member Number: 519	Company Affording Coverage: NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2020	7/1/2021	Each Occurrence	\$ 5,000,000
	7/1/2021	7/1/2022	General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	7/1/2020 7/1/2021	7/1/2021 7/1/2022	Combined Single Limit (Each Accident)	\$5,000,000
			Aggregate	\$5,000,000
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2020 7/1/2021	7/1/2021 7/1/2022	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease — Each Employee	\$2,000,000
			Disease — Policy Limit	
<input checked="" type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>	7/1/2020 7/1/2021	7/1/2021 7/1/2022	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

**Description:** Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex <sup>3</sup> – NH Public Risk Management Exchange
Nashua Regional Planning Commission 30 Temple Street Suite 310 Nashua, NH 03060			By: <i>Mary Beth Purcell</i>
			Date: 6/24/2021    mpurcell@nhprimex.org
			Please direct inquiries to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



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

**Title:** AP, Payroll and Minutes Approves  
**Meeting Date:** July 26, 2021

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

---

### BACKGROUND INFORMATION:

### BUDGET IMPACT:

*(Include general ledger account numbers)*

### POLICY IMPLICATIONS:

### DEPARTMENT HEAD RECOMMENDATION:

### SUGGESTED MOTION:

#### Approvals:

#### **Payroll**

**AP1**~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$265,848.49 dated July 15, 2021, subject to review and audit.

#### **Accounts Payable**

**AP2** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$546,502.50 dated July 20, 2021, subject to review and audit.

**AP3** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$106,071.68 dated July 20, 2021, subject to review and audit.

**AP4** ~ I move to approve one (1) FY21Accounts Payable Manifest in the amount of \$3,176,200.00 dated July 1, 2021, subject to review and audit (School disbursements).

**AP5** ~ I move to approve one (1) FY21Accounts Payable Manifest in the amount of \$3,176,200.00 dated August 1, 2021, subject to review and audit (School disbursements).

#### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of July 12, 2021.

### TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.07.12 BOS Minutes, DRAFT



# **Town of Amherst, NH**

## **BOARD OF SELECTMEN MEETING MINUTES**

**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, July 12, 2021, 6:30PM**

### **1. Call to Order**

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

Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo, Selectman Danielle Pray, and Selectman Tom Grella.

Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude

### **2. Pledge of Allegiance – led by Bill Stoughton.**

### **3. Citizen's Forum**

Victoria Parisi introduced herself to the Board as the newly elected Amherst School Board member and liaison to the Board of Selectmen. She noted that Board members and the public are welcome to reach her at [vparisi@sau39.org](mailto:vparisi@sau39.org). She stated that Tom Gauthier is the newly elected Amherst School Board Chair and Josh Conklin is the Recreation liaison from the Amherst School Board. She explained that the Amherst School Board will continue to update the various Town boards and commissions regarding information about the Wilkins School site.

### **4. Scheduled Appointments**

#### **4.1. 2021 Revaluation Update - Michael Tarello and Stephen Whalen of Vision Government Solutions**

Mike Tarello and Stephen Whalen joined the Board via Zoom. Mike Tarello explained that they have completed the residential analysis of land and buildings for single-family, condominiums, etc. They have brought the values to 100%. These were adjusted based on land values, building costs, building sizes, and neighborhoods. This information has been reviewed with the assessors. Informal hearings will be set for August and the process should be finalized by the end of August.

In response to a question from Selectman Brew, Mike Tarello explained that all of the properties in Amherst have been adjusted to values of 100% but this information is not yet available to the public. By the end of next week, notices should be sent out and the website will be updated with this information for the public to view. All of the work will be completed before the tax rate needs to be set, which is towards the end of October.

#### **4.2 ACC, Proposed Open Space Advisory Committee**

Bill Stoughton, of the Amherst Conservation Commission (ACC), joined the Board to discuss the proposed formation of an Open Space Advisory Committee. He stated that the ACC believes there is a benefit to the Town to have a subcommittee advising the ACC and Board of



39 Selectmen on the procedure of acquiring open space and which parcels to consider. This is  
40 proposed to be a subcommittee of the Board of Selectmen and is also proposed to be made up  
41 of six members (one Board of Selectmen, one ACC, one Planning Board, and three citizens –  
42 one hopefully from a private land trust in Town). He reviewed the draft charter for the  
43 subcommittee with the Board. The intention of the ACC in this proposal is to take a sense of  
44 the Town in choosing and recommending parcels to the ACC and Board of Selectmen. This  
45 subcommittee would be advisory only and approving this subcommittee would make no  
46 change to the State mandated process that the Town will follow when acquiring land.

47  
48 Selectman Grella noted that boards/commissions usually have an odd number of people on  
49 them, but that the proposed number is probably okay, as this is an advisory subcommittee  
50 only.

51  
52 Selectman D'Angelo stated that he believes the Open Space Warrant Article laid out the  
53 process for acquiring open space quite well. He does not understand where this subcommittee  
54 fits into that process.

55  
56 Bill Stoughton explained that this subcommittee would advise both the ACC and Board of  
57 Selectmen. The ACC believes this subcommittee would be helpful as a second set of eyes in  
58 the process. The subcommittee would be purely advisory because the ACC believes there is a  
59 good process in place, but also wants to maintain public support of this process.

60  
61 Selectman D'Angelo stated that he is not sure this subcommittee would add value to the  
62 process. He could understand if members of the public advised the ACC regarding specific  
63 parcels of interest, and then the ACC brought that info before the Board of Selectmen.

64  
65 Selectman Pray suggested that two members of the ACC may be a better makeup for the  
66 subcommittee.

67  
68 In response to a question from Selectman Brew, Bill Stoughton explained that the ACC Chair  
69 and Vice Chair will be the ones to reach out to landowners regarding potential acquisition.  
70 Bill Stoughton stated that he believes the subcommittee and entire ACC would be brought on  
71 board for a discussion if an acquisition was growing closer. Some of these meetings would  
72 potentially happen in non-public session, so as to keep pricing confidential at first. Bill  
73 Stoughton stated that he believes pricing information would be made available to the public if  
74 the ACC makes a recommendation to move an acquisition forward from preliminary  
75 discussions with a tentative agreement in place.

76  
77 Selectman Brew explained that he has concerns about where this subcommittee would fit into  
78 the process as well. He is concerned that it might make the process less efficient.

79  
80 Chairman Lyon noted that this subcommittee might make the process less nimble, but that it  
81 would add value to the process by being a sounding board of people outside of the Board of  
82 Selectmen and ACC.

83  
84 Bill Stoughton explained that some examples of questions that might be asked to the  
85 subcommittee are: is it better off for the Town to look at acquiring a single large parcel of

land, or several parcels located throughout Town? Should the Town focus on acquiring land in one certain area of Town, and, if so, which area? He stated that there is a benefit in involving people who know the history of prior bond procedures in Town. While the ACC believes a good process is in place, it does not want to recommend properties to the Board of Selectmen with blinders on.

Selectman Brew stated that if the community is going to be involved upfront and help come up with filters to evaluate potential properties, there could be value to this subcommittee.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to approve the recommendation of the Open Space Advisory Committee.*

*Voting: 4-1-0; motion carried.*

#### **4.3 Walnut Hollow Farm, Ashley and Jarroh Dunnick, Speed Bump request for Walnut Hill Road**

Ashley and Jarroh Dunnick joined the Board. Jarroh Dunnick stated that Walnut Hill Road has a 30mph speed limit, but that the road is dangerous with blind corners and some areas that are only wide enough for one vehicle to pass at a time. Even at that speed, the road is not safe. Many locals walk and bike along the road, but some use it as a seasonal cut through to Baboosic Lake. While the Police Department has been informed of this issue and has doubled their patrols, it does not deter those unfamiliar with the area from speeding. He is requesting that two seasonable speed bumps be installed along the road. These would be able to be removed for plowing in the winter. He noted that there are letters from nearby neighbors also supporting this suggestion. He is concerned with the safety of those using the road, including his family.

In response to a question from Chairman Lyon, Jarroh Dunnick stated that this is a year-round issue that is sometimes worse in the winter due to slick road conditions.

Chairman Lyon explained that the issue is that the speed limit on the road seems to be unsafe. He stated that the lowest the speed limit could be posted on this road is 25mph, and that would only be after a traffic study is completed. He suggested sending this item to the Highway Safety Committee for review.

The Board agreed to refer this item to the Highway Safety Committee and contact the Dunnick's when the item is brought back before the Board with a recommendation.

### **5. Board Discussion- Board, Commission and Committee Appointments**

#### **5.1 Applications for Board, Committees and Commissions**

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to appoint Tom Christensen as a full member, and John Harvey and Wendy Rannenberg as alternate members, of the Bicycle & Pedestrian Advisory Committee, with terms expiring 2024.*

*Voting: 5-0-0; motion carried unanimously.*



131 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
132 *appoint Victor Bennison and Lee Gilman as full members, and Bill Widmer and Mike Cohen*  
133 *as alternate members, of the Amherst Conservation Commission, with terms expiring 2024.*  
134 *Voting: 5-0-0; motion carried unanimously.*

135  
136 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
137 *appoint John Bement and Gordon Zuerndorfer as full members, and Lauren Zuerndorfer as*  
138 *an alternate member, of the Heritage Commission, with terms expiring 2024.*  
139 *Voting: 5-0-0; motion carried unanimously.*

140  
141 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
142 *appoint Chris Buchanan as a full member of the Historic District Commission, with a term*  
143 *expiring 2024.*  
144 *Voting: 5-0-0; motion carried unanimously.*

145  
146 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
147 *appoint William Cassidy as an alternate member of the Library Board of Trustees, with a*  
148 *term expiring 2022.*  
149 *Voting: 5-0-0; motion carried unanimously.*

150  
151 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
152 *appoint Patrick Daniel as a full member of the Recreation Commission, with a term expiring*  
153 *2024.*  
154 *Voting: 5-0-0; motion carried unanimously.*

155  
156 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
157 *appoint Seth Potter as a full member of the Road & Bridge Commission, with a term expiring*  
158 *2024.*  
159 *Voting: 5-0-0; motion carried unanimously.*

160  
161 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*  
162 *appoint Dick Lefebvre and William Dunn as alternate members of the Trustees of the Trust*  
163 *Fund, with terms expiring 2022.*  
164 *Voting: 5-0-0; motion carried unanimously.*

165  
166 Selectman Brew explained that Amherst is entitled to have three members on the Nashua  
167 Regional Planning Board. The Amherst Planning Board will nominate a citizen and bring it  
168 before the Board of Selectmen at a future meeting.

## 169 **6. Administration**

### 170 **6.1 Administrative Updates**

171 Town Administrator Shankle explained that he is still working on the kinks for hybrid  
172 meetings. He also explained that the Bicycle & Pedestrian Advisory Committee was able to  
173 apply for the RAISE grant in time.

### 174 **6.2 Planning Board request regarding intersections**

177 Selectman Brew, ex-officio to the Planning Board, explained that the Planning Board often  
178 asks developers to do traffic studies in Town. Some of those studies have shown that there are  
179 a number of intersections that are set to fail in the future. The Planning Board will often ask  
180 developers to contribute a proportionate amount for their part in finding a solution for these  
181 failures. However, developers often ask what the solution will be, and the Town is yet unclear  
182 on that. The Planning Board believes it is reasonable to ask Town Administrator Shankle and  
183 Community Development Director, Nic Strong, to consult with the Nashua Regional Planning  
184 Commission (NRPC) to see what next possible steps are.

185  
186 Nic Strong explained that intersections located at Boston Post Road, Foundry, Main Street,  
187 and Amherst Street, are all slated to fail by 2030, even with a no-build situation. Failure, in  
188 this case, means the number of seconds someone in the intersection would have to wait would  
189 reduce the level of service at that intersection. An engineering study could show the existing  
190 conditions and outline possible improvements. Impact fees collected from new developments  
191 and offsite improvement funds could be used to pay for these improvements. An engineering  
192 study is not currently funded in the budget, but there is money in the Community  
193 Development budget for an “outside hire” that could be used.

194  
195 Selectman Grella noted that an NRPC traffic study from 2014 identified a number of alternate  
196 possibilities, but it was determined that nothing could be substantively done to alleviate traffic  
197 problems in the Village.

198  
199 Selectman D’Angelo agreed with asking NRPC what it would recommend for next steps. He  
200 also noted that he has been speaking with DPW Director, Eric Hahn, regarding the number of  
201 stop signs located around the Village. It may be possible to improve traffic in some way by  
202 removing or moving some of these stop signs. He suggested that this item also be brought  
203 forth to NRPC.

204  
205 The Board agreed to allow Eric Hahn, Nic Strong, and Town Administrator Shankle to speak  
206 with NRPC about possible next steps on the intersections and stop signs.

### 207 208 **6.3 American Rescue Plan Act (ARPA) discussion**

209 Town Administrator Shankle explained that the ARPA gives municipalities funds based on  
210 population numbers. Amherst is set to get \$1.2M from ARPA. These funds can only be used  
211 for specific items. One of these potential items is “Negative Economic Impacts.” Using funds  
212 for this item would require showing that some businesses in Town suffered economic hard  
213 due to COVID-19, and a program to target this economic harm. He is proposing a short four-  
214 month study be done to assess these potential impacts. This would require hiring two part-  
215 time researchers, mapping items, and general administrative overhead, totaling approximately  
216 \$25,000. A second item that these funds could be used for is mitigation of air quality issues in  
217 Town buildings. This is currently being worked on by Eric Hahn and can also be moved  
218 forward.

219  
220 Selectman Brew agreed with the suggestions and noted that grant money should be used for  
221 the highest priority items that the Town can use it for.

In response to a question from Selectman Brew, Town Administrator Shankle explained that the process will involve data gathering, such as identifying businesses that may have been impacted, hosting focus groups, and speaking to the Chamber of Commerce. The ARPA funds must be committed by 2023 and spent by 2024.

Selectman Brew stated that he hopes the funds can also be used to be forward-thinking and look at what can be done to make businesses and the Town stronger in case of similar future events.

Town Administrator Shankle explained that the Town will receive \$563,000 once the funds are applied for and a similar amount one year later. The Town must then show proof that the money was spent on the proper items.

In response to a question from Selectman Pray, Town Administrator Shankle stated that the ARPA funds can also be used for water and sewer infrastructure items, but the Town has neither of these. The funds could also be used to expand broadband capabilities in Town.

Chairman Lyon agreed with the suggestions and noted that the Town can begin the process of identifying businesses that have been impacted but could then change directions if a different item has more value to it. He noted that the Town should not overlook the importance of expanding its broadband capabilities, if possible.

*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve an initial budget of \$25,000 using ARPA funds. This would be primarily to hire two part time researchers for \$16,000 (\$20/ hr. for 25 hours each week, for 16 weeks); \$6,000 for GIS mapping services and \$3,000 for general administrative overhead (paper, copying, etc.) to research 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.*

*Voting: 5-0-0; motion carried unanimously.*

## **7. Staff Reports**

### **7.1 Auction of used equipment**

Town Administrator Shankle explained that Recreation Director, Craig Fraley, would like to auction off unused equipment. Any money made is requested to be returned into the Recreation Revolving Fund that was used to purchase the items originally.

Chairman Lyon noted that the equipment includes four paddleboards and one tractor that was purchased for Buck Meadow using the Revolving Fund and funds from the ACC. Any funds for the tractor are requested to be split respectfully between these two accounts. A similar auction of items was completed by the Recreation Commission last year, and Town Counsel determined it was appropriate for funds to be put back into the accounts used to originally purchase the items.

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to allow the Recreation Department to auction off four stand-up paddleboards and a John Deere*

Tractor through Municibid.com. Any money collected from the sale will be put back into the funds where they were purchased from.  
Voting: 5-0-0; motion carried unanimously.

## **7.2 Swap Shop and Book Swap Volunteer Appointments**

DPW Director Hahn explained that the Swap Shop reopened last Saturday, and the Book Shop will reopen this Saturday. He would like the volunteers that run these shops to be recognized and appointed by the Board.

*A MOTION was made by Selectman Grella and SECONDED by Selectman Pray 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.*

*Voting: 5-0-0; motion carried unanimously.*

## **8. Approvals**

### **8.1 Report of Appropriations Actually Voted (DRA Form MS-232)**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve the 2021 MS-232 Form for the FY22 fiscal year.*

*Voting: 5-0-0; motion carried unanimously.*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$235,350.53 dated July 1, 2021, subject to review and audit.*

*Voting: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$127, 095.79 dated July 6, 2021, subject to review and audit.*

*Voting: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$324,341.80 dated July 6, 2021, subject to review and audit.*

*Voting: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21Accounts Payable Manifest in the amount of \$3,176,200.00 dated July 1, 2021, subject to review and audit (School disbursements).*

*Voting: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of June 28, 2021, as amended.*

*Voting: 4-0-1 motion carried.*

316  
317 **9. Action Items**

318 The Board reviewed its action items.  
319

320 **10. Old/New Business**

321 Selectman Pray noted that State Senator Daniels will come before the Board at a future  
322 meeting to speak on municipal items.  
323

324 Town Administrator Shankle noted that the Planning Board's August 4<sup>th</sup> meeting will be held  
325 at Souhegan High School. The Town is hoping to make it a hybrid meeting.  
326

327 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
328 *adjourn the meeting at 8:15pm.*

329 *Voting: 5-0-0; motion carried unanimously.*  
330

331  
332  
333 **NEXT MEETING: Monday, July 26, 2021**  
334

335  
336  
337 \_\_\_\_\_  
338 *Selectman Danielle Pray*

\_\_\_\_\_  
*Date*



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** July 26, 2021

**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

### **A. All Service Veterans' Tax Credit**

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.

#### **Suggested Motion:**

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the All Service Veterans' Tax Credit for tax year 2022 in the amount of \$500 for Map 010, Lot 059-003.

### **B. Service Connected and Disabled Tax Credit**

I have reviewed the attached Total and Disabled Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:35 for the 2022 tax year.

#### **Suggested Motion:**

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Service Connected total and Disabled Tax Credit for tax year 2022 in the amount of \$4,000.00 for Map 003, Lot 027-007.

### **C. Religious, Charitable, and Educational Total Exempt Properties**

The assessor has reviewed all the BTLA Form A-9's and A-12's submitted from Religious, Educational and Charitable Organizations as required by RSA 72:23-c and RSA 72:23, VI. The RSA for Religious exemption can be found under RSA 72:23, III, Educational RSA 72:23, IV and charitable RSA 72:23, V.

All the exempt properties have supplied the necessary forms and documentation within a timely manner as dictated by statute and they all have been determined to continue to qualify for 2021 tax year. A list of all exempt properties is attached.

If there are any questions, please feel free to contact me at your convenience.

#### **D. Land Use Change Tax**

Attached is a land use change tax release for Tax Map 005 Lot 059-022. The parcel was sold making this parcel less than 10 acres and not contiguous with other lots in current use under identical ownership. The Land Use Change Tax of \$22,500.00 amount represents 10% of the full and true market value of \$225,000.

Suggested Motion:

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends to approve the LUCT in the amount of \$22,500 for Tax Map 005 Lot 059-022.E. Land Use Change Tax

#### **E. Land Use Change Tax**

Attached is a land use change tax release for Tax Map 005 Lot 059-038. The parcel was sold making this parcel less than 10 acres and not contiguous with other lots in current use under identical ownership. The Land Use Change Tax of \$24,500.00 amount represents 10% of the full and true market value of \$245,000.

Suggested Motion:

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends to approve the LUCT in the amount of \$24,500 for Tax Map 005 Lot 059-038.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. Item A
2. Item B
3. Item C
4. Item D
5. Item E