



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, AUGUST 9, 2021 6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Citizens' Forum

4. Scheduled Appointments

4.1. Senator Gary Daniels, legislative updates

5. Administration

5.1. Administrative Update

6. Staff Reports

6.1. Cruiser Computer Purchase

6.2. Forestry Vehicle Acquisition

6.3. DPW Electrical Upgrade and Electric to new mechanics garage

6.4. New Hire, Accountant

7. Approvals

7.1. AP, Payroll and Minutes Approvals

8. Action Items

9. Old/New Business

Adjournment

Next Meeting: August 23, 2021

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89479689621>

Or Telephone: (301) 715-8592 Webinar ID: 894 7968 9621



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Administrative Update
Meeting Date: August 9, 2021

Department: Administration
Staff Contact:

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: Cruiser Computer Purchase
Meeting Date: August 9, 2021

Department: Police Department
Staff Contact: Mark Reams

BACKGROUND INFORMATION:

Planned replacement of obsolescent cruiser computer system.

BUDGET IMPACT:

(Include general ledger account numbers)

\$13,099.25

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Approve

SUGGESTED MOTION:

Move to award bid in the amount of \$13,099.25 to Patrol PC for the purchase of replacement police cruiser computer equipment.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20210727100035



Memorandum

To: Board of Selectmen
Cc: Dean Shankle, Town Administrator
From: Mark O. Reams, Chief of Police
Date: July 1, 2021
Re: *Sole source bid – police cruiser computers*

Please refer to the attached materials with regard to this FY22 request relating to year three of the Department's three-year plan to replace obsolescent cruiser computer equipment. The sole source vendor letter and attached quote represent the same product and similar figures approved by the Board in FY20 and FY21 (current pricing does reflect a manufacturer cost increase of \$864, or 7%, over previous FY20 and FY21 invoices). Thank you.



Advanced Electronic Design Inc
 344 John Dietsch Blvd, Unit 2
 North Attleboro, MA, US 02763
 (508) 699-0458

DRAFT



S R C 6 A 8 4 7 3 Z

QUOTE

QUO-3441

2021-05-27

Sales Agent: Tasha Lusardi

Email: tlusardi@patrolpc.com

Phone: (508)699-0458 x103

Attention		
Mark Reams	mreams@amherstnh.gov	(603) 673-4900
Bill To		Ship To
NH - TOWN OF AMHERST PD 175 AMHERST STREET AMHERST, NH - 03031		NH - TOWN OF AMHERST PD 175 AMHERST STREET AMHERST, NH - 03031
Expiry Date	Shipping Rate	Payment Terms
2021-07-26	GROUND	NET 30

Item	Description	Type	Unit Price	Qty	Line Total
RH-M1	RhinoTab M1 (12.1" Sunlight Readable Display - 1200 NITS+, Projected Capacitive Touch Screen, Internal Battery, Ambient Light Sensor, WiFi 802.11 2.45GHz B/G/N/AC + Bluetooth, GPS, Front 2MP Camera, Rear 5MP Camera w/ Flash, Dual Digital Microphones, Stereo Speakers)	SALE	\$3,199.00	2	\$6,398.00
MotherBoard: MB-i7-RH-M1	Motherboard [i7]: Intel Core i7-5650U Processor (2.2GHz/3.1GHz, 4MB Cache, 2 Core, HD6000 Graphics, 2 USB 3.0 ports, 2 mPCIe half card slots, TPM v2.0)		\$225.00		\$450.00
RAM: RAM-8GB-DDR3	8GB DDR3-1600 RAM		INCLUDED		INCLUDED
Hard-Drive: SSD-240GB-MSATA	240GB mSATA 6GB/sec SSD		INCLUDED		INCLUDED
Operating System: OS-W10E64-RH-M1	Windows 10 IoT Enterprise 64 Bit Operating System for RH-M1 w/ CBB License.		\$209.00		\$418.00
Overlay: OVR-S-RH-M1	Standard RhinoTab Bezel Overlay Package		INCLUDED		INCLUDED
Cellular: CELL-VER-URC1-FN-RH-M1	Embedded URC-1 Verizon 4G LTE Cellular Modem (w/ Internal Antenna). Dual SIM capable. Band 14 Certified.		\$545.00		\$1,090.00
Scanner: 2DS-RH-M1	Embedded 2D Imaging Scanner		\$353.00		\$706.00
Carrying Method: ACC-HANDLE-RH-M1	RhinoTab Side-Mount Rhino Handle		\$30.00		\$60.00
Warranty: WRNT-3YR-RH-M1	3 Year RhinoTab Computer Warranty (Tablet Only)		INCLUDED		INCLUDED
RD-V-1	RhinoTab Value Dock (1 10/100/1G Ethernet, 4 USB 3.0, 4 RF Pass-Thru, 2 Ports for External Power Control and Ignition Sense)	SALE	\$499.00	2	\$998.00
Power Cable: CBL-PWR-6FT	6 FT Fused Power Cable		INCLUDED		INCLUDED
Warranty: WRNT-3YR-RD-V-1	3 Year RhinoTab Dock Warranty (RD-V-1 Dock Only)		INCLUDED		INCLUDED
PWR-AC-15V-90W-NC	90W A/C Power Adapter US Plug (100-250VAC in, 15VDC Out, 1 Year Manufacturer's Warranty). Included with Computer Purchase.	SALE		1	
KBD-TG3-BLT-X3818	Rugged Backlit Keyboard - TG3 KBA-BLT-X3818 82 Backlit Red Illuminated Keyboard with Touchpad / Coiled Cord - 3 Year manufacturer's warranty. (KBA-BLT-5RBUVS-BKC)	SALE	\$259.00	2	\$518.00
MNT-VEH-TM-5502-UNIB	HINT Tablet and Keyboard Mount with Two Telescopic Posts. 12" Tablet Post with G.R.I.P. Tilt/Swivel and Single	SALE	\$476.00	2	\$952.00

Arm. 10" Keyboard Post with G.R.I.P. Tilt/Swivel and Double Arm with Triple Pivot and Adjustable Tray for 12" Keyboard. Telescopic Mid Section with the Next Generation Under the Seat UNIBASE EVOLUTION for the Following Vehicles: Chevrolet TAHOE(2021+), SUBURBAN (2021+), SILVERADO (2021+), EQUINOX (2018-2020), Dodge CHARGER (2011+) and CARAVAN (2011+), Ford CROWN VICTORIA (1992-2012), EDGE (2013+), ESCAPE (2013+), EXPLORER (2020+), POLICE INTERCEPTORS SEDAN and UTILITY (2011+), EXPEDITION (2018+), F150 (2015-2020), FSD (2017+), TRANSIT CONNECT (2002-2020), FUSION (2013+), RANGER (2019+) & TRANSIT (2013+) (Specify Year of Vehicle) (Display Holder sold separately)

MNT-DH-PPC	Display Holder for PatrolPC® RhinoTab® Dock & Core i (7")	SALE	\$88.00	2	\$176.00
ANT-AP-MMF-CC-Q-S22-BL	Antenna Plus - MULTIMAX FV: MIMOx2 Cell/LTE antenna. Threaded bolt mount. 15 feet coax with all SMA male connectors, Black - 1 year manufacturer's warranty.	SALE	\$160.00	2	\$320.00
INSTALL	Installation service	SERVICE	\$450.00	2	\$900.00

☐ I have read and understood the following terms and conditions.

Will a matching PO be issued for this order? YES ☐ NO ☐

Subtotal: \$12,986.00

Shipping Cost: \$113.25

Total: \$13,099.25

Printed Name: _____

Date of Approval: _____

Signature of Approval

Note:

Antenna Installs(2) - \$100 each

Computer Installs(2) - \$350 each

(2)- 2021 Chargers

Terms & Conditions:

Unpaid balances accrue 1.5% interest per month.



Patrol PC Sole Source Letter

Advanced Electronic Design, Inc.

344 John Dietsch Blvd.

North Attleboro, MA 02763

To Whom It May Concern:

Patrol PC, a division of Advanced Electronic Design, Inc., is a sole-source US manufacturer of ultra-rugged, advanced mobile data terminals/computers (MDT's/MDC's) that are customized for use in mobile Police, Fire and EMS vehicles. Our products are designed and manufactured at our headquarters facilities in North Attleboro, MA, and we certify that we meet all requirements of the "Buy America Act".

We are a "direct-from-the-factory" manufacturer with one mission, and that is to produce tablet computers that are "purpose-built" to support the unique mission and duties of mobile Police, Sheriff, Fire and EMS work. We do not build computers for the general public or for other industries. As a result, our computers are not generally available through traditional retail computer distribution channels.

We have two main product families, our RT-12i Fixed Mount Tablets, and our RhinoTab Portable Tablets. Our products are different from traditional laptop computers, with unique features and benefits that we design specifically for first responders, including:

- Ruggedized Metal Frames to Protect Your Investment
- Sealed 1200 NITS, Ultra-Brite Daylight-View-able Displays for Outdoor Use
- Impact-Resistant Windows Touch-Screens
- Built-In eCitation Scanners
- Built-In 4G LTE Data Modems
- Programmable Buttons For Ease Of Use
- Certified to Function From -15F to +149F
- Fully Expandable and Upgradeable to Eliminate Obsolescence
- Up To 7-Year Extended Warranty to Maximize Your Investment

Thank you for your consideration of Patrol PC products for your agency, and feel free to contact me if you have any questions/issues.

Best Regards,

David J. Swlthers

President

Patrol PC, a division of Advanced Electronic Design, Inc.

344 John Dietsch Blvd.

North Attleboro, MA 02763

508-699-0458

TOWN OF AMHERST

Town Department: Amherst Police Department

Date: July 27, 2021

Line Item: 01-4210-60-2621 Computer Equipment

Budget Amount: \$18,000

Bid #: Item: Cruiser Computer System

Date Bid To Be Awarded: August 9, 2021

VENDOR Name and Address

PRICE/UNIT

TOTAL

OTHER CONSIDERATIONS

1. Patrol PC 344 John L. Dietsch Blvd, U1&2 North Attleboro, MA 02763	\$6,549.63	\$13,099.25	Sole source vendor Year III of III equipment update
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2.

3.

Recommend bid be awarded to:

Patrol PC
344 John L. Dietsch Blvd U 1&2
North Attleboro, MA 02763

Signature of Town Administrator/ Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.
Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to the meeting of the Board of Selectmen.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Forestry Vehicle Acquisition
Meeting Date: August 9, 2021

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

NH Division of Forest & Lands offers up the 5 Ton Trucks for municipalities to obtain these vehicles for fighting brush/forest fires. These vehicles are donated to the municipality to use for as long as they want. The municipality is responsible for the care and maintenance of the vehicles. The other responsibility we would face is to paint the vehicle to mirror a fire truck and not a military truck. We will be one of the six towns that have taken possession of the available trucks this year.

The intent is to take possession of this 2002 military specific vehicle with 11,000 miles. The average cost for one of these vehicles is \$135,000. They are all wheel drive capable and can access many types of topography.

This is to replace the current Forestry 1 which is a 1982 International Truck with a standard transmission of which there are very few than can drive it.

BUDGET IMPACT:

(Include general ledger account numbers)

Per the agreement with the State of NH Division of Forest & Lands, we have to get the vehicle painted within 6 months of obtaining the vehicle. Additionally, we will need to transfer the equipment on the current vehicle to the newer one. The estimated cost for this \$700.00 - \$1,00.00 as we can do the majority of the work.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

To obtain this vehicle to replace a 39 year old vehicle.

SUGGESTED MOTION:

For the BOS to approve the acquisition of this 2002 Military Specific Truck for Amherst Fire Rescue at the recommendation of Chief Matthew Conley.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Forest Vehicle Docs



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
DIVISION of FORESTS and LANDS
172 Pembroke Road Concord, New Hampshire 03301

SARAH L. STEWART
Commissioner

PATRICK D. HACKLEY
Director

603-271-2214
FAX: 603-271-6488
www.nhdf.org

FOREST PROTECTION
FEDERAL EXCESS PROPERTY PROGRAM
COOPERATIVE AGREEMENT

This agreement made this 9th day of AUGUST, 2021 by and between the Director of the Division of Forests and Lands, Department of Natural and Cultural Resources, acting in behalf of the State of New Hampshire and the Selectmen/ Mayor, Town/City of Amherst, New Hampshire.

Witnesseth, that in consideration of the loan by the State of New Hampshire to the Town/City of Amherst the following described vehicle:

2002 FMTV M1083A1
Year/Make/Type of Vehicle

Serial Number

AG/PP #

5 Ton Standard Cargo

The Town/City agrees to the following:

1. Accept the vehicle in its existing condition, making necessary repairs and installing equipment for its use as a forest fire control unit. Within six months of receiving this unit, it shall be made serviceable for forest fire control purposes, painted and equipped with DNCR decals or this agreement will become null and void and the vehicle shall be returned to the State at the expense of the Town/City. Do not paint or remove any Federal identification markings.
2. Insure for liability in the amounts of: \$100,000 per person; \$300,000 in any one accident; and \$20,000 property damage. A certificate of insurance shall be sent annually to the Division of Forests and Lands.
3. Furnish the Division of Forests and Lands evidence of vehicle's insurance coverage prior to transfer of unit from State to Town/City.
4. Indemnify and hold harmless the State of New Hampshire for any and all claims and against any liability for damage to person and property arising out of the use of said vehicle by said Town/City.
5. Vehicle registration shall be processed by the State. Any charges associated with registration shall be paid by the Town/City prior to registration.
6. Maintain the vehicle in good operating condition, complying with State of New Hampshire motor vehicle laws, rules and regulations regarding motor vehicle inspections and operations. The vehicle shall be stored and housed within a town facility. The vehicle shall be subject to inspection by the Director, Division of Forests and Lands or his agent at any time.

CO-OPERATIVE AGREEMENT

7. Volume of water to be tanked on unit covered by this agreement shall not exceed gross vehicle weight rating for over the highway use indicated on vehicle nomenclature plate. Tank design and construction shall comply with specifications set forth in NFPA 1901 manual for Automotive Fire Apparatus.

8. Permit operation of this vehicle only by qualified drivers, posting a list of such drivers in the vehicle and provide year round suitable housing within the Town/City for the vehicle.

9. Charge other Towns/Cities and the State only out-of-pocket expenses including gas, oil, repairs and operator time for the services of the vehicle.

10. Return the vehicle to the Division of Forests and Lands storage depot at Bear Brook State Park in Allenstown, NH if the vehicle is rendered unfit, through accident or otherwise; or if no longer required by the Town/City as a forest fire control unit within six months of the date vehicle is taken out of service. Equipment added to the vehicle by the Town/City may be removed prior to vehicle return. Items on vehicle when received by the Town/City and not used shall be returned to the Bear Brook Storage Depot within six months of receipt of the vehicle.

Be it further agreed that the vehicle subject to this agreement be used primarily for forest fire suppression and be under the control of the Town/City Forest Fire Warden. Vehicle may be used in other fire emergencies as necessary.

This agreement may be terminated by either party for cause within thirty (30) days notice or sooner by mutual consent.

In witness whereof the parties to this agreement have affixed their signatures.

Witness

Mayor/City Manager or
Chairman, Board of Selectmen

Witness

Selectman

Witness

Selectman

Witness - Division of Forests and Lands

Director, Division of Forests and Lands

Rev. June 2020

STATE OF NEW HAMPSHIRE
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

REQUEST FOR STATE EQUIPMENT

TO: Forest Ranger and Division of Forests and Lands Director

I request the following named equipment:

FMTV M1083 A1 5.0 ton standard cargo

Be placed in the custody of the fire officials in our town primarily to strengthen our forest fire control potential. I have read the terms of the lease agreement from the State of New Hampshire, Division of Forests and Lands governing the equipment and fully understand its provisions.

We (do) (do not) **(please circle)** have federal excess equipment in our town now.

There (is) (is not) **(please circle)** manpower available to bring this equipment back to New Hampshire.

Town of Amherst

Fire Warden Matthew Conley

Date 8/4/2021

Fire Chief Matthew Conley

Selectman/Town Manager/Mayor

(When equipment is to be stored in the fire station, the signatures of both the Forest Fire Warden and Fire Chief are requested.)

I approve the above request and believe it will strengthen our forest fire control organization in this town and surrounding area.

Date _____

Forest Ranger _____

Approved for placement when equipment becomes available in the order the request was received and on the basis of the whole state need.

Date _____

State Forester _____

Sold by:

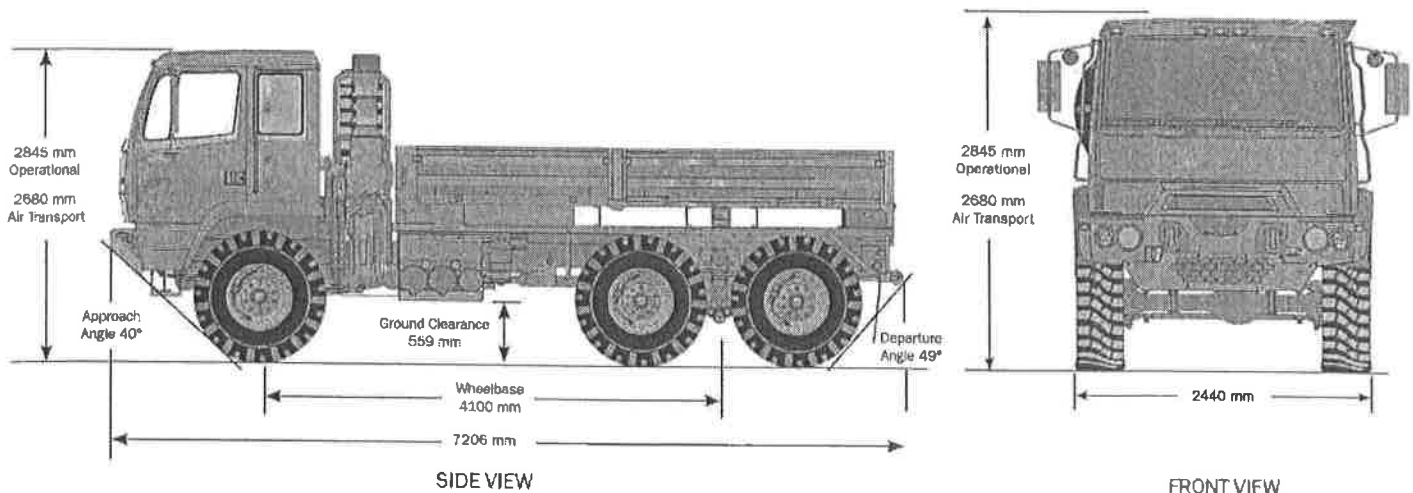
FMTV TRUCK SALES

FMTV M1083A1 5.0 ton Standard Cargo

The Family of Medium Tactical Vehicles (FMTV) provides the U.S. Army's backbone for tactical unit mobility and logistics support throughout the battlefield. Produced by Stewart & Stevenson Tactical Vehicle Systems, LP, these vehicles are considered the most sophisticated off-road, multi-purpose military tactical vehicles in use, and are capable of operating worldwide on primary and secondary roads, as well as on trails and cross-country in weather extremes from -50°F (-46°C) to +120°F (49°C).

KEY FEATURES

- Full-time all-wheel drive
- Fully automatic transmission
- Central Tire Inflation System (CTIS)
- Technical Manuals (TMs)
- U.S. Army proven ultra-reliability
- Family of 14+ vehicles with 80% commonality
- U.S. Army certified 22-year corrosion
- Highest proven reliability of any tactical vehicle



GLOBAL TACTICAL SYSTEMS



Stewart & Stevenson Tactical Vehicles Systems, LP
5000 I-10 West Sealy, Texas 77474
Bus: (281) 856-0139 Fax: (713) 867-1518

FMTV M1083A1

5.0 ton Standard Cargo

VEHICLE SPECIFICATIONS

Length:	283.7 in (7,206 mm)
Width:	96 in (2,438 mm)
Height:	
Operational	112 in (2,845 mm)
Height-Pintle:	
Unloaded	36 in (905 mm)
With Payload	32.4 in (824 mm)
Wheel Base:	161.4 in (4,100 mm)
Ground Clearance:	
Loaded	22 in (559 mm)
Under Axle	14.4 in (365 mm)
Approach/Departure Angle:	40°/49°
Vehicle Curb Weight with Fuel:	20,796 lb (9,433 kg)
Payload:	10,000 lb (4,536 kg) plus kits
Towed Load:	21,000 lb (9,526 kg)
Maximum Speed:	58 mph (94 km/h)
Range, 58 gal (219 L) nominal:	300+ mi (483+ km)
Maximum Grade/Side Slope:	60%/30%
Turning Circle:	
Curb-to-Curb	56.4 ft (20.0 m)
Fording, without Kit:	30 in (762 mm)
with Kit:	50 in (1,270 mm)

EQUIPMENT SPECIFICATIONS

Cab:		Tires:	Michelin 395/85R20XM1, All-Terrain
Design	3-Man, Ergonomically Adjustable Driver Seat and Steering Wheel	Brakes:	
Steering	Power Assisted, Recirculating	Primary	Air Actuated
Suspension	3-Point Rubber Isolator	Secondary	Air Actuated
Engine:		Central Tire Inflation System, Dana/Eaton:	
Caterpillar 3126	Heavy Duty Diesel, 6-Cylinder, Fuel Injected Turbocharged and Aftercooled, EPA Certified		Cab-Mounted Electronic Controls, Operable while Driving Highway, Cross-Country, Air Transport, Sand/Mud/Snow, and Emergency Modes
Rating	290 hp (216 kW) @ 2400 rpm	Diagnostics:	Electronic Technical Manuals (TMs)
Displacement	442 cu in. (7.2 L)	Suspension:	
Torque	738 lb ft. (1,000 Nm) @ 2600 rpm	Front	Parabolic-Tapered Leaf Spring with Coil over Hydraulic Shock Absorbers
Fuel	Diesel, DF-2, JP-4, JP-8, VV-F-800	Rear	Tandem Axles with Parabolic-Tapered Leaf Spring with Hydraulic Shock Absorbers and Stabilizer Bar
Oil	MIL-L-D, MIL-L-46167, 22 qt (21 L)	Transportability/Deployability:	
Transmission:		Internally	Air-transportable by C-130, C-141, C-17, and C-5A at
Allison 3070 (MD-D7)	Automatic/Select 7-speed, Electronically Controlled	Externally	GVW Transportable by CH-47 and CH-53 Helicopters
Full-Time AWD	Integral Transfer Case	Self Recovery Winch:	
Normal Operation	30% Torque Front Wheels; 70% Torque Rear Wheels; Off Road, Equal Front & Rear	(Optional)	11,000 lb (4,990 kg) rating, 280 ft (85.3 m) Line Capacity, Fore/Aft Recovery Positions
Oil	MIL-L-2104D, MIL-L-46167, 31.8 qt (30 L)	Cargo Bed:	
Axles:		Inside Cargo Bed	170 in x 91 in (4,318 x 2,314 mm)
ArvinMeritor	Front, Intermediate and Rear Axles	Ladder	Integral, Stowed
Carrier	Single Reduction, Amboid-Gearing Bevel Wheel End Reduction, Ratio 2:1	Construction	E-COAT Rustproofing Dropside with Side Rail Storage
Wheel End		Options	Troop Seats, Stowable Composite; Bows and Tarp Kit
Overall Axle Gear Ratio	7.8:1		
Front Axle Steering	35°		
Electrical:			
System	12/24 volt, EMI/HAEMP Qualified, Central Power Distribution Panel, Battery and Charging Management System		
Alternator	100 amp, 12/24 volt, Waterproof, EMI/RFI Suppressed		
Starter	24 volt Waterproof		

FOR MORE INFORMATION CONTACT:

Sold By:

**FMTV
TRUCK
SALES**

sales@fmtvtrucks.com
1.406.624.3963
www.fmtvtrucks.com

All rights reserved.

Specifications are subject to change with notice.



Stewart & Stevenson Tactical Vehicles Systems, LP
5000 I-10 West Sealy, Texas 77474
Bus: (281) 856-0139 Fax: (713) 867-1518
www.ssss.com



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW Electrical Upgrade and Electric to new mechanics garage **Department:** Public Works

Meeting Date: August 9, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

The New Mechanics garage needs electrical service and wiring. The DPW yard/offices presently has several electric service drops that are at capacity. This bid proposal includes a consolidation of service to the existing vehicle bays and for the new mechanics' garage to be included on the emergency generator. The service consolidation will allow future changes without the need for another service drop.

BUDGET IMPACT:

(Include general ledger account numbers)

The cost for the mechanics garage portion is within the anticipated cost of the building, the cost for the new 400 amp panel in the equipment bays is extra, but within the budget for routine maintenance/upgrade.

POLICY IMPLICATIONS:

n/a

DEPARTMENT HEAD RECOMMENDATION:

Award the bid to LBA Inc. (DBA Boisvert Electric)

SUGGESTED MOTION:

I move to award LBA inc. bid 02-22 for \$40,950 to install the electrical wiring and service upgrade for the DPW equipment bays and Mechanics garage.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 02-22 Elect Work award Form
2. LBA 02-22
3. Gemini Electric 02-22
4. CDS 02-22
5. 02-22 steel building electrical 7-22-21 (2)

TOWN OF AMHERST

Town Department: DPW

Date: July 30, 2021

Line Item: 01-4194-40-2430

Budget Amount: \$125,000

Bid #:02-22

Item:

Date Bid To Be Awarded: August 9, 2021

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. CDS Unlimited Bennington NH		79,800.00	
2. Gagnon Electrical Services Nashua NH		NO BID	
3. Gemini Electric Auburn NH		47,717.00	
4. Granite State Electricians Manchester NH		NO BID	
5. LBA, Inc. Manchester NH		40,950.00	
6. Longchamps Electric, Inc. Manchester NH		NO BID	
7. Loren Morse Electrical Services Nashua NH		NO BID	
8. Stellos Electric Supply Nashua NH		NO BID	

Recommend bid be awarded to: LBA, Inc. (Boisvert Elect)

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

BID NUMBER # 02-22
Steel Building Electrical
CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this bid, to be known as Bid Number 02-22. The intent of this bid is to upgrade our existing electrical service at the DPW garage to accommodate and connect electrical service to our NEW Steel Building. This bid shall also be for wiring our NEW steel building itself to include any specified receptacles, lights, conduits, etc. This bid shall also include connecting our existing 50K generator to the NEW 400A main building service panel. An electronic PDF copy of the steel building plans are available upon request.

Additionally, the undersigned, with General Provisions, Specifications and other bid documents, binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town, and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the project, in Amherst, NH, for the following:

- Upgrade existing DPW Garage service to accommodate a new service connection to the NEW steel building.
- Connect upgraded DPW Garage service panel to feed NEW steel building.
- Connect existing 50K generator to main building NEW 400A service panel.
- Install all wiring, conduit (underground conduit installed by DPW), receptacles, and lighting to satisfy stated specifications.

Bid Total: \$ 40,950.- (inc Bond)

Bid Total: (written) Forty Thousand Nine Hundred Fifty Dollars

Respectfully submitted,

LBA Inc. dba DA Boisvert Electric Co

Print Bidder/Contractor's Name

David A Boisvert

Print Representative's Name and Title

175 Lincoln St # 104

Street

603 623 5122 / 603 641 2888

Telephone and FAX Number

X Paul A Boisvert

Representative's Signature

Manchester NH 03103

City, State and Zip Code

7/29/2021

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

AGREEMENT

This AGREEMENT is made ^{July 4th} ~~August~~ 30, 2021, BETWEEN the Owner, Town of Amherst,
and the Contractor: UBA Inc. dba DA Bossett Elec Co

for the following Project: **Steel Building Electrical** at Public Works.

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project.
The Contract documents consist of:

Table of Contents

- 1) Invitation to Bid. (pages 1-2)
- 2) Contractor's Proposal. (pages 3-4)
- 3) Contract Agreement, dated June 3, 2021. (pages 4-5)
- 4) General Provisions, dated June 3, 2021. (pages 6-11)
- 5) Specifications, dated June 3, 2021. (pages 12-13)
- 6) Securities, dated June 3, 2021. (pages 14-19)
- 7) Notice to Proceed, dated June 3, 2021. (pages 20-21)
- 8) Contractor's Affidavit, dated June 3, 2021. (page 22)
- 9) Contractor's Release, dated June 3, 2021. (pages 23-24)
- 10) Steel Building Plans, Attachment A, dated June 3, 2021. (page 25)
- 11) This agreement signed by the Owner and the Contractor.

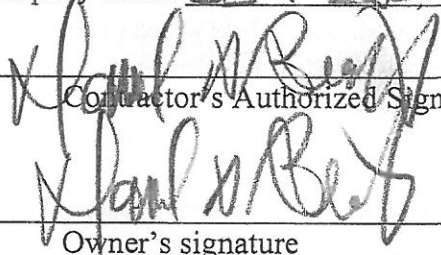
**ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**

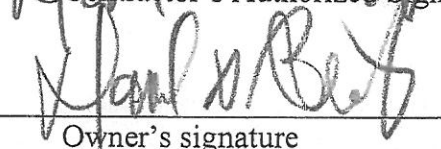
The date of commencement shall be the date of this agreement. The Steel Building Electrical at Public Works shall be completed in its entirety prior to October 1, 2021.

**ARTICLE III
CONTRACT SUM**

	Unit Price
1. Existing building service upgrade cost: (Incl. all work from pole to new meter socket)	\$ <u>6,000.00</u>
2. Wire new building cost: (Incl. all work from new service panel to & including new building)	\$ <u>34,950.00</u>
Total Project price (1 & 2)	\$ <u>40,950.00</u>
Total in words	<u>Forty Thousand, Nine Hundred Fifty Dollars</u>

Company Name LBA Inc dba DA Boisvert Electric Co

 Contractor's Authorized Signature 7/29/2021 Date

 Owner's signature 7/29/2021 Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

**ARTICLE IV
PAYMENT**

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals for labor shall be for completed work only.
2. Submittals for electrical materials or related project hardware may be submitted in two parts:
 - 1st Submittal- 50% of electrical materials and/or related project hardware prior to beginning of work.
 - 2nd Submittal- 50% of electrical materials and/or related project hardware after completion of work.
3. Work shall be certified, and payment made within fifteen (15) working days of the approved amount of the invoice.

This agreement entered into as of the day and year first written above.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

BID NUMBER # 02-22
Steel Building Electrical
CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this bid, to be known as Bid Number 02-22. The intent of this bid is to upgrade our existing electrical service at the DPW garage to accommodate and connect electrical service to our NEW Steel Building. This bid shall also be for wiring our NEW steel building itself to include any specified receptacles, lights, conduits, etc. This bid shall also include connecting our existing 50K generator to the NEW 400A main building service panel. An electronic PDF copy of the steel building plans are available upon request.

Additionally, the undersigned, with General Provisions, Specifications and other bid documents, binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town, and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the project, in Amherst, NH, for the following:

- Upgrade existing DPW Garage service to accommodate a new service connection to the NEW steel building.
- Connect upgraded DPW Garage service panel to feed NEW steel building.
- Connect existing 50K generator to main building NEW 400A service panel.
- Install all wiring, conduit (underground conduit installed by DPW), receptacles, and lighting to satisfy stated specifications.

Bid Total: \$ 47,717.00

Bid Total: (written) Forty Seven Thousand Seven Hundred Seventeen Dollars

Respectfully submitted,

Gemini Electric, Inc
Print Bidder/Contractor's Name

Matthew Connors, President
Print Representative's Name and Title

8 Priscilla Lane,
Street

(603) 644-7170 / (603) 645-4099
Telephone and FAX Number



Representative's Signature

Auburn, NH 03032
City, State and Zip Code

July 29, 2021

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

June 3, 2021

BID NUMBER # 02-22
Steel Building Electrical
CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this bid, to be known as Bid Number 02-22. The intent of this bid is to upgrade our existing electrical service at the DPW garage to accommodate and connect electrical service to our NEW Steel Building. This bid shall also be for wiring our NEW steel building itself to include any specified receptacles, lights, conduits, etc. This bid shall also include connecting our existing 50K generator to the NEW 400A main building service panel. An electronic PDF copy of the steel building plans are available upon request.

Additionally, the undersigned, with General Provisions, Specifications and other bid documents, binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town, and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the project, in Amherst, NH, for the following:

- Upgrade existing DPW Garage service to accommodate a new service connection to the NEW steel building.
- Connect upgraded DPW Garage service panel to feed NEW steel building.
- Connect existing 50K generator to main building NEW 400A service panel.
- Install all wiring, conduit (underground conduit installed by DPW), receptacles, and lighting to satisfy stated specifications.

Bid Total: \$79,800.00

Bid Total: (written) Seventy Nine Thousand Eight Hundred Dollars and Zero Cents

Respectfully submitted,

CDS Unlimited LLC

Print Bidder/Contractor's Name

Jordan Widger

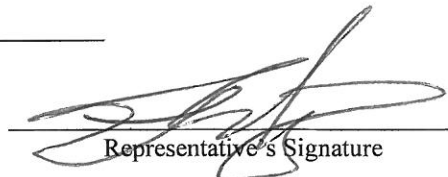
Print Representative's Name and Title

279 Bible Hill rd Bennington, NH 03442

Street

603-714-5974 603-509-9591

Telephone and FAX Number



Representative's Signature

279 Bible Hill Rd Bennington, NH 03442

City, State and Zip Code

7/29/2021

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

AGREEMENT

This AGREEMENT is made August ____, 2021, BETWEEN the Owner, Town of Amherst,
and the Contractor: _____

for the following Project: **Steel Building Electrical** at Public Works.

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project.
The Contract documents consist of:

Table of Contents

- 1) Invitation to Bid. (pages 1-2)
- 2) Contractor's Proposal. (pages 3-4)
- 3) Contract Agreement, dated June 3, 2021. (pages 4-5)
- 4) General Provisions, dated June 3, 2021. (pages 6-11)
- 5) Specifications, dated June 3, 2021. (pages 12-13)
- 6) Securities, dated June 3, 2021. (pages 14-19)
- 7) Notice to Proceed, dated June 3, 2021. (pages 20-21)
- 8) Contractor's Affidavit, dated June 3, 2021. (page 22)
- 9) Contractor's Release, dated June 3, 2021. (pages 23-24)
- 10) Steel Building Plans, Attachment A, dated June 3, 2021. (page 25)
- 11) This agreement signed by the Owner and the Contractor.

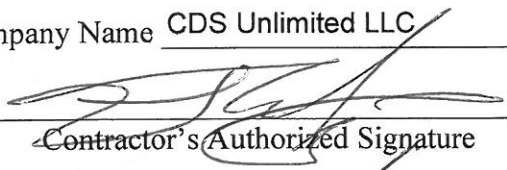
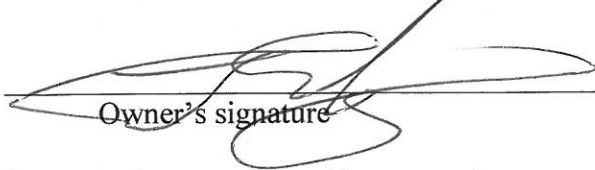
**ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**

The date of commencement shall be the date of this agreement. The Steel Building Electrical at Public Works shall be completed in its entirety prior to October 1, 2021.

**ARTICLE III
CONTRACT SUM**

	Unit Price
1. Existing building service upgrade cost: (Incl. all work from pole to new meter socket)	\$ 33,300.00
2. Wire new building cost: (Incl. all work from new service panel to & including new building)	\$ 46,500.00
Total Project price (1 & 2)	\$ 79,800.00
Total in words	<u>Seventy Nine Thousand Eight Hundred Dollars and Zero Cents</u>

Company Name CDS Unlimited LLC

	7-29-21
Contractor's Authorized Signature	Date
	7-29-21
Owner's signature	Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

**ARTICLE IV
PAYMENT**

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals for labor shall be for completed work only.
2. Submittals for electrical materials or related project hardware may be submitted in two parts:
 - 1st Submittal- 50% of electrical materials and/or related project hardware prior to beginning of work.
 - 2nd Submittal-50% of electrical materials and/or related project hardware after completion of work.
3. Work shall be certified, and payment made within fifteen (15) working days of the approved amount of the invoice.

This agreement entered into as of the day and year first written above.

Town of Amherst



Department of Public Works
Contract Documents and Technical
Specifications

Steel Building Electrical

02-22



DEPARTMENT OF PUBLIC WORKS

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

ehahn@amherstnh.gov

BID NUMBER #02-22

INVITATION TO BID

The Town of Amherst NH is inviting proposals for contract at the Department of Public Works office, 22 Dodge Rd., Amherst, New Hampshire, for upgrading our existing main building electrical service panel to accommodate and connect electrical service to our NEW Steel Building, and for the wiring of our NEW Steel Building itself, on the Public Works grounds, 22 Dodge Rd., Amherst, NH.

Bidding Documents may be obtained, at no charge, from the Public Works Office at 22 Dodge Road in Amherst, NH, between the hours of 7AM and 3PM Monday through Friday.

Review of the NEW Mechanic's Garage site can be arranged by appointment with the Director of Public Works or his designee by calling the DPW office at 603-673-2317.

Bids will be received at the Amherst Town Hall, 2 Main St., Amherst, NH, until 11:00 AM on Friday, July 30, 2021. Shortly thereafter, bids will be publicly opened and read aloud at any available Public Works office, 22 Dodge Rd., Amherst NH. Award will be made by the Board of Selectmen at a regular board meeting sometime thereafter.

June 3, 2021

BID NUMBER # 02-22
Steel Building Electrical
CONTRACTOR'S PROPOSAL

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this bid, to be known as Bid Number 02-22. The intent of this bid is to upgrade our existing electrical service at the DPW garage to accommodate and connect electrical service to our NEW Steel Building. This bid shall also be for wiring our NEW steel building itself to include any specified receptacles, lights, conduits, etc. This bid shall also include connecting our existing 50K generator to the NEW 400A main building service panel. An electronic PDF copy of the steel building plans are available upon request.

Additionally, the undersigned, with General Provisions, Specifications and other bid documents, binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town, and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for the project, in Amherst, NH, for the following:

- **Upgrade existing DPW Garage service to accommodate a new service connection to the NEW steel building.**
- **Connect upgraded DPW Garage service panel to feed NEW steel building.**
- **Connect existing 50K generator to main building NEW 400A service panel.**
- **Install all wiring, conduit (underground conduit installed by DPW), receptacles, and lighting to satisfy stated specifications.**

Bid Total: \$ _____

Bid Total: (written) _____

Respectfully submitted,

Print Bidder/Contractor's Name

Print Representative's Name and Title

Representative's Signature

Street

City, State and Zip Code

Telephone and FAX Number

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

AGREEMENT

This AGREEMENT is made August _____, 2021, BETWEEN the Owner, Town of Amherst,
and the Contractor: _____

for the following Project: **Steel Building Electrical** at Public Works.

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project.
The Contract documents consist of:

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- 11) This agreement signed by the Owner and the Contractor.

**ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**

The date of commencement shall be the date of this agreement. The Steel Building Electrical at Public Works shall be completed in its entirety prior to October 1, 2021.

**ARTICLE III
CONTRACT SUM**

	Unit Price
1. Existing building service upgrade cost: (Incl. all work from pole to new meter socket)	\$ _____
2. Wire new building cost: (Incl. all work from new service panel to & including new building)	\$ _____
Total Project price (1 & 2)	\$ _____
Total in words _____	

Company Name _____

Contractor's Authorized Signature	Date
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Owner's signature	Date
-------------------	------

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

**ARTICLE IV
PAYMENT**

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals for labor shall be for completed work only.
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 - 1st Submittal- 50% of electrical materials and/or related project hardware prior to beginning of work.
 - 2nd Submittal-50% of electrical materials and/or related project hardware after completion of work.
3. Work shall be certified, and payment made within fifteen (15) working days of the approved amount of the invoice.

This agreement entered into as of the day and year first written above.

June 3, 2021

General Provisions

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "Town of Amherst Bid # 02-22" and will be received at the Amherst Town Hall, 2 Main St., Amherst, NH, until 11:00 AM, Friday, July 30, 2021.
2. Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room, Public Works office, 22 Dodge Rd., Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.
3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interests of the Town would be served.
4. Prior to submitting a Bid, each Bidder will, at his/her own expense, make such additional investigations and tests as the Bidder may deem necessary to determine his/her Bid for performance of the Work in accordance with the Contract Documents.

Upon request, the Town of Amherst will provide each Bidder access to the site to conduct such investigations and tests as each Bidder deems necessary prior to submission of his/her Bid.

The Submission of a Bid is an acknowledgement from the Bidder that he/she has complied with every requirement and that the Contract Documents are sufficient in scope and detail for the performance of the Work.

5. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
6. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
7. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.

8. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any, and all, addenda.
9. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from, or based on, any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.
10. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
11. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.
12. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town from any, and all, demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
13. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".
14. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.

A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.

B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:

(1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars (\$500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of one accident.

(2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) for damages on account of one accident or all accidents.

C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.

D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.

15. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.

16. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.

17. Work on this project shall commence after notification of award and as specified in the proposal and shall be completed in its entirety prior to October 1, 2021.

18. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security deposited with their bid.

19. The bidder will guarantee the work and materials, and the work and the materials of all subcontractors, for a period of one (1) year from the date of acceptance of the work by the Town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto and pay all expenses for any damage to work resulting there from. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials, which is the bidder's responsibility.
20. The Contract Documents shall include the "Invitation to Bid", "Contractor's Proposal", "Agreement", "General Provisions", "Specifications", "Securities", "Notice to Proceed", "Contractor's Affidavit", "Contractor's Release", Attachment A (Steel Building Plans), and any issued addenda, and the final executed contract Agreement.

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof.

The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

21. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor also shall examine carefully the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.
22. The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor's invoice by the Town, the Town's agent shall inspect the premises and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) working days of the approved amount of the invoice. Before final payment is made to the Contractor, it shall submit evidence satisfactory to the Board of Selectmen that all payrolls, material bills, and other indebtedness connected with the work have been paid.
23. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

CHANGE ORDERS:

- A. The Town, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.
 - B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.
 - C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.
24. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.
25. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be \$250.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

26. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.

27. In determining the successful bidder, in addition to price, the following shall be considered:

- a. The ability and skill of the bidder to perform the contract;
- b. Whether the bidder can perform the contract promptly without delay or interference;
- c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
- d. The quality of performance of previous contracts for services. Please provide a reference list of five recently completed similar historic jobs including project value.

June 3, 2021

Specifications

The purpose of the specifications in this document are intended to summarize the electrical services needed to complete the project identified in this document as Steel Building Electrical.

The successful bidder shall provide all necessary equipment, labor, materials and other items or services needed to perform all requirements for the installation of the **Steel Building Electrical**, in Amherst, NH, with the following specifications:

1. Upgrade Existing Electrical Service

- a. Upgrade existing DPW main building service to single phase 400A
 - i. Install (1) 400A Meter Socket
 - ii. Install (1) 400A Panel Single Phase
- b. Install appropriate wire to power NEW 400A main building meter socket from existing service pole
 - i. **Underground conduits from service pole to new meter socket location have been installed by DPW.**
- c. Connect existing 50K Generator to NEW main building 400A Service Panel
- d. Make all necessary connections

2. Wire NEW Steel Building

- a. Install NEW 200A Service Panel
- b. Install appropriate wire to power NEW 200A steel building meter socket from NEW 400A main building panel
 - i. **Underground conduits from NEW 400A panel location to NEW 200A steel building panel location have been installed by DPW.**
- c. Connect existing 50K Generator to NEW steel building 200A Service Panel through NEW 400A Service Panel feed
- d. Install power for the following:
 - i. (1) Air Compressor
 - ii. (2) Welding Outlets

- iii. (2) Hanging Welding Outlets
 - iv. (1) Car Lift
 - v. (4) Overhead Door Openers
 - vi. (2) Paddle Fans 3' Extensions
 - vii. Overhead Radiant Heat (Two Locations)
 - viii. (1) Workbench Shop Light
-
- e. Install (2) Quad Outlets (Hanging)
 - f. Install (8) Quad Receptacles
 - g. Install (2) Extender GFCI Duplexes
 - h. Install (6) Low Bay Lights LED
 - i. Install (1) 8' LED Strip Light
 - j. Install (4) LED Wall Packs
 - k. Install (12) LED Exit/EBY Combos
 - l. Install (2) WP Remote Heads
 - m. Install (2) LED EBU's
 - n. Make all necessary connections
 - o. Obtain all necessary permits from the Community Development Office

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter called Principal
(Corporation, Partnership, or Individual)

and _____
(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto:

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

hereinafter called the Owner and unto all persons, firms, and corporations who or which may furnish labor, or who furnish materials to perform as described under the contract and to their successors and assigns, in the total aggregate penal sum of _____ dollars,

(\$_____) in lawful money of the United States, for the payment of which sum and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Agreement with the **OWNER**, dated the _____ day of _____ 2021, a copy of which is hereto attached and made a part hereof the construction of the

Steel Building Electrical

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, and corporations furnishing materials for or performing labor in the prosecution of the **WORK** provided for in such Agreement, and any authorized extension or modifications thereof, including all amounts due for materials, lubricants, oil, gasoline, coal, coke, repairs on machinery, equipment and tools, consumed or used in connection with the execution of such **WORK**, and for all labor cost incurred in such Work including subcontractors, and to any mechanic or materialman lien holder whether it acquires its lien by operation of State or Federal Law; then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, that beneficiaries or claimants hereunder shall be limited to the subcontractors, and persons, firms, and corporations having a direct contract with the **PRINCIPAL** or its **SUBCONTRACTORS**.

PROVIDED FURTHER, that the said Surety for value received hereby stipulates and agrees that no charge, extension of time, alteration or addition to the terms of the contract or to the **WORK** to be performed there under or the **SPECIFICATIONS** accompanying the same shall in any way affect its obligation on this **BOND** and it does hereby waive notice of any such change, extension of time, alterations or additions to the term of the contract or to the **WORK** or to the **SPECIFICATIONS**.

PROVIDED, FURTHER that no suit or action shall be commenced hereunder by any claimant: (a) Unless claimant, other than one having a direct contact with the Principal shall have given written notice to any two of the following: The **PRINCIPAL**, the **OWNER**, or the **SURETY** above named within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, starting with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the **PRINCIPAL**, **OWNER**, or **SURETY**, at any place where an office is regularly maintained for the transaction business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer. (b) After the expiration of one (1) year following the date on which **PRINCIPAL** ceased work on said **CONTRACT**, it being understood, however that if any limitation embodied in the **BOND** is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PROVIDED, FURTHER that it is expressly agreed that this **BOND** shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the **PRINCIPAL** and the **SURETY** to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in this **BOND** and whether referring to this **BOND**, or the Contract Documents shall include any alteration, addition, extension or modifications of any character whatsoever.

PROVIDED, FURTHER that no final settlement between the **OWNER** and the **CONTRACTOR** shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in _____ counterparts, each one of which shall be deemed an original, this _____ day of _____ 2021.

ATTEST:

(Principal)

By: _____
(Principal) Secretary

(SEAL)

BY: _____

(Address)

By: _____
Witness as to Principal

(Address)

(Surety)

ATTEST:

BY: _____
(Attorney-in-Fact)

By _____
(Witness to Surety)

(Address)

(Address)

NOTE: Date of **BOND** must not be prior to date of Contract.
If **CONTRACTOR** is partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing **BONDS** must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of New Hampshire.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter called Principal
(Corporation, Partnership, or Individual)

and _____
(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto:

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

Hereinafter called **OWNER**, in the total aggregate penal sum of

_____, \$ (\$_____))
(WRITTEN WORDS)

In lawful money of the United States, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators' successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Agreement with the **OWNER**, dated the _____ day of August 2021, a copy of which is hereto attached and made a part hereof for the construction of the

Steel Building Electrical

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extension thereof which may be granted by the **OWNER** with or without notice to the Surety and during the one year guaranty period, and if the Principal shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the **OWNER** from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the **OWNER** all outlay and expense which the **OWNER** may incur in making good any default, then this obligation shall be void: otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alterations or additions to the terms of the contract or to **WORK** to be performed thereunder of the specifications accompanying same shall in any way affect its obligation on this **BOND**, and it does hereby waive notice of any such change, extension of time alteration or addition to the terms of the contract or to the **WORK** or to the specifications.

PROVIDED, FURTHER, that it is expressly agreed that this **BOND** shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the **PRINCIPAL** and the **SURETY** to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in this **BOND** and whether referring to this **BOND DOCUMENT**, or the **CONTRACT** shall include any alteration, addition, extension or modification of any character whatsoever.

PROVIDED, FURTHER, this instrument is executed in _____ counterparts, each one of
(number)

which shall be deemed an original, this _____ day of August 2021.

ATTEST:

(Principal)

By: _____
(Principal) Secretary

(SEAL)

BY: _____

(Address)

By: _____
Witness as to Principal

(Address)

(Surety)

ATTEST:

BY: _____
Attorney-in-Fact

By _____
Witness to Surety

(Address)

(Address)

NOTE: Date of **BOND** must not be prior to date of Contract.
If **CONTRACTOR** is partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing **BONDS** must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of New Hampshire.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

Notice to Proceed

Dated _____, 2021

TO: _____
(Insert Name of Contractor as it appears in the Bid Document)

ADDRESS: _____

PROJECT: _____ Steel Building Electrical

CONTRACT: _____ #02-22

You are notified that the Contract Time under the above contract will commence to run on _____, 2021. By that date, you are to start performing your obligation under the Contract Documents and conclude such obligations on or before October 1, 2021, as specified in Paragraph Seventeen (17) of the "General Provisions."

Before you may start any work at the site, under Paragraph Fourteen (14) "General Provisions," Certificates of insurance shall have been delivered to the Town and maintained through the duration of the Work in accordance with the Contract Documents.

(owner)

By: _____
(Authorized Representative)

(Title)

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by:

(Contractor)

This _____ day of _____, 2021

Employee Identification
Number _____

By:_____

(Title)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

Contractor's Affidavit

STATE OF: New Hampshire

COUNTY OF: Hillsborough

Before me, the undersigned, a _____
(Notary Public, Justice of the Peace, Alderman)

In and for said county and State personally appeared, _____
(Individual, Partnership or authorized
Representatives of Corporate Contractor), who being duly sworn according to law

Deposes and says that the cost of all work, and outstanding claims and indebtedness of whatever
nature arising out of the performance of the contract between **THE TOWN OF AMHERST** and
_____ of _____
(Contractor)

Dated _____, 2021 for Steel Building Electrical (#02-22) and necessary
appurtenant installations have been paid in full.

(Individual, Partner, or duly authorized representative of corporate contractor)

(Title)

Sworn to and subscribed before me

This _____ day of _____, 2021

(SEAL)

(Notary)

June 3, 2021

Contractor's Release

KNOW ALL MEN BY THESE PRESENTS that _____

(Contractor)

of _____, County of _____

and State of _____ does hereby acknowledge that

(Contractor)

has on this day had, and receipt of and from **THE TOWN OF AMHERST** the sum of one dollar and other valuable considerations in full and complete satisfaction and payment of all sums of money owned, payable and belonging to _____

(Contractor)

by any means whatsoever, for on account of a Contract Agreement between the **TOWN OF**

AMHERST and _____ Dated _____ of _____, 2021

(Contractor)

Steel Building Electrical #02-22

NOW, THEREFORE, the said _____ (for myself,

(Contractor)

my heirs, executors and administrators) (for itself, its successors and assigns) do/does by the

presents remise, release, quitclaim and forever discharge the **TOWN OF AMHERST**, of and

from all claims and demands, arising from or in connection with the said contract

Dated _____ of _____, 2021 and of and from all, and all manner of action and actions,

caused and cause of action and actions, suits, debts, duties, sums and sums of money accounts,

reckoning, bonds, bills, specialties, covenants, contracts, agreements, promises, variances,

damages, judgments, extents, execution, claims and demands, whatsoever in law or equity, or otherwise, against the **TOWN OF AMHERST** its successors and assigns, which (I, my, heirs, executors, or administrators) (it, its successors and assigns) ever had, now have or which (I, my heirs, executors, or administrators) (it, its, successors and assigns) hereafter can, shall or may have, for, upon or by reason of any matter, cause, or thing whatsoever; from the beginning of recorded time to the date of these presents.

IN WITNESS THEREOF, _____
(Contractor)

Has caused the presents to be duly executed this _____ day of _____, 2021

Signed, Sealed, and delivered in the presence of :

(Individual - Contractor) (Seal)

(Partnership – Contractor) (seal)

By _____
(Seal) (Partner)

Attested:

(Corporation)

By _____
(Secretary) (President or Vice President)

(Corp Seal)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

June 3, 2021

ATTACHMENT A
STEEL BUILDING PLANS



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: New Hire, Accountant
Meeting Date: August 9, 2021

Department: Finance Department
Staff Contact:

BACKGROUND INFORMATION:

The position of Finance Department Assistant has been changed to Accountant with the Board's approval at the May 24, 2021 BOS meeting. The position was posted on NHMA and Indeed. Fifteen applications were reviewed and eight candidates were offered an interview. Four candidates were interviewed either via Zoom or in-person.

I believe that Pamela-Rae Lindof possesses both the hard skills necessary to perform the tasks required of the Accountant and the soft skills needed to interact with both staff and the public, to look for efficiencies needed in the Finance office and to work as part of the Finance and Administration team.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

I recommend the hiring of Pamela-Rae Lindof for the position of Accountant.

SUGGESTED MOTION:

I move to approve the hiring of Pamela-Rae Lindof as Accountant in the Finance Department.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. New Hire, Accountant

Pamela-Rae Lindof

Bookkeeper, Payroll, Accounts Payable, Accounts Receivable

[REDACTED]@email.com

Authorized to work in the US for any employer

Work Experience

Bookkeeper

Nashua Children's Home - Nashua, NH
January 2020 to Present

Accounts Payable, responsible for timely verification, processing and payment of all bills. Weekly check runs.

Banking, make deposits using Cash Pro and in person, payments, auto withdrawals, reconciliation of accounts.

Credit Card Accounts, reconcile receipts and process payments.

Assist with ADP payroll, process deductions including 403B contributions & loans, STD, Medical/Dental Insurances and Wage garnishments.

Process and record company paid medical expenses.

Process & replenish petty cash for the different residential units.

Monthly Journal Entries

Month End reporting for the Board of Directors.

ACCOUNTING & HR MANAGER

SPRAY BOOTH SERVICES & EQUIPMENT SALES LLC
July 2011 to August 2019

Accounts Payable, responsible for timely verification, processing and payment of all bills. Weekly check runs. End of month & end of year reconciliation of accounts

- Paychex payroll, verify all timesheets submit payroll hours and travel stipends to Paychex, review reports. Pass out paychecks and make the proper adjustment to the check register.
- Human Resources, interviewed, hired and terminated employees. Worked with placement/temp companies Office Team, Robert Half & Davis Companies.
- Research & obtain insurances, workers comp, auto, liability, garage keepers
- Created procedures to keep the company organized with parts and materials

- Job costing, Multi State Sales Tax processing Exempt & Usage Tax
- Tracking employee travel expenses, meals, hotels & company credit cards,
- Banking, make deposits, payments, auto withdrawals, reconciliation of accounts
- Customer service, payment terms on large jobs, sometimes involving different finance companies.

St Laurent Collision Center

This is a sister company to Spray Booth Services & Equipment Sales LLC.

Customer service, greeted customers and vendors, in person and over the phone.

Explained deductibles, repair costs, repair supplements orders.

Scheduled vehicles in for repair, ordered parts .

Completed RO's

Accounts payable

Accounts receivable

Banking, deposits, reconciliation

ADP payroll

SUBSTITUTE TEACHER/ PARA EDUCATOR

SAU41 HOLLIS BROOKLINE NH - Brookline, NH

November 2010 to June 2011

- Substituted for classes ranging from Pre-K to 6th grade.
- Teaching the lesson plans for the day. Helping children with the assignments.
- Keeping the classroom in control and sticking to the daily schedule.
- Para educator helping one child or a small group on children with their school work.
- Each child has different needs, and I needed to be able to adapt for each child's needs.

Payroll administrator, Accounts Payable, HR Benifits Admin.

BARR ASSOCIATES INC

January 1997 to October 2005

in house and ADP payroll processing for up to

580 employees, employee benefits, employee bonus. Employee training of e- timesheets. Employee deductions including 401K, 401K loans, insurances, IRS and child support garnishments. Government job tracking.

Human Resources Assistant, Employee Benefits, Layoff's/layoff packages, Employee Reviews, Employee Warnings and Terminations.

- Accounts Payable, responsible for timely processing and payment of all bills. Weekly check runs. End of month & end of year reconciliation of accounts.
- Purchasing, processing and ordering of all employee requisitions, researching best pricing & timely delivery

BOOKKEEPER

WeatherWise Heating & AIR CONDITION

January 1996 to May 1998

- Accounts receivable, accounts payable, bank reconciliation, petty cash, customer service, ADP payroll

Education

ASSOCIATES IN SCIENCE in BUSINESS ADMINISTRATION ACCOUNTING

MIDDLESEX COMMUNITY COLLEGE

May 1997

HIGH SCHOOL DIPLOMA

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

June 1986

Skills

- Quickbooks
- Quickbooks pro
- Mas90
- Navision
- Microsoft office
- ADP
- Accounts Receivable
- Accounts Payable
- Invoice
- Microsoft Excel
- Data Entry
- Office Experience
- Accounting
- 10 Key Calculator
- Microsoft Word
- Payroll
- Bookkeeping
- Administrative Experience
- Customer Service
- Typing
- Microsoft Outlook
- Management Experience
- Office Manager Experience
- Google Suite
- Supplier Management
- Budgeting
- Paychex
- Workers' Compensation
- Bank Reconciliation

- Human Resources
- Account Reconciliation
- Benefits Administration
- Management
- Human Resources Management
- Journal Entries
- General Ledger Accounting
- Microsoft Excel
- Data entry
- Microsoft Word
- Purchasing
- Auditing
- Financial Report Writing

Assessments

Attention to Detail — Expert

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: Expert

Management & Leadership Skills: Impact & Influence — Proficient

July 2019

Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal.

Full results: Proficient

Basic Spreadsheets with Microsoft Excel — Proficient

October 2019

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: Proficient

Office manager — Highly Proficient

November 2020

Scheduling and budgeting.

Full results: Highly Proficient

Accounting skills: Bookkeeping — Proficient

November 2020

Calculating and determining the accuracy of financial data

Full results: Proficient

Filing & organization — Highly Proficient

June 2021

Arranging and managing information or materials using a set of rules

Full results: Highly Proficient

Advanced bookkeeping — Proficient

June 2021

Calculating and determining the accuracy of financial data

Full results: Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Work very well both independently and as a team • Microsoft Office, Outlook, Internet
- QuickBooks Pro 2009, 2012, 2014, 2017, 2019 & 2020
- Well organized, good at multitasking
- Mas90, Navision, CCCOne

TOWN OF AMHERST PERSONNEL ACTION REQUEST

R

Name of Employee: Pamela-Rae Lindof Employee #: _____

<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)
--	--

Department: <u>General Government</u> Division: <u>Finance</u> Position: <u>Accountant</u> Category: <u>Full time</u> Grade/Step: <u>Grade 12, Step 2</u> Account: <u>01-4150-10-1110</u> Account: _____ Account: _____ Account: _____ <div style="display: flex; justify-content: space-around;"> Exempt Non Exempt </div> Wages: Hourly (per hour): <u>\$24.64</u> Salary (per pay period): _____	Department: _____ Division: _____ Position: _____ Category: _____ Grade/Step: _____ Account: _____ Account: _____ Account: _____ Account: _____ Wages: Hourly (per hour): _____ Salary (per pay period): _____
--	---

Effective date or period of action: 8/23/2021

Reason for Action New Hire

Requesting Supervisor:	<u>Laurie C. May</u> Printed Name	<u>Laurie C. May</u> Signature	<u>8-3-21</u> Date
Approval of Department Head:	_____ Signature	_____ Signature	_____ Date

_____ Approved
 _____ Disapproved
 _____ Amended as shown

Comments: _____

Town Administrator Signature: _____ Date: _____

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

Employee Signature: Pamela Rae Lindof Date: 8-4-21

Original-PERSONNEL FILE copy to PAYROLL	Date		
---	------	--	--

<p>Town of Amherst, New Hampshire Job Description</p>

Position Title: Accountant

Department: Finance

Reports To: Finance Director

Date: May 2021

GENERAL SUMMARY:

Under general supervision of Finance Director, performs the duties of payroll, journal entries, monthly financial statements, cash reports, and processes and tracks state and federal grants, and other functions of the department in accordance with Federal regulations and State statutes.

ESSENTIAL JOB FUNCTIONS:

- Performs the general accounting functions associated with payroll and accounts payable, including the computation, processing, posting and balancing of all data. Processes, reviews, corrects, verifies, and maintains general financial information for accounts payable, accounts receivable, and all payroll functions to include weekly, monthly and yearly reporting including to state and federal government agencies.
- Reviews and verifies all batch journal entries and batch receipts to post to the general ledger.
- Reconciles accounts and prepares corrective journal entries where required. Prepare supporting documentation and processes general ledger journal entries in fund accounting.
- Analyzes, prepares and posts various invoices for department distribution. Calculates monthly departmental allocations for insurances, phone bills, postage and other expenses as required. Maintains reviews and reconciles monthly benefit deductions with associated insurance vendors.
- Processes cash receipts for Finance Department as well as verifies other department's cash receipts reports and associated Revenue journal entries ensuring receipts are in balance. Prepares cash for bank deposits and checks as necessary for administrative department. Reconciles all cash accounts with bank statements. Monitors bank balances, along with Treasurer, keeping the Finance Director informed. Performs other related functions such as ACH transfers, coordinates and resolves various issues with the banks, and maintaining loan spreadsheets.
- Compiles and records all activities on the Town's fixed assets, as well as compute and record the associated depreciation expense Prepares detailed financial reports to monitor, evaluate and report on all financial activity related to federal and state grants. Maintains all records regarding the Town property and liability insurances including claims. Reports annually to P&L insurance company.
- Assists the finance director with preparing, examining, and analyzing accounting records, financial statements, and other financial records to assess accuracy, completeness, and conformance to reporting and procedural standards. Assists with the analysis and preparation of the YTD revenue and expenditure reports for the web page.

- Assists with the preparation of special financial reports by collecting, analyzing, and summarizing account information and trends. Assists with compilation of the annual budget using the specific legal requirements necessary as well as the appropriate state laws. Assists with documentation and monitoring of internal controls.
- Support of internal and external Town audits.
- Work collaboratively with Executive Assistant to the Town Administrator on issues related to benefits, FMLA, WC, STD/LTD and other Employee Leave.
- Answers incoming telephone calls, directs the calls or takes messages; supplies information; reports procedures and departmental policies. Answers public and departmental inquiries on financial, budgetary, and general Town policies in a helpful, courteous, and efficient manner. Answers questions and provides instructions requiring a working knowledge of municipal laws, rules and regulations, bookkeeping and office procedures. Responds to a variety of citizen inquiries and complaints, both in person and by telephone; research information concerning the inquiry/complaint; provides an explanation or recommendation as appropriate. Promotes and maintains positive community relations.
- Assists the Finance Director in any other accounting functions as necessary.
- Complies with federal, state, and town financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising finance director on needed actions.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Graduation from an accredited four-year college or university with a degree in Accounting, Finance or related field (MBA, CPA desirable but not required). Five years of experience in computerized payroll, accounts receivable, and accounts payable processing. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

OTHER REQUIREMENTS:

- Thorough knowledge of fundamentals of accounting principles and practices and ability to apply and adapt established methods to varied municipal accounting transactions.
- Good working knowledge of computerized payroll, accounts payable, cash receipts, and accounts receivable records and procedures.
- Working knowledge of computer word processing and spreadsheet applications, preferably Microsoft Word and Excel.
- Ability to interpret financial statements and to prepare complete and accurate complex accounting reports and statements.
- Ability to perform computer data input and accurately and with reasonable speed
- Ability to consistently meet deadlines.
- Ability to make arithmetical calculations rapidly and accurately with a calculator or adding machine.
- Ability to maintain confidentiality of sensitive information.
- Strong communication skills are necessary when dealing with department managers and other key personnel to accurately process payroll and accounts payable, also when dealing with employees who may have questions pertaining to their paychecks.

Accountant.

- The ability to follow written and oral instructions.
- The ability to apply and interpret laws and regulations, practices and procedures.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the Town; and to interact effectively with a wide variety of people.
- The ability to establish an effective working relationship with other employees; and ability to exercise logic and judgment in the performance of all duties.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

Some physical effort involving lifting and filing boxes in the archives during research. Working conditions include data entry. Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Senior department personnel to ensure accuracy and completeness of assignments may check work.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instruction and information.

Sight: Necessary for doing job effectively.

Tasting & Smelling: Not required.

SUMMARY OF OCCUPATIONAL EXPOSURES: Some exposure to cleaning fluids and copy machine toner.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes Approvals
Meeting Date: August 9, 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 \$243,512.92 dated July 29, 2021, subject to review and audit.

Accounts Payable

AP2 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$852,239.07 dated January August 3, 2021, subject to review and audit.

AP3 ~ I move to approve one (1) FY21Accounts Payable Manifest in the amount of \$21,113.74 dated August 3, 2021, subject to review and audit.

Minutes

~ I move to approve the Board of Selectmen meeting minutes of July 26, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.07.26 BOS Meeting Minutes, DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, July 26, 2021, 6:30PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 6:31 p.m.

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

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

7
8 **2. Pledge of Allegiance** – led by Kayla Woods, NH DOT.

9
10 **3. Citizen's Forum** – none.

11
12 **4. Scheduled Appointments**

13 **4.1. Rob Clemens, ACC, and Kayla Woods, NH DOT: Appraisal and Offer for**
14 **easement on ACC's Bragdon parcel abutting Rte. 101**

15 Chairman Lyon explained that this request is for a piece of property that lies in Bedford but is
16 owned by Amherst and managed by the Amherst Conservation Commission (ACC).

17
18 Rob Clemens, Chair of the ACC, explained that the ACC has had several meetings already
19 with Kayla Woods regarding this project. A site walk was completed with the State and the
20 appraisal process was reviewed. Town Counsel has also reviewed the documents and
21 procedures for this project.

22
23 Kayla Woods explained that this project is part of work that the DOT is doing in Bedford
24 along Route 101, near Pulpit Brook. This project consists of three separate drainage
25 easements: 1) a drainage system that is already in place but will be cleaned up by DOT; 2) a
26 large drainage swale in the center of the area which will require the existing fence and gate in
27 this area to be moved back. It will also require the removal of an existing mature tree in the
28 area. This was compensated for as part of the appraisal. This swale will not be very deep but
29 will drain down the back of the property towards Pulpit Brook; 3) a large box drain easement
30 at Pulpit Brook will include a drainage channel easement for a new culvert. This will help to
31 continue the flow of Pulpit Brook and aid in wildlife crossing.

32
33 Kayla Woods explained that all of these are proposed to be permanent easements so that
34 future fixes can be made without coming back before the Town.

35
36 Rob Clemens explained that the ACC's deed for the property has conservation restrictions on
37 it. The ACC questioned if these restrictions would impact this proposed project, but ultimately
38 decided that the conservation benefits of the project outweigh the restrictions. This was

addressed with the Amherst Land Trust (ALT), which agreed with this assessment. The ACC believes that this project is a benefit to the environment through the better treatment of road runoff and the improved culverts allowing wildlife migration under Route 101. Rob Clemens stated that he believes this will be a win/win for this property. The ACC approved this proposal and is requesting that the Board of Selectmen do as well.

In response to a question from Chairman Lyon, Kayla Woods agreed that, in the absence of an agreement from the Town, the State will take the easements anyway through the eminent domain process.

Rob Clemens explained that the DOT appraised the property affected and the cherry tree to be removed at \$3,200. He believes that those funds can be placed back into the ACC's Conservation Fund. The ACC may use some of these funds to work on the fence and gate on this property.

Selectman Brew noted that the ACC has determined that this proposal will not take away from the use of this property by people and/or wildlife. Rob Clemens agreed. He noted that the field on this property is currently managed as a hay field. The ACC has an agreement with a farmer to hay the field. There was a concern about making sure the farmer could still access that field, and so the DOT will restore the gate on the property to give continued access. The project is seen overall as not having a negative impact on wildlife in the area, and the improvements to the culvert will have a positive impact on wildlife.

In response to a question from Selectman Grella, Kayla Woods stated that the larger bridge project in this area is not set to be advertised until September. The only thing people might see being done this year is some clearing within the right of way, but otherwise this project is set to begin next year.

In response to a question from Selectman Pray, Kayla Woods stated that the longest easement is approximately 350'. Selectman Pray noted that she believes the ACC has done its due diligence on this project.

In response to a question from Chairman Lyon, Rob Clemens stated that the ALT has a monitoring responsibility for the conservation restrictions on the easement, has reviewed the project, and concurs with the ACC's assessment.

In response to a question from Chairman Lyon, Rob Clemens explained that the swale being proposed is, in part, due to the new stormwater requirements. This will lead to better treatment of the runoff from the road to Pulpit Brook.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the easements, as presented by NH DOT, and previously approved by the Amherst Conservation Commission, and to authorize Town Administrator Shankle to sign any related documents on behalf of the Town.

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

5. Board Discussion - Board, Commission and Committee Appointments

86 **5.1 Additional Reappointment, Historic District Commission**

87 Chairman Lyon explained that the Board previously approved appointments to
88 boards/commissions in Town but had not been able to get a hold of one member of the
89 Historic District Commission. That person has since been reached and would like to continue.

90
91 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to extend*
92 *Doug Chabinsky's appointment to the Historic District Commission for a 3-year term.*
93 *Voting: 5-0-0; motion carried unanimously.*
94

95 **6. Administration**

96 **6.1 Administrative Updates**

97 Town Administrator Shankle noted that the Board of Selectmen has posted a special meeting,
98 tomorrow at 12pm, to attend a site visit of the old F.W. Webb building. A new company is
99 hoping to come into the building and the developer has asked the Board to visit.

100
101 Town Administrator Shankle stated that Consolidated Communications is running 250 miles
102 of fiber in the Milford area (Milford, Amherst, Brookline). He is working to get more
103 information about where this will be available in Town and the number of houses it will serve.
104 He stated that this service is supposed to give users 1G up and down. He believes this may be
105 marketed to the Town as early as September or October.

106
107 Town Administrator Shankle also noted that the Treasurer has stated that a considerable
108 amount of interest has been earned for the Town on 4 CDs, \$583,000. This will be placed into
109 the Investments & Revenues line.

110
111 **6.2 Village Green Park Benches**

112 Town Administrator Shankle stated that the Town was contacted by a citizen who would like
113 to add a park bench to the Village Green.

114
115 The Board discussed the process for adding new benches to the Green. It was determined that
116 the Recreation Department and the DPW should be consulted. Selectman Brew noted that it
117 would be a good idea to determine if there are other areas in Town that could be in need of
118 park benches as well.

119
120 **6.3 Discretionary Easements**

121 Bill Stoughton explained that the ACC and Town Administrator Shankle worked together to
122 draft a policy for Discretionary Easements for the Board's review. This policy is focused on
123 the financial aspects of these easements. While the State allows for discretionary easements
124 for a variety of purposes, the financial aspects remain the same. This proposed policy sets the
125 assessment value of a property at 70% of the fair market value, give an initial easement length
126 of 10 years, and allows for the amount of termination payments to be 10% of the fair market
127 value of the land. These proposals make discretionary easements generally revenue neutral for
128 the Town. The ACC hopes that the Board would still ask for it to review one of these
129 proposed easements, if submitted for conservation purposes.

130
131 John Harvey, ACC Commissioner, noted that the impetus of this policy is to continue to
132 preserve open space for the benefit of wildlife.

Chairman Lyon explained that a State statute for discretionary easements currently exists for qualifying property owners. The intent of this proposed policy is to help implement these easements as a benefit to the Town.

In response to a question from Selectman Grella, Bill Stoughton explained that the State statute allows for continued terms, if the easement length ends, but only if these terms are agreed on at the outset. If these terms are not agreed to at the start, the better idea might be to allow one easement to end and then begin another.

In response to a question from Selectman Grella, Town Administrator Shankle stated that very few other towns are using discretionary easements, partly because the State statute is somewhat confusing.

Selectman D'Angelo stated that he is fine with using this as a starting point policy. The Town will likely learn more as it uses the policy.

Selectman Pray agreed that she likes starting this process with some outlined standards.

Selectman Brew stated that this policy appears to provide a reasonable compromise. It is for a benefit to landowners that do not want to develop their land, and a benefit to residents-the Town to leave the land open for wildlife, and a benefit to the taxpayer because this proposal does not sacrifice a without losing a significant amount of tax funds revenue. This policy will help those inclined to pursue this type of easement.

In response to a question from Selectman Brew, Bill Stoughton explained that the statute does not address a situation where one easement ends, another one is started, and the landowner possibly having to pay two exit payments for these. He noted that the Board might want to check with Town Counsel to see if one of these exit payments could be waived.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve the Discretionary Easement Policy as presented.
Voting: 5-0-0; motion carried unanimously.

6.4 DRAFT, BOS Meeting Calendar 2022

The Board reviewed its proposed calendar for meetings in 2022. Chairman Lyon noted that the Board will hold a meeting on Tuesday, February 22nd, due to a holiday on Monday 21st. The Board is set to hold a meeting on April 25th; the noted that this is the first day of school vacation. The Board is set to hold a meeting on Tuesday, October 11th, due to a holiday on Monday 10th. The Board is also set to hold a meeting on December 26th but may choose to move that date in the future. He also noted that the Town's Deliberation Session will likely be held on February 9th.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the 2022 Board of Selectman Meeting Calendar, as presented.
Voting: 5-0-0; motion carried unanimously.

180 **6.5 DRAFT, Proposed 2022 Holiday Schedule for Town of Amherst**
181 **employees**

182 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to*
183 *approve the Holiday Schedule, as presented.*

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

185
186 **7. Staff Reports**

187 **7.1 CIP Committee Appointments**

188 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
189 *appoint John D'Angelo, Christy Houpis, Steve Coughlan, Elizabeth Kuzsma, Amy Facey and*
190 *Julie Patterson to the 2021 CIP Committee.*

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

192
193 **7.2 DPW New Hire (Driver/Laborer)**

194 *A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to approve*
195 *the hiring of Brett M. Weston for the full-time laborer/driver position at DPW.*

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

197
198 **7.3 Contract for Build Out Analysis with NRPC**

199 Selectman Brew explained that the Master Plan Steering Committee has been looking into
200 ~~three~~-different buildout scenarios, potential examples include what will likely happen over
201 time if no changes are made, a Community-Business Development scenario, and a
202 Conservation scenario. The output of these scenarios would include a report, tables, and maps.
203 An RFP was generated and the only company that bid on it is the Nashua Regional Planning
204 Commission (NRPC). NRPC has proposed that this process would cost ~~approximately~~ \$7,500,
205 which seems reasonable based on similar work done for Amherst and other towns. The
206 majority of these funds are available within the Master Plan budget, but approximately \$1,000
207 is needed additionally. The Community Development Office has identified these funds as
208 available in its budget for this year. He noted that, while demands on municipal services were
209 discussed as part of this plan, broadband options were not.

210
211 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
212 *approve the contract with NRPC in the amount of \$7,500 for preparation of a Build Out*
213 *Analysis.*

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

215
216 **8. Approvals**

217 **8.1 AP, Payroll and Minutes Approves**

218 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
219 *approve one (1) FY21 Payroll Manifest in the amount of \$265,848.49 dated July 15, 2021,*
220 *subject to review and audit.*

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

222
223 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
224 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$546,502.50 dated July*
225 *20, 2021, subject to review and audit.*

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

227
228 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
229 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$106,071.68 dated July*
230 *20, 2021, subject to review and audit.*
231 *Voting: 5-0-0; motion carried unanimously.*

232
233 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
234 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,176,200.00 dated July*
235 *1, 2021, subject to review and audit (School disbursements).*
236 *Voting: 5-0-0; motion carried unanimously.*

237
238 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
239 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,176,200.00 dated*
240 *August 1, 2021, subject to review and audit (School disbursements).*
241 *Voting: 5-0-0; motion carried unanimously.*

242
243 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
244 *approve the Board of Selectmen meeting minutes of July 12, 2021, as presented.*
245 *Voting: 5-0-0; motion carried unanimously.*

246 247 **8.2 Assessing**

248 **A.** The attached application has been reviewed by our assessor and our assessor
249 recommends granting this credit.

250
251 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
252 *the All-Service Veterans' Tax Credit for tax year 2022 in the amount of \$500 for Map 010,*
253 *Lot 059-003.*
254 *Voting: 5-0-0; motion carried unanimously.*

255
256 **B.** The attached application has been reviewed by our assessor and our assessor
257 recommends granting this credit.

258
259 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
260 *the Service-Connected Total and Disabled Tax Credit for tax year 2022 in the amount of*
261 *\$4,000.00 for Map 003, Lot 027-007.*
262 *Voting: 5-0-0; motion carried unanimously.*

263
264 **C.** The assessor has reviewed all the BTLA Form A-9's and A-12's submitted
265 from Religious, Educational and Charitable Organizations as required by RSA
266 72:23-c and RSA 72:23, VI. The RSA for Religious exemption can be found
267 under RSA 72:23. III, Educational RSA 72:23, IV and charitable RSA 72:23,
268 V. All the exempt properties have supplied the necessary forms and
269 documentation within a timely manner as dictated by statute and they all have
270 been determined to continue to qualify for 2021 tax year.

271
272 Selectman Brew read a list of the exempt properties.
273

274 **D.** Attached is a land use change tax release for Tax Map 005 Lot 059-022.
275 The parcel was sold making this parcel less than 10 acres and not contiguous
276 with other lots in current use under identical ownership. The Land Use Change
277 Tax of \$22,500.00 amount represents 10% of the full and true market value of
278 \$225,000.
279

280 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
281 *the LUCT in the amount of \$22,500 for Tax Map 005 Lot 059-022. E.*
282 *Voting: 5-0-0; motion carried unanimously.*
283

284 **E.** Attached is a land use change tax release for Tax Map 005 Lot 059-038. The
285 parcel was sold making this parcel less than 10 acres and not contiguous with
286 other lots in current use under identical ownership. The Land Use Change Tax
287 of \$24,500.00 amount represents 10% of the full and true market value of
288 \$245,000.
289

290 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
291 *the LUCT in the amount of \$24,500 for Tax Map 005 Lot 059-038.*
292 *Voting: 5-0-0; motion carried unanimously.*
293

294 **9. Action Items**

295 The Board reviewed its action items.
296

297 **10. Old/New Business**

298 Selectman Brew noted that he has a clean copy of the Open Space Advisory Committee
299 charter, with some edited typos and Selectman Pray's suggested language included for the
300 BOS to sign. He also noted that the Master Plan process is going along smoothly. There will
301 be a chance for the Town to reach out to the public and hold some in-person meetings on
302 Master Plan topics this fall.
303

304 Selectman D'Angelo noted that the CIP process will begin this Wednesday at 4pm.
305

306 Selectman Pray stated that the Recreation Commission will meet tomorrow night. She will
307 discuss the park bench topic at the meeting.
308

309 In response to a question from Selectman Pray, Chairman Lyon explained that the Town's
310 property revaluation assessments were incorrectly put online before the data was finalized.
311 There should be letters being sent to the public this week regarding new values, and then the
312 website will be updated.
313

314 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
315 *adjourn the meeting at 7:45pm.*

316 *Voting: 5-0-0; motion carried unanimously.*
317
318
319
320

321 **NEXT MEETING: Monday, August 9, 2021**

322

323

324

325

326 _____
Selectman Danielle Pray

Date

DRAFT