



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, SEPTEMBER 27, 2021 6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Public Hearing

- 3.1. Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall hereby give notice and announce the convening of a public hearing for the following proposed ordinance for the purpose of regulating traffic (NH RSA 31:39, 41:11, and 47:17): TRAFFIC SIGNS

4. Citizens' Forum

5. Scheduled Appointments

- 5.1. Revaluation Update - Mike Tarello and Steve Whalen of Vision Government Solutions

6. Strategic Plan Presentations FY23: Bicycle/Pedestrian Committee, Recreation, Library and Fire Rescue

- 6.1. BPAC FY23 Strategic Plan
6.2. Amherst Parks & Recreation FY23 Strategic Plan
6.3. Library FY23 Strategic Plan
6.4. Fire Rescue FY23 Strategic Plan

7. Administration

- 7.1. Administrative updates

8. Staff Reports

- 8.1. COVID-19 Taskforce Update and Recommendation
8.2. Updating Director of Public Works Job Description

- 8.3. Modify Seasonal Pay Scale to include DPW in grade S12
- 8.4. Hiring of a Call Firefighter

9. Approvals

- 9.1. Police Station Renovation CRF Withdrawal Request
- 9.2. Assessing
- 9.3. Payroll and Minutes Approvals

10. Action Items

11. Old/New Business

- 12. Non-Public Session, pursuant to RSA 91-A:3 II (c) to discuss matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.**

Adjournment

Next Meeting: October 12, 2021

You are invited to a Zoom webinar.

When: Sep 27, 2021 06:30 PM Topic: Board of Selectmen

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83432984609>

Or One tap mobile: (312) 626-6799 Webinar ID: 834 3298 4609



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall hereby give notice and announce the convening of a public hearing for the following proposed ordinance for the purpose of regulating traffic (NH RSA 31:39, 41:11, and 47:17):
TRAFFIC SIGNS

Department: Police Department

Meeting Date: September 27, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Notice of Public Hearing Ordinance Speed Limit Pettingale Walnut Hill

TOWN OF AMHERST, NH

Board of Selectmen

NOTICE OF PUBLIC HEARINGS

The Barbara Landry Meeting Room- 2 Main Street and via Zoom, links found below

Pursuant to the authority granted to the Board of Selectmen of the Town of Amherst by virtue of NH RSA's 31:39, 41:11, and 47:17 for the purpose of enforcing and regulating traffic, the following traffic control regulations are hereby established for the Town of Amherst:

TRAFFIC SIGNS The Board will hear input from citizens regarding the need for traffic signs at the following locations:

1. *A maximum speed limit of 25 M.P.H. for Pettingale Road*
2. *A maximum speed limit of 25 M.P.H. for the section of Walnut Hill Road located between the intersections of Old Quarry Lane and Embankment Road*

The public hearings will be held in conjunction with the Board of Selectmen's scheduled meeting on Monday September 27th at 6:30pm and Monday October 12th at 6:30pm.

These meetings will be held in the Barbara Landry Meeting Room in Amherst's Town Hall and via Zoom. Citizens are invited to attend.

TO ATTEND THE SEPTEMBER 27th PUBLIC HEARING AND BOARD OF SELECTMEN MEETING:

When: Sep 27, 2021 6:30 PM Topic: Board of Selectmen and Public Hearing

Please click the link to join the webinar: <https://us02web.zoom.us/j/83432984609>

Telephone: (312) 626-6799 Webinar ID: 834 3298 4609

TO ATTEND THE OCTOBER 12TH PUBLIC HEARING AND BOARD OF SELECTMEN MEETING:

When: Oct 12, 2021 6:30 PM Topic: Board of Selectmen and Public Hearing

Please click the link to join the webinar: <https://us02web.zoom.us/j/89222813410>

Telephone : (646) 558-8656 Webinar ID: 892 2281 3410

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

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

Task 100 Execution of Contract.

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

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

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

Task 300: Sales & Building Permit Data Collection.

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

Task 400: Land Study and Building Cost Review

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

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

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

Task 600: Field Review

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

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

- All the field review changes have been keyed into the live database and a preliminary residential sales analysis has been given to the Assessors for their review.
- Commercial valuation and reconciliation was completed and was presented to the assessor for review on the 2nd week of July.

Task 800:

- Assessor's review of the residential values completed in early July.

Task 900:

- Assessment hearing notices were sent out in mid-August.

Task 1000:

- Informal hearings were completed in mid-September.

Task 1100 – 1300:

- Hearing changes were finalized in the third week of September.
- There were approximately 300 hearing. The percentage to the total parcel count was 5.7%. an average turnout is approximately 5 to 6%.
- Final Values will be presented to the Assessor by September 24th.
- The second hearing notice is being sent out around September 27th.

- Final documentation will be delivered by the end of October.

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

*Sincerely,
Steve Whalen*

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



Strategic Plan FY 2023

Amherst Bicycle & Pedestrian Advisory Committee

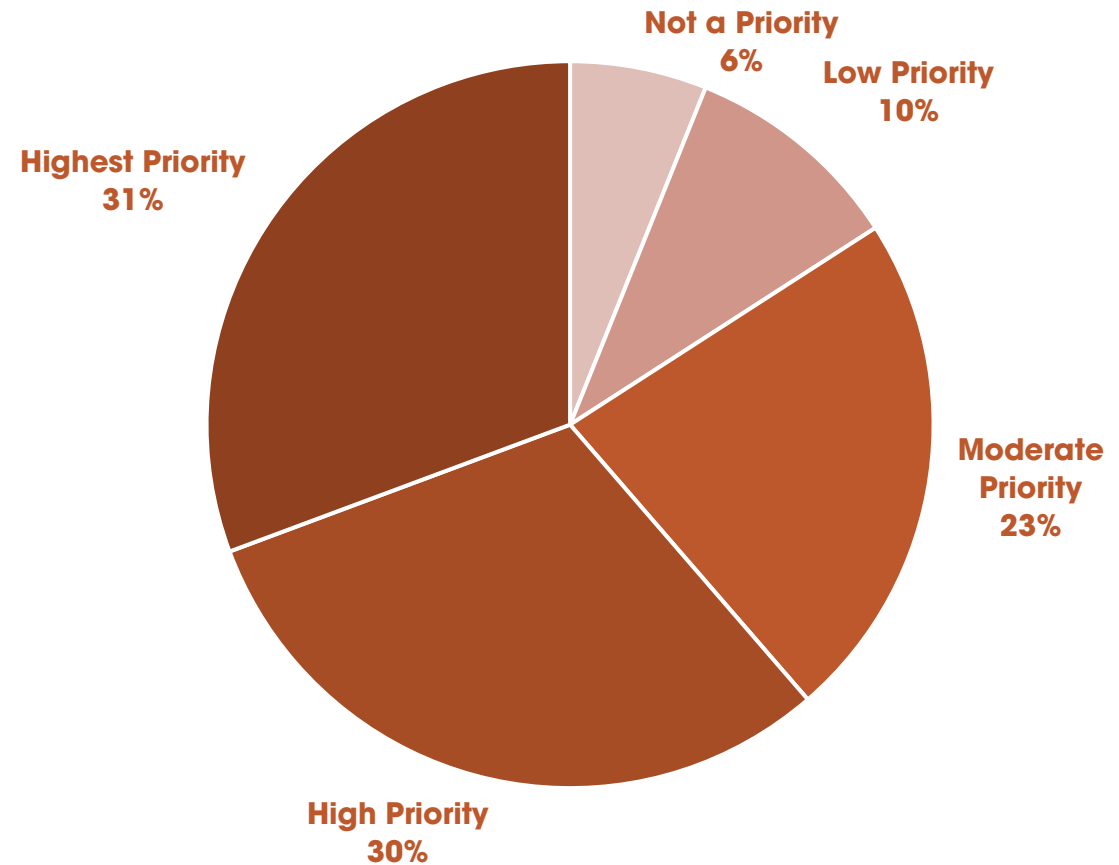
Overview

The past year

- Construction of Amherst Street Sidepath
- Voters approved the creation and funding of the Multimodal Infrastructure Capital Reserve Fund
- The Town has applied to the Transportation Alternatives Program and the US Department of Transportation RAISE Grant
- Regional initiatives in Amherst have been supported by the NRPC Regional Complete Streets Plan and the NH DOT Statewide Pedestrian & Bicycle Plan
 - The Baboosic Greenway
 - Souhegan Valley Rail Trail
- Town Master Plan Survey indicates very strong support for multimodal infrastructure

Master Plan Survey Results

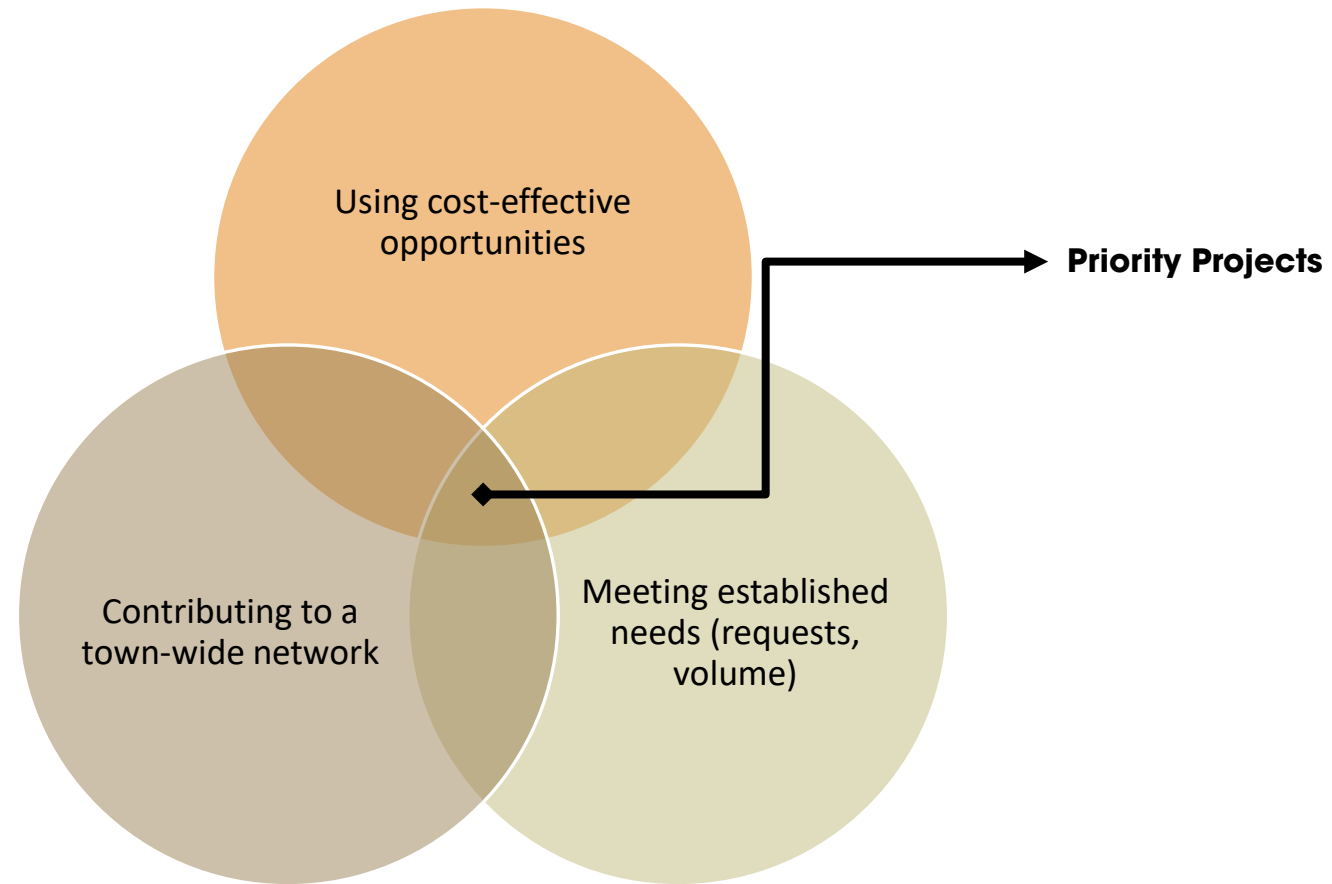
How much of a priority are safe pedestrian and biking paths?



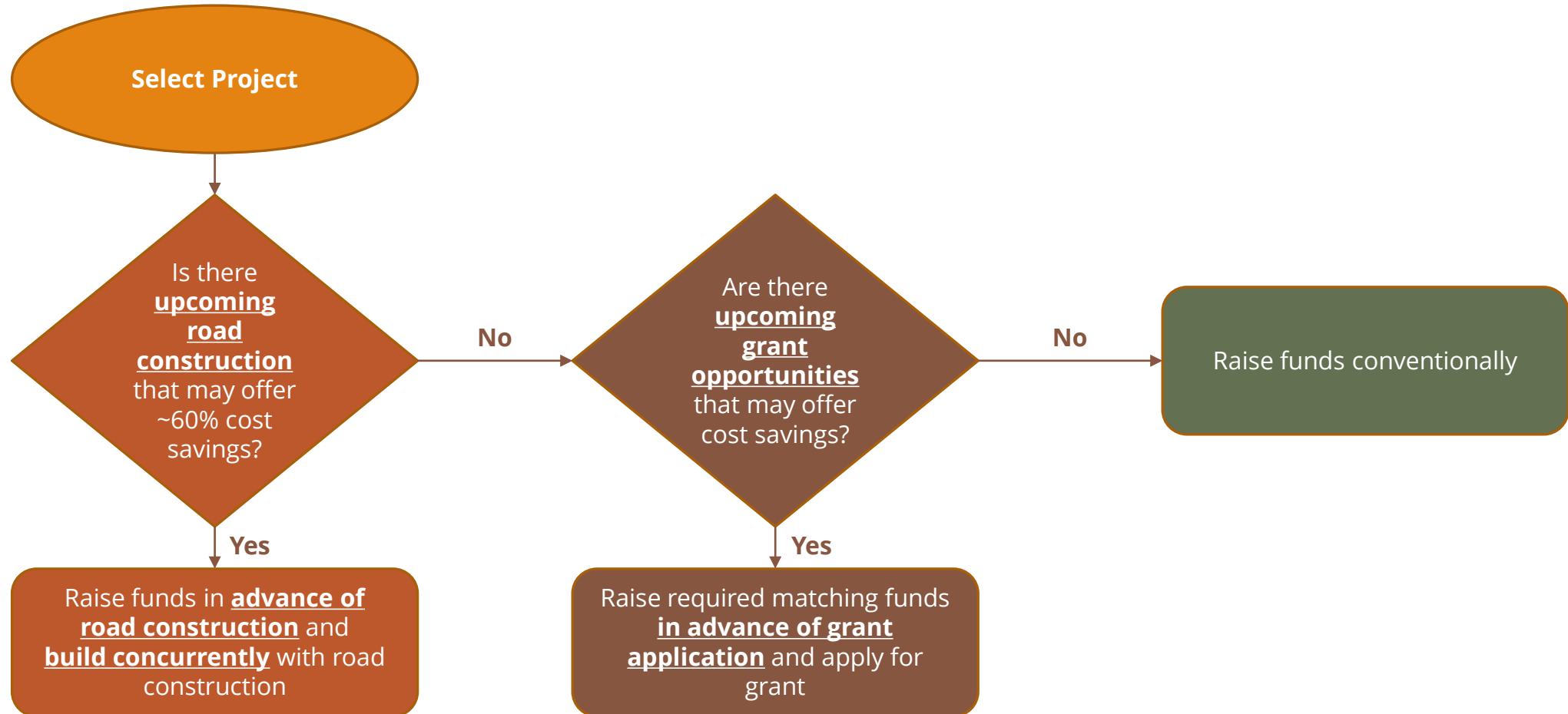
Key Points

- Our committee continues to advocate for a cost-effective strategy to form a town-wide multimodal network with projects that are carefully selected to:
 - seize opportunities which offer cost efficiencies;
 - appeal to external funding sources, such as federal grants; and
 - maximize the impact of funding.
- BPAC seeks to advance 3 major projects and other low-or-zero-cost initiatives to pursue this strategy

General cost-effective approach to selecting projects



General cost-effective approach to pursuing projects



FY 2023 Strategies

FY 2023 Strategies

- Work with Planning Board to modernize **town road standards**, implementing multimodal requirements and implementing a **Complete Streets Policy** consistent with the Multimodal Master Plan, providing direction to implement multimodal treatments at the time of construction
- Continue to **apply for infrastructure grants** to increase odds of external funding opportunities
- Advance already-established projects
 - Low-or-zero cost projects
 - AMS/School Campus Project (2023)
 - Village Streets Multimodal Improvements (2025)
 - Baboosic Greenway (2029)
- **Annual Funding:** proposed incorporation long-term project funding, engineering, grant local match amounts to be raised by Multimodal Infrastructure CRF by year to yield stable and predictable infrastructure planning + increased opportunities to offset costs with local matches for grants

Town Road Standards & Complete Streets Policy

- The only realistic method to form of a town-wide network of systematically safe infrastructure requires decades of gradual improvements at advantageous opportunities, principally road construction
- Each road construction opportunity presents one of two options:
 - Either contribute to the network by installing specific designs, or
 - Recommit the area to another 25-35 years without improvements
- By updating town road standards to be consistent with systematic safety designs, it allows any opportunity to be a chance for progress
- This provides clear direction not only for municipal road reconstruction, but also for private developments, allowing for the chance for private developers to contribute to this responsibility

Zero or low-cost initiatives

Zero or low-cost initiatives

- Completing “Public Trails on Private Land” document to aide Amherst landowners in the consideration of donating easements to the town
- Pursuing these easement donations as a low-cost method of forming contiguous multimodal trail routes
- Advocating with the New Hampshire Rail Trails Coalition to amend the NH Recreational Use Statutes in order to advance the use of railroad and utility corridors, such as:
 - the Souhegan Valley Rail Trail concept
 - the Eversource transmission lines in town
- The Amherst St Sidepath may be extended by 0.7 miles from Courthouse Rd to Birch Park with a “paved shoulder” restriping scheme with NH DOT’s consent
- Old Manchester Rd “edge lane road” treatment – still requires public info session per BoS – can this be scheduled for this fall?

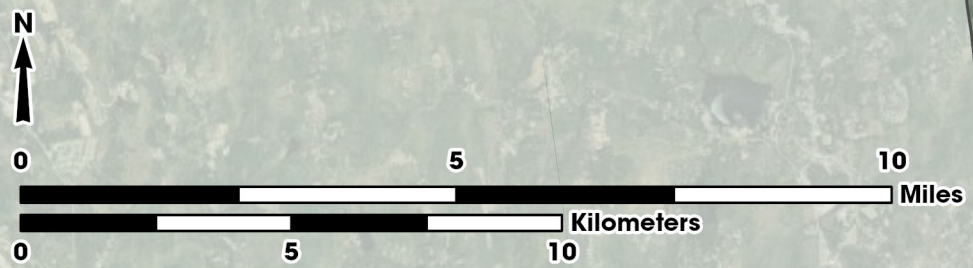
Zero or low-cost initiatives

- The next update of the NH Ten Year Plan is starting, Amherst can advocate NH DOT to include projects.
 - Accepted bike/ped projects are funded at 80% by NH DOT.
 - Chances of selection are low and the plan is often delayed
 - However, the inclusion of projects into this plan is an enormous bonus for grant prospects and the town should consider recommending all bike/ped projects into the plan. While this stipulates that the town would be willing to cover the required 20% match, the town would likely have >10-15 years to raise any such funds for a selected project
- Supporting the concept of large-scale regional projects such as the Souhegan Valley Rail Trail and the Baboosic Greenway could offer significant benefit for the community and the region. “Support” in this case would entail the following:
 - Continuing to providing recommendations to the NRPC, NH DOT, and state legislators in support of these projects
 - Participating regional meetings to coordinate these efforts
 - Advocating for their inclusion in NH DOT Ten Year Plan or other state/federal initiatives

Souhegan Valley Rail Trail

Full regional project in 2021 NH State Ped-Bike Plan

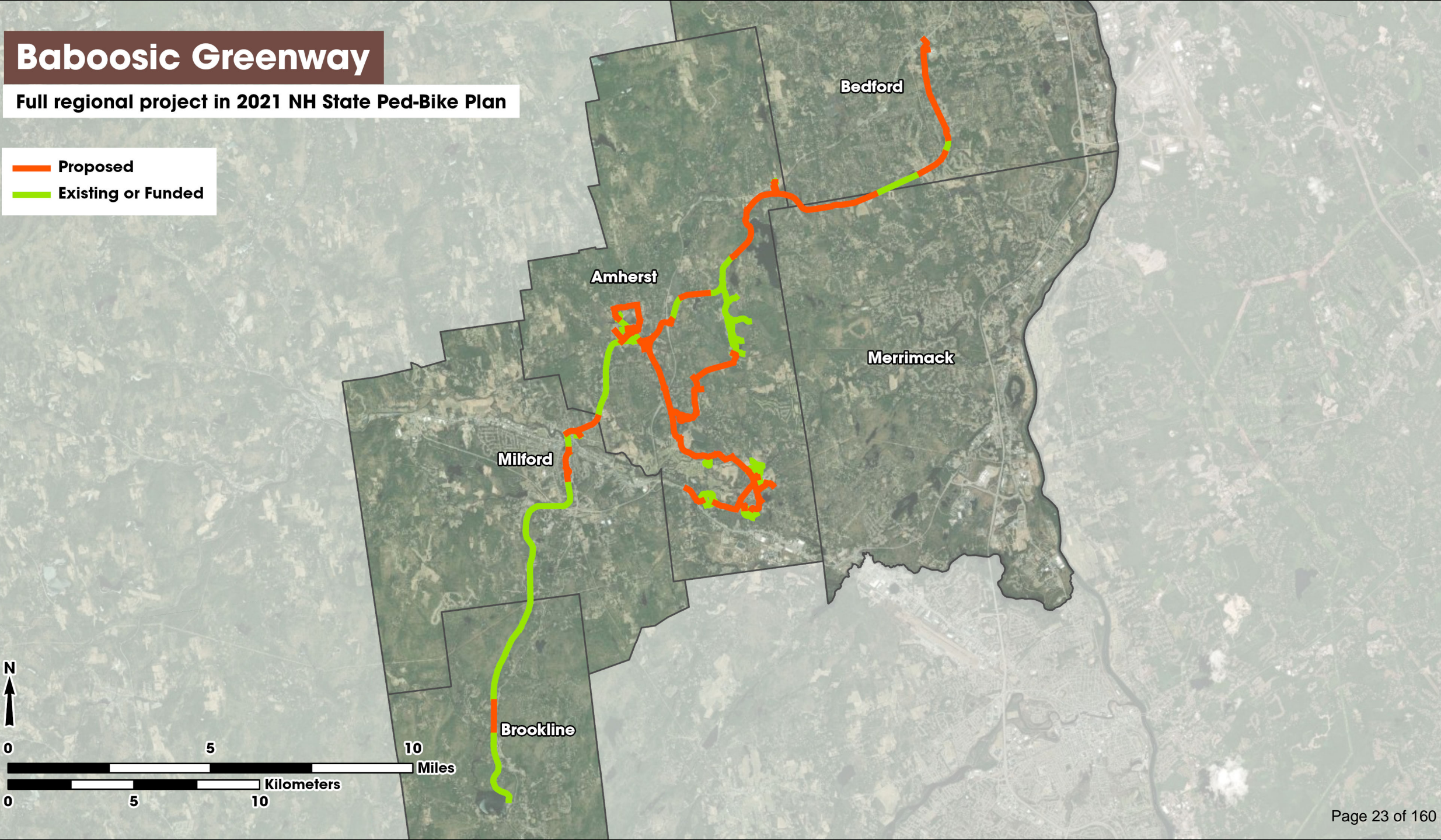
Proposed



Baboosic Greenway

Full regional project in 2021 NH State Ped-Bike Plan

- Proposed
- Existing or Funded



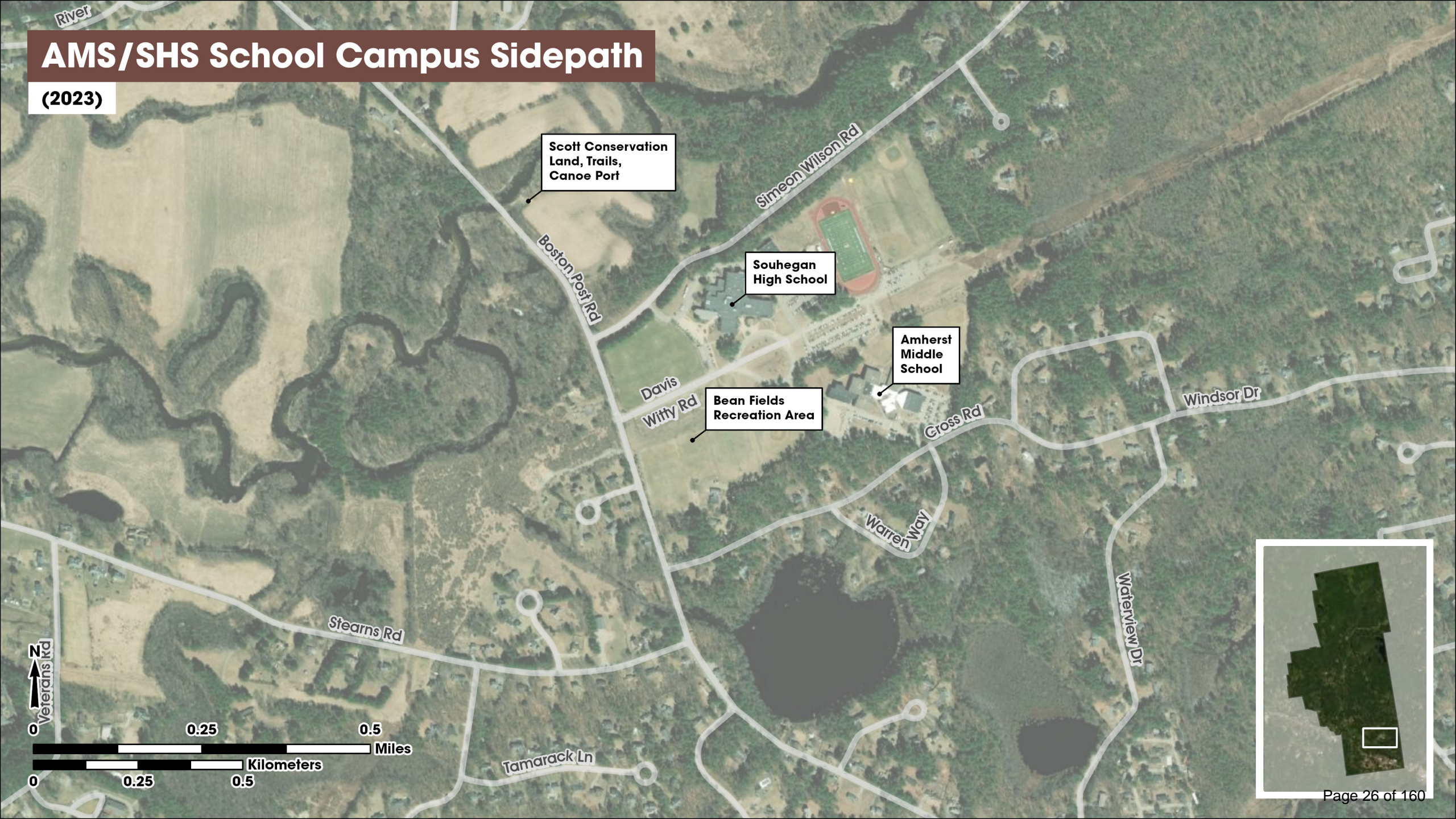
Major Projects

AMS/SHS School Campus Project



AMS/SHS School Campus Sidepath

(2023)



AMS/SHS School Campus Sidepath

(2023)

- Proposed Improvements
- Existing or Funded Facilities

Scott Conservation
Land, Trails,
Canoe Port

Souhegan
High School

Amherst
Middle
School

Bean Fields
Recreation
Area

Davis
Witty Rd

Simeon Wilson Rd

Boston Post Rd

Windsor Dr

Gross Rd

Warren Way

Waterview Dr

Stearns Rd

Tamarack Ln

N
Veterans Rd

0 0.25 0.5 Miles
0 0.25 0.5 Kilometers

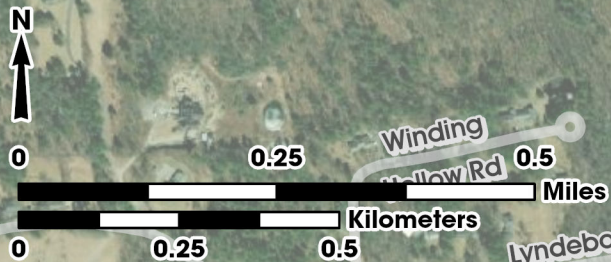


Village Multimodal Improvements



Village Multimodal Improvements

(2025)



Village Multimodal Improvements

(2025)

 Scheduled Road Construction



Village Multimodal Improvements

(2025)

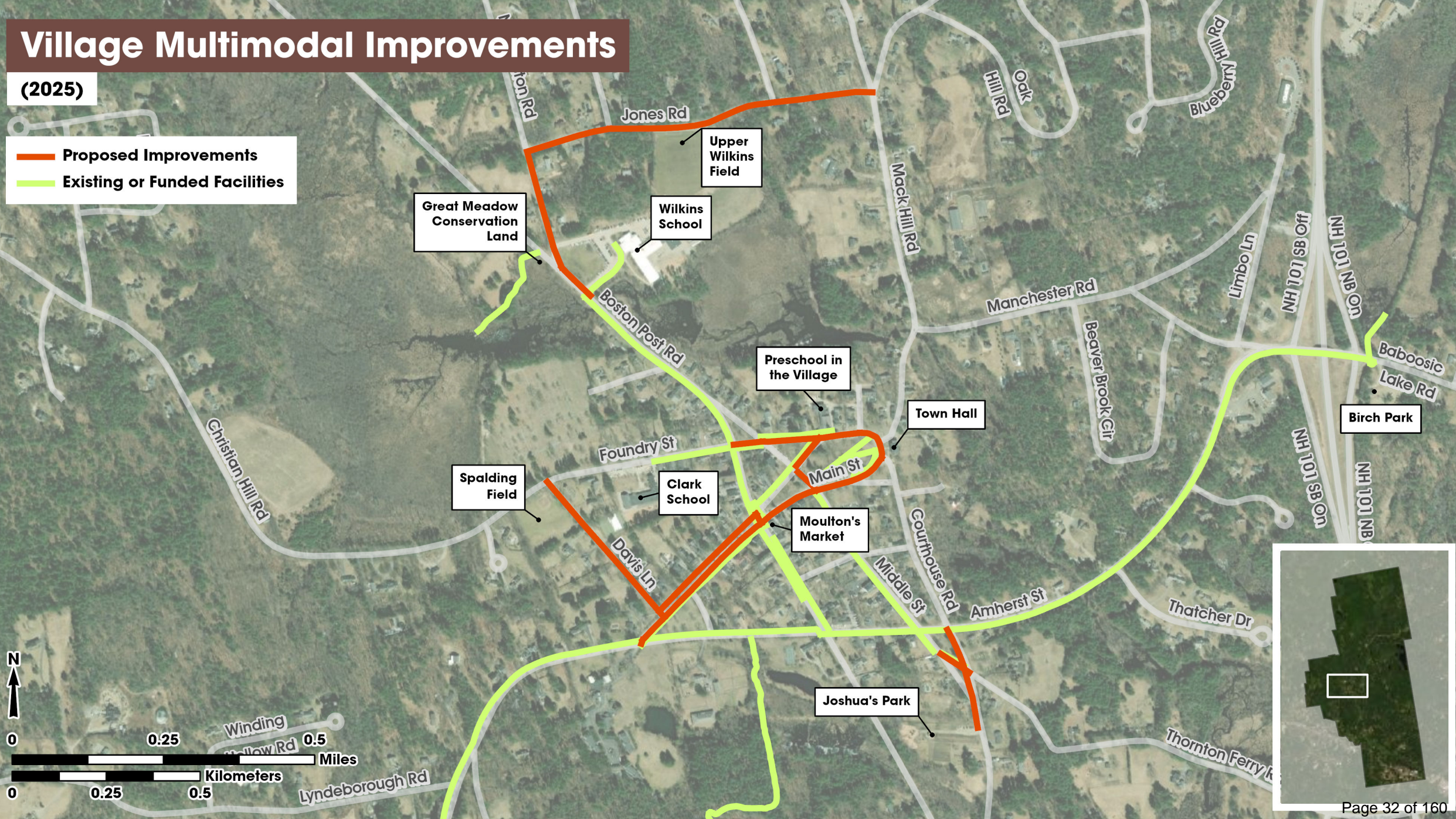
Proposed Improvements



Village Multimodal Improvements

(2025)

- Proposed Improvements
- Existing or Funded Facilities



Baboosic Greenway

NH DOT Ten Year Plan
Project 42593



Baboosic Greenway

NH DOT Ten Year Plan Segment, Project 42593 (2029)

Walnut Hollow
Equestrian
Facility

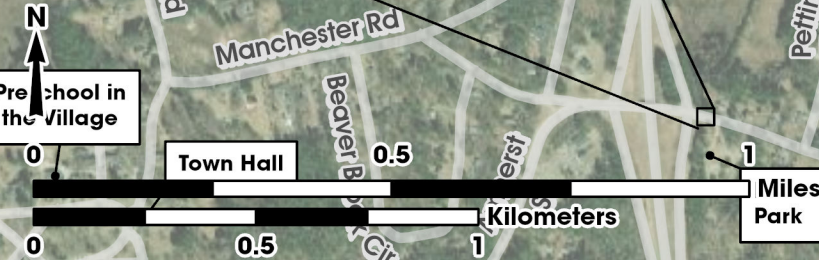
Amherst
Town Beach

Inset Map: Box Culvert under
Baboosic Lake Rd with 270° ramp



Meeting
Place Mall

Pond Parish

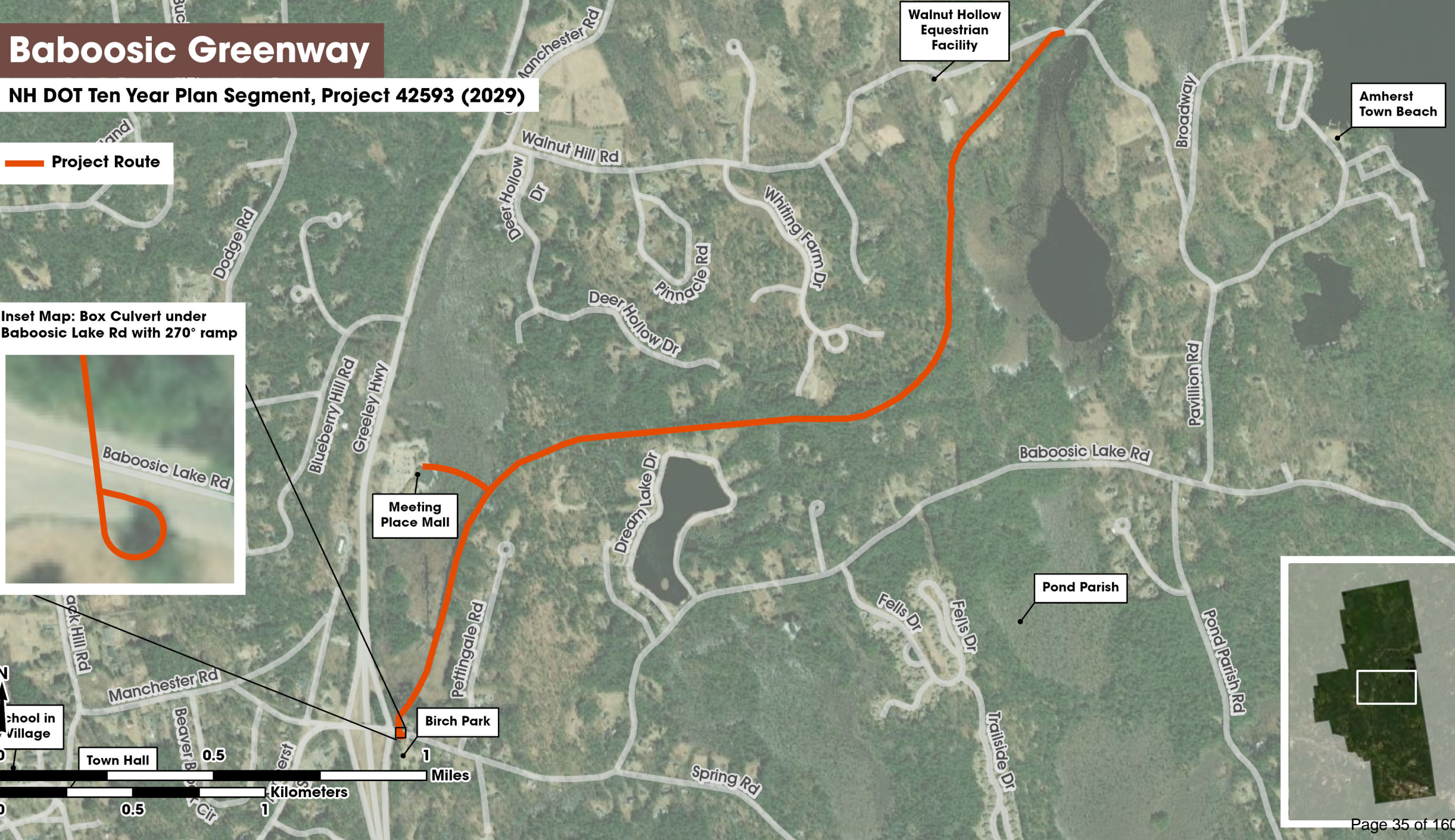


Baboosic Greenway

NH DOT Ten Year Plan Segment, Project 42593 (2029)

 Project Route

Inset Map: Box Culvert under Baboosic Lake Rd with 270° ramp

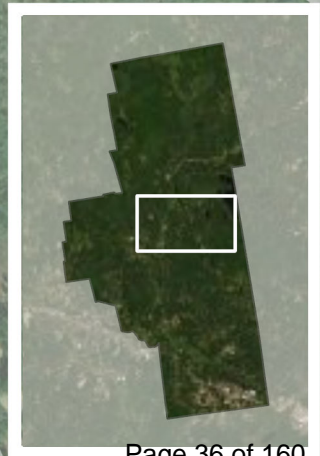
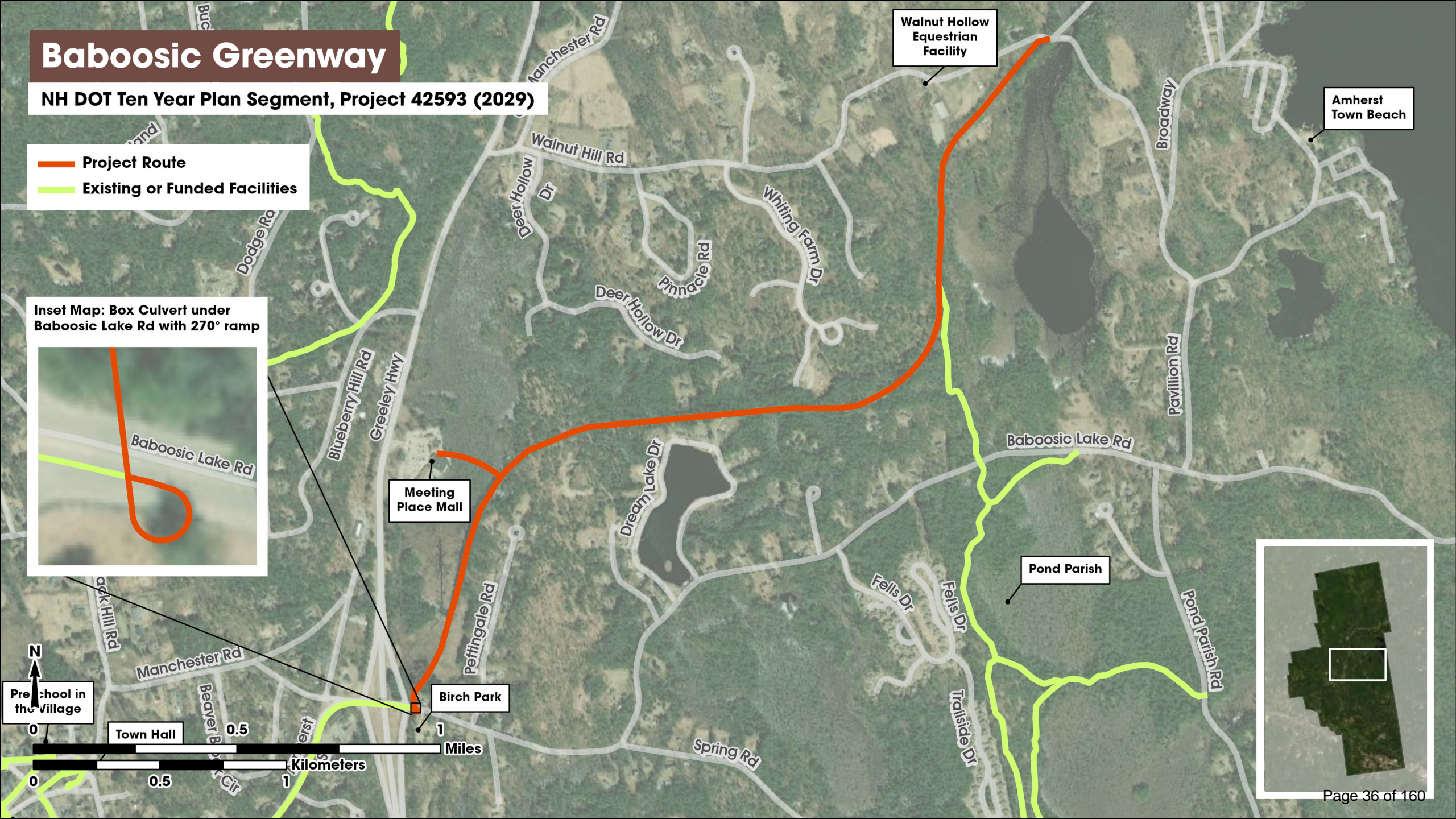


Baboosic Greenway

NH DOT Ten Year Plan Segment, Project 42593 (2029)

-  Project Route
-  Existing or Funded Facilities

Inset Map: Box Culvert under Baboosic Lake Rd with 270° ramp



Project Forecast & Proposed Budget

Project Forecast & Proposed Budget: 8-Year Overview

	Construction Year	Strategy	Grants			Budget				Total Municipal Cost
			Applied	Upcoming	Status	Total Project Cost	Engineering	Grant Funding	Local Match	
AMS-SHS School Campus Project	FY 2024	Attempt Grants, Raise Funds	TAP, RAISE	ARPA '21, RAISE '22, CMAQ '22		\$224,979	\$21,500			\$224,979
Village Multimodal Improvements	FY 2025	Mostly Grant-Dependent	TAP, RAISE	ARPA '21, RAISE '22, CMAQ '22		\$569,779	\$96,900	\$378,304	\$94,575	\$191,475
Baboosic Greenway (Segment) NH DOT Ten Year Plan Project 42593	FY 2029	Entirely Grant-Dependent	NH DOT		Awarded	\$1,152,566		\$682,052	\$470,513	\$470,513
Total (Over 8 Years)										\$886,967

Project Forecast & Proposed Budget: Expenses by year

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Expenditures	AMS-SHS School Campus Project		- \$224,979 (construction)					
	Village Multimodal Improvements	- \$96,900 (engineering)	- \$94,575 (local match)					
	Baboosic Greenway (Segment) NH DOT Ten Year Plan Project 42593						- \$470,513 (local match)	

Project Forecast & Proposed Budget

		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenues	Multimodal Infrastructure CRF Warrant Article	+ \$75,000	+ \$75,000	+ \$75,000					
	Multimodal Infrastructure CRF Warrant Article (changes as of this year)		+ \$98,000	+ \$98,000	+ \$98,000	+ \$98,000	+ \$98,000	+ \$98,000	+ \$98,000
Expenditures	AMS-SHS School Campus Project			- \$224,979 (construction)					
	Village Multimodal Improvements		- \$96,900 (engineering)	- \$94,575 (local match)					
	Baboosic Greenway (Segment) NH DOT Ten Year Plan Project 42593								- \$470,513 (local match)
Multimodal Infrastructure CRF Balance		\$75,000	\$152,000	\$5,446	\$103,446	\$201,446	\$299,446	\$397,446	\$24,933

WELCOME TO



AMHERST, *NEW HAMPSHIRE*



September 27, 2021

Amherst Parks & Recreation FY23 Strategic Plan



Mission

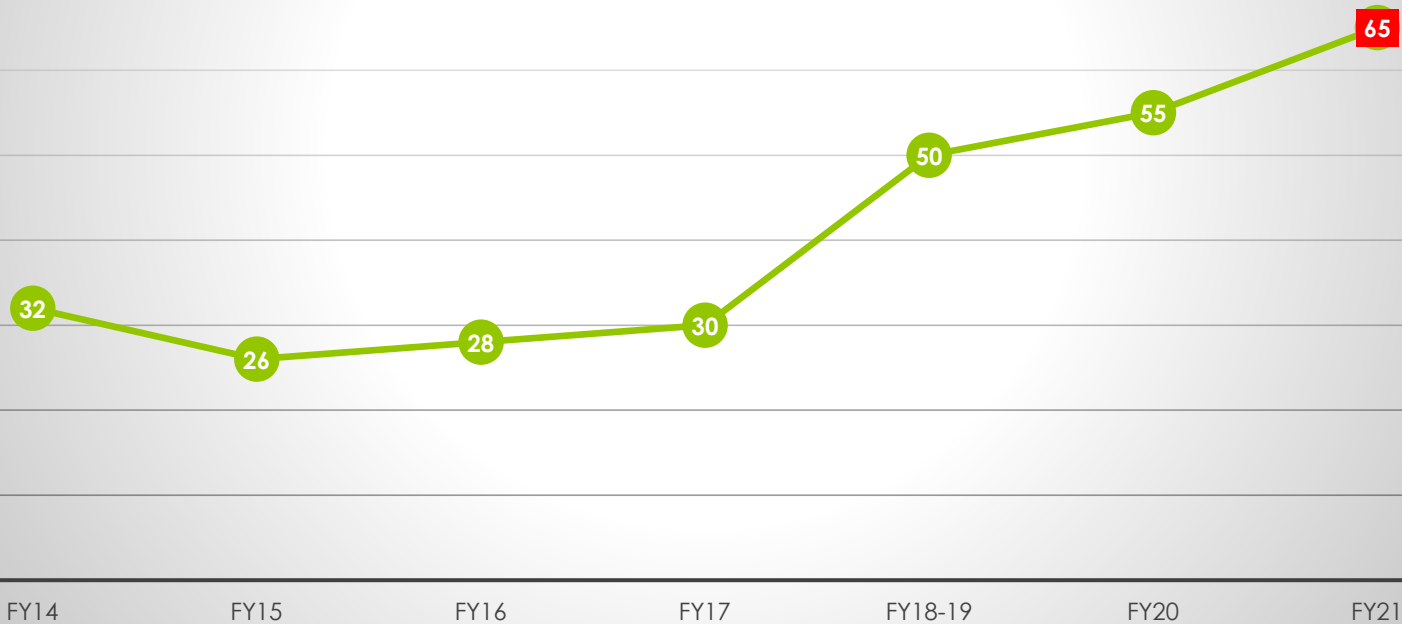
To enhance the quality of life for all Amherst residents with high-quality programming in health, leisure, fitness, and outdoor education through a series of well-maintained park(s) and recreational facilities.

FY 23 Department Goals

- Develop & Manage Park and Recreation Facilities available to citizens.
- Diversify program offerings to serve citizens of all ages.
- Update seasonal staff hiring practices to allow for increased recruitment, hiring and training.

Goal 1

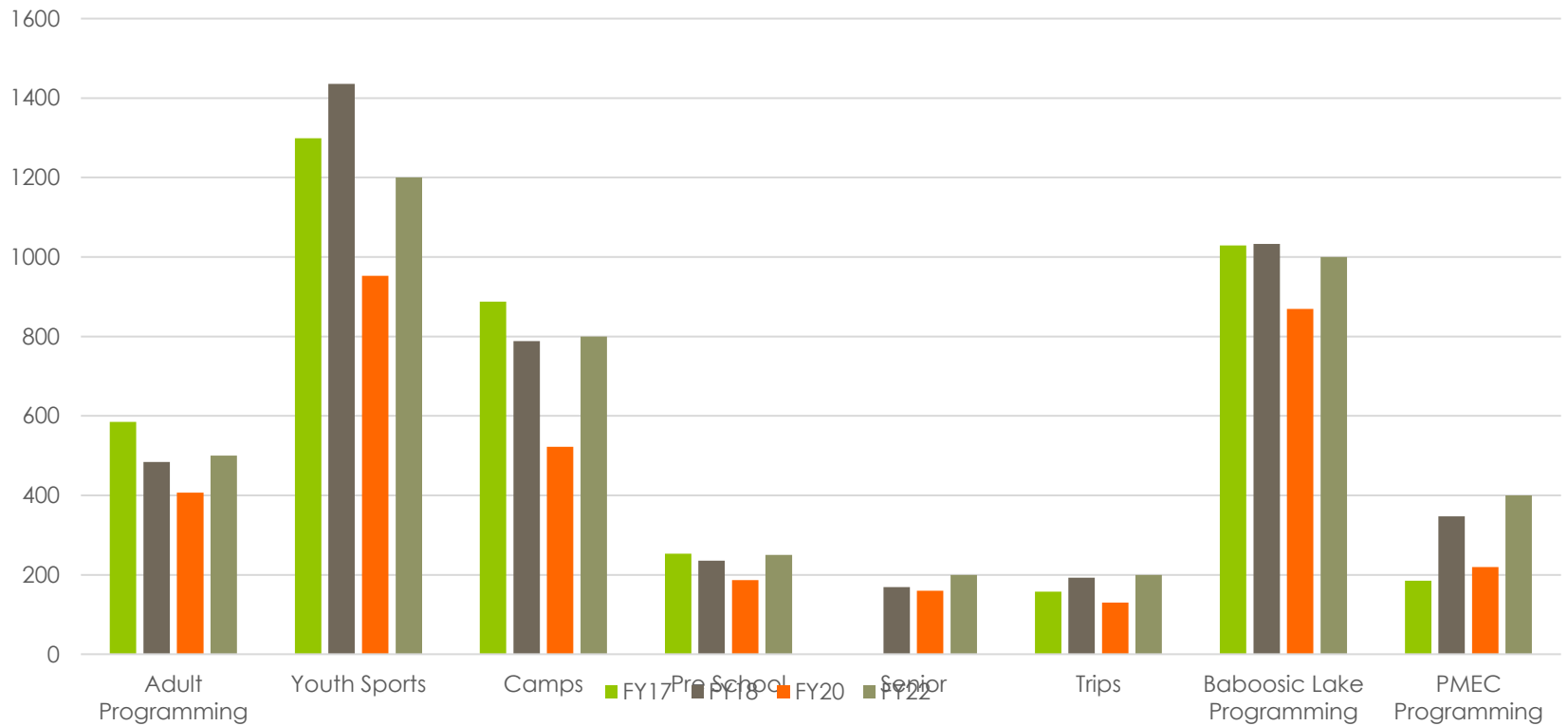
Develop and Manage Park & Recreational Facilities available to citizens.



Acres of land maintained by Recreation Department by year

Goal 2

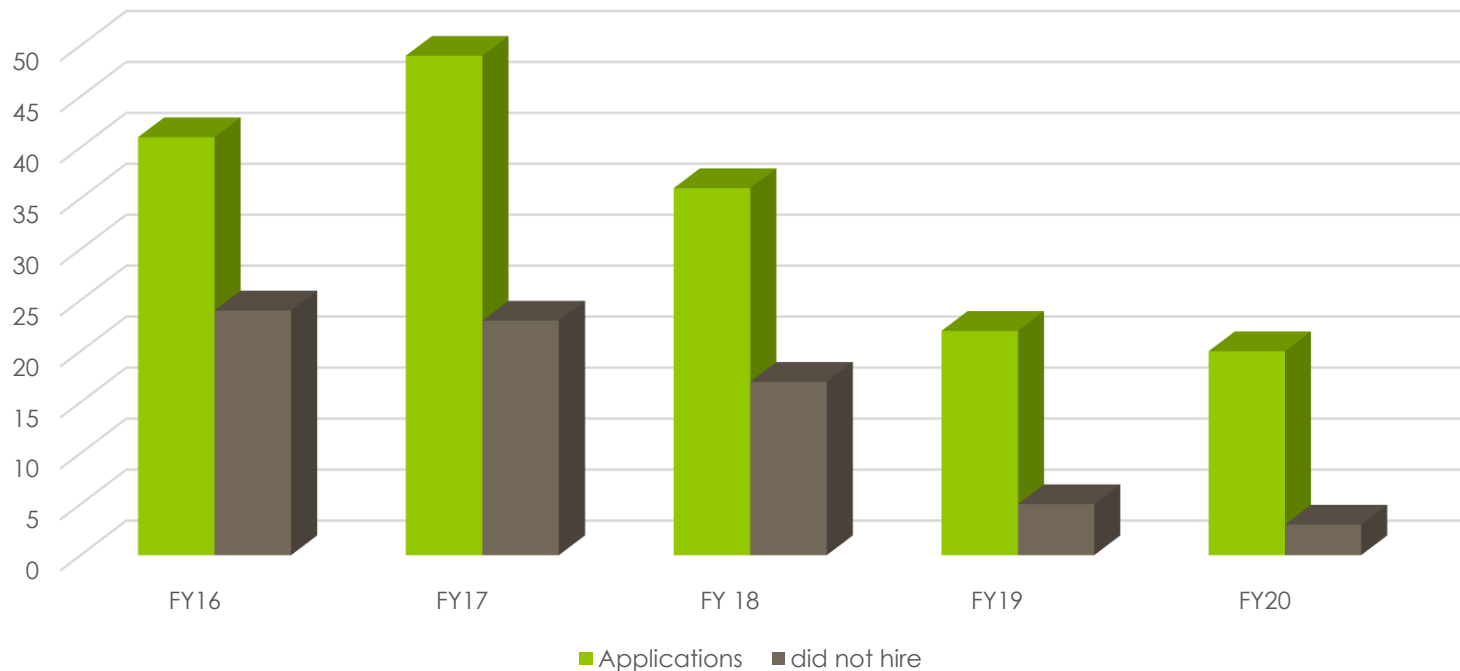
Diversify program offerings to serve citizens of all ages.



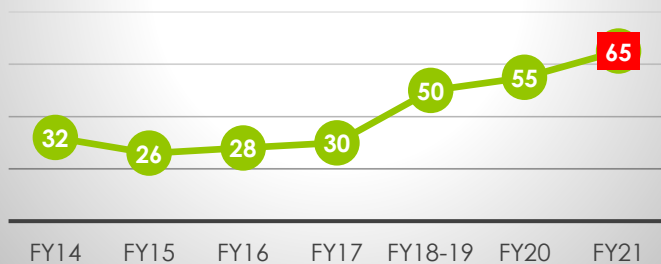
Goal 3

Update seasonal staff hire practices to allow for increased recruitment, hiring and training.

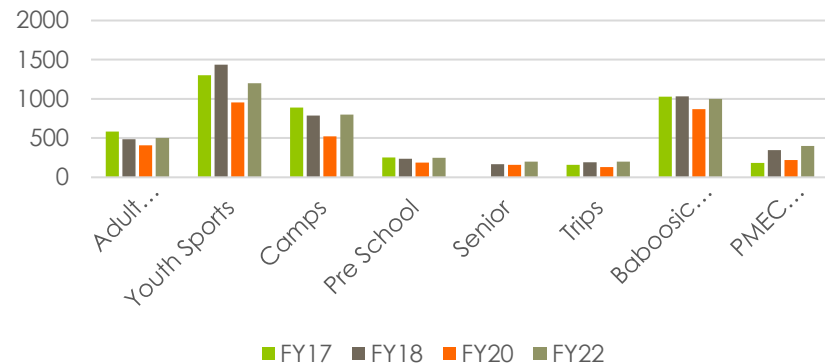
Seasonal Staff Applicants vs. Did not Hire



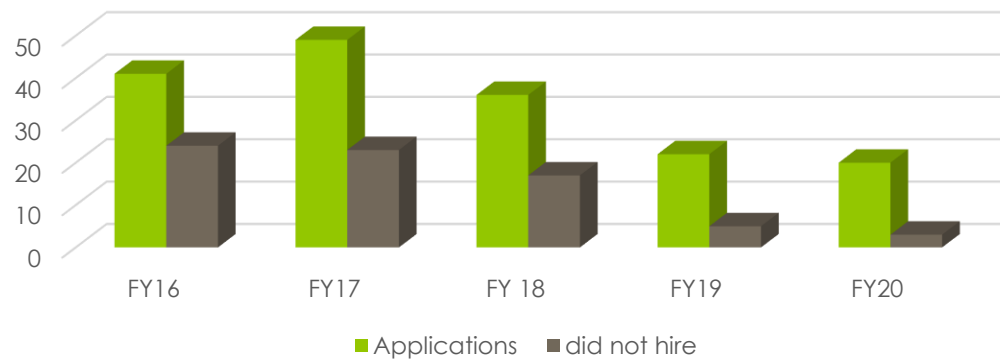
Develop and Manage Park &...



Diversify program offerings to serve citizens of all ages.



Seasonal Staff Applicants vs. Did not Hire



FY22 Initiatives

- **Initiative 1:** Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.
- **Initiative 2:** Re-surface AMS courts to allow for basketball use and create a shaded picnic area by courts to allow space for outdoor classrooms and team meeting spaces.
- **Initiative 3:** Update Seasonal Staff Wage Scale to attract more applicants and compete with current job market.
- **Initiative 4:** Build an indoor facility to act as a community center for Amherst Residents of all ages. – ***Tabled but still important***

Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.



Buck Meadow Conservation & Recreation Area

- Purchased in March 2020
- Roughly 10 Acres of flat field area
- Club house – 2,000 Sq. Feet
- Hiking trails
- Irrigation partially in place
- Storage for program equipment



Phase I - FY21-22

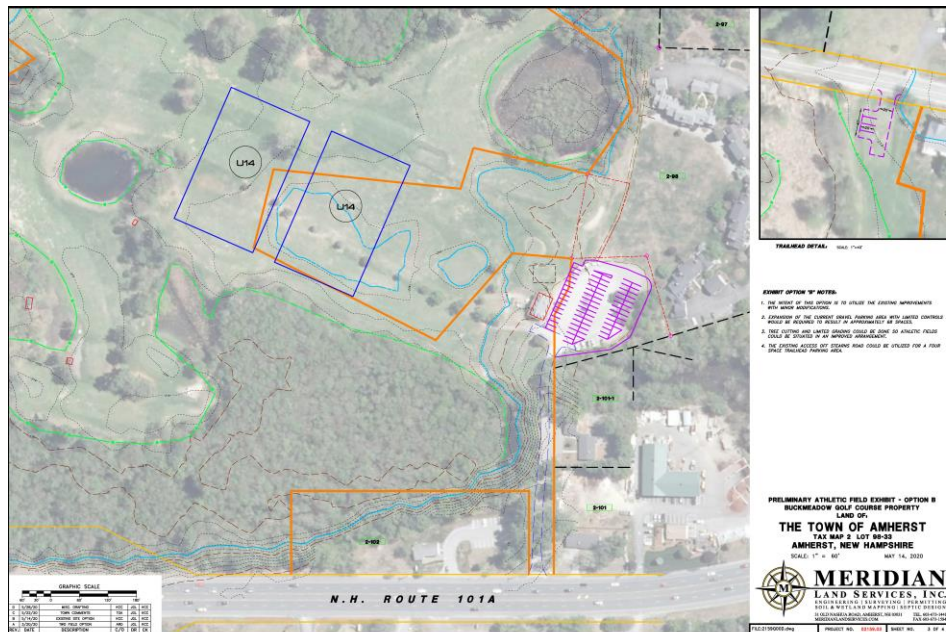


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Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.

Phase 2 - FY22-23

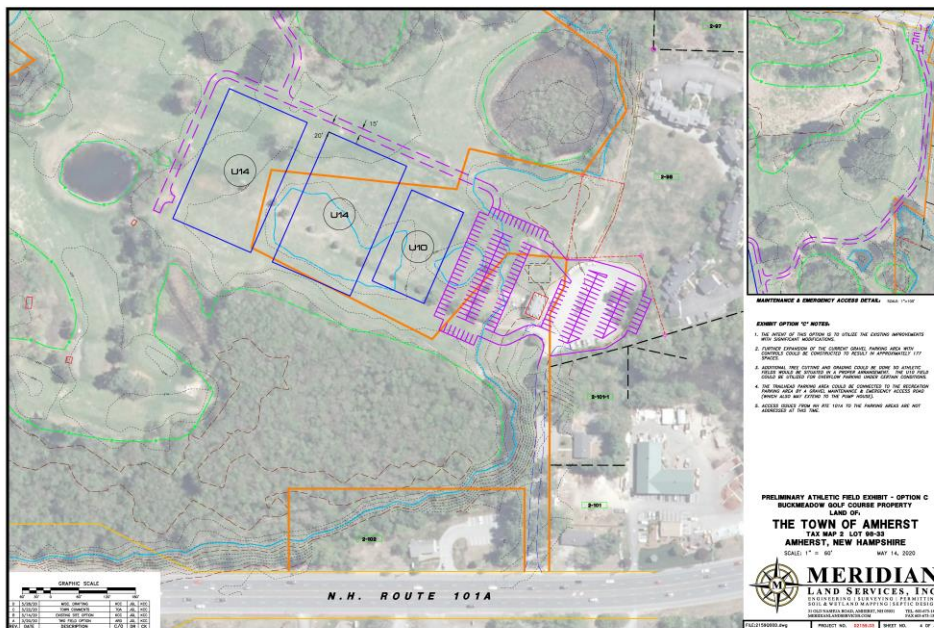


- Re-Configure existing parking lot and install fencing to put a barrier between parking area and Buck Meadow Condo Association.
- Fix rot and paint exterior of Buck Meadow Clubhouse.
- Install new carpeting, windows and update bathrooms on main level of clubhouse.
- Fundraise for grooming equipment for Nordic skiing/snowshoeing.

Initiative # 1

Development of Buck Meadow Conservation and Recreation Area for usable fields and indoor space.

Phase 3 - FY24



- Add additional parking on north end of Club House.
- Grade and install three rectangular fields (2 full size & 1 practice).
- Install playground (fundraiser event).
- Install a gravel road around property to allow for better emergency accessibility.

Initiative #1

Development of Buck Meadow Conservation and Recreation Area for usable fields and meeting spaces.

Funding Sources for Initiative #1

-Land Water Conservation Grant (LWCF)

- 50/50 Grant where the town's portion of the match can be in-kind service.
- Grant is an annual program through NH Department of Natural & Cultural Resources.
- Year 1 of three of Capitol Reserve Funding (\$50K per year).
- 20% usage fee for Buck Meadow.
- Awarded \$40K Grant from Bean Foundation.

-Local Grants/Fundraising

Initiative #2

Re-surface AMS courts to allow for basketball use and create a shaded picnic area by courts to allow space for outdoor classrooms and team meeting spaces.

- AMS tennis courts have been underused and in need of resurfacing for 5-6 years.
- We have a major lack of outdoor basketball facilities in town.
- Create the ability to have both basketball and tennis at the same facility.
- Utilize the wooded area next to the courts to build a shaded picnic/learning area.



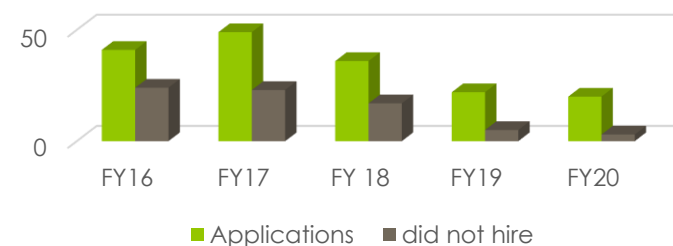
Initiative #3

Update Seasonal Staff Wage Scale to attract more applicants and compete with current job trends.

- No update to wage scale since 2017.
- Starting Positions \$8 per hour.
- Parks Crew Positions \$12 per hour.
- Not competitive with similar positions in area.
- All positions on Seasonal Wage Scale are paid for out of 02 Revolving Fund.



Seasonal Staff Applicants vs. Did not Hire



Initiative #4 – Tabled but still important

Build an indoor facility to act as a community center for Amherst Residents of all ages.

- With the potential for increased housing units to be built in Amherst, the desire for more recreational programming will increase, including indoor activities.
- Amherst is lacking accessible indoor space for daytime and weekend programming.
- This creates a lack of Adult and Senior Programming.
- The idea of aging in place is not happening in Amherst due to lack of programming and offerings to citizens once their children are out of school.



Budget Impact Summary

	FY23	FY24	Funding Source
Initiative #1 Buck Meadow			
Warrant Article split between two years for matching grant	\$50,000	\$50,000	CRF Warrant Article
Initiative #2 AMS Courts			
Resurfacing of AMS Courts	\$85,000		02 Revolving Fund
Picnic Area	\$2,000		02 Revolving Fund
Initiative #3 Seasonal Wage Scale			
Increased Wages	\$27,000		02 Revolving Fund
Initiative #4 Community Center			
Tabled but still important			

Questions??



Amherst Town Library

Professional service with a personal touch

Strategic Plan Presentation

September 27, 2021



2020 Strategic Plan presentation and goals

...

<https://www.amherstlibrary.org/about/mission-vision>

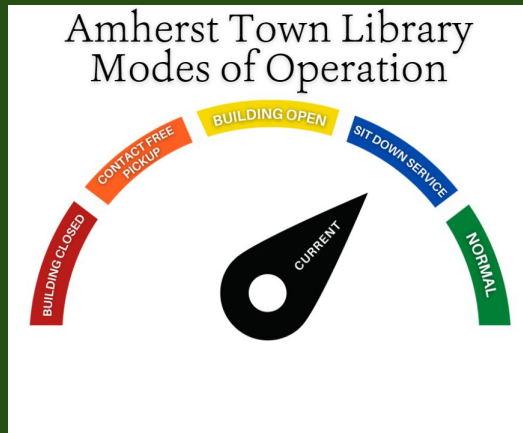
Connecting people, stories, and ideas

...

caring * innovation * quality * professionalism

2021 Priorities

Maintain Access



Train

Amherst Town Library Training

Class code: d6f1d4 C2
Meet link: Generate Meet link

Upcoming
No work due soon
View all

Announce something to your class

- Alexa Moore posted a new assignment: September & October Staff Picks
Aug 23
- Alexa Moore posted a new material: Town of Amherst, NH Employee Policies Ha...
Aug 10
- Alexa Moore posted a new material: Amherst Town Library Slack Workspace
Aug 10
- Alexa Moore posted a new material: Amherst Town Library TeamUp Calendar U...
Aug 10
- ATL library posted a new material: ATL Workplace Expectations
Jul 30 (Edited Aug 10)
- ATL library posted a new material: Concert and Program Chair setup
Jul 30

Ask & Listen

Amherst Town Library
Professional service with a personal touch

Library Re-Opening Survey

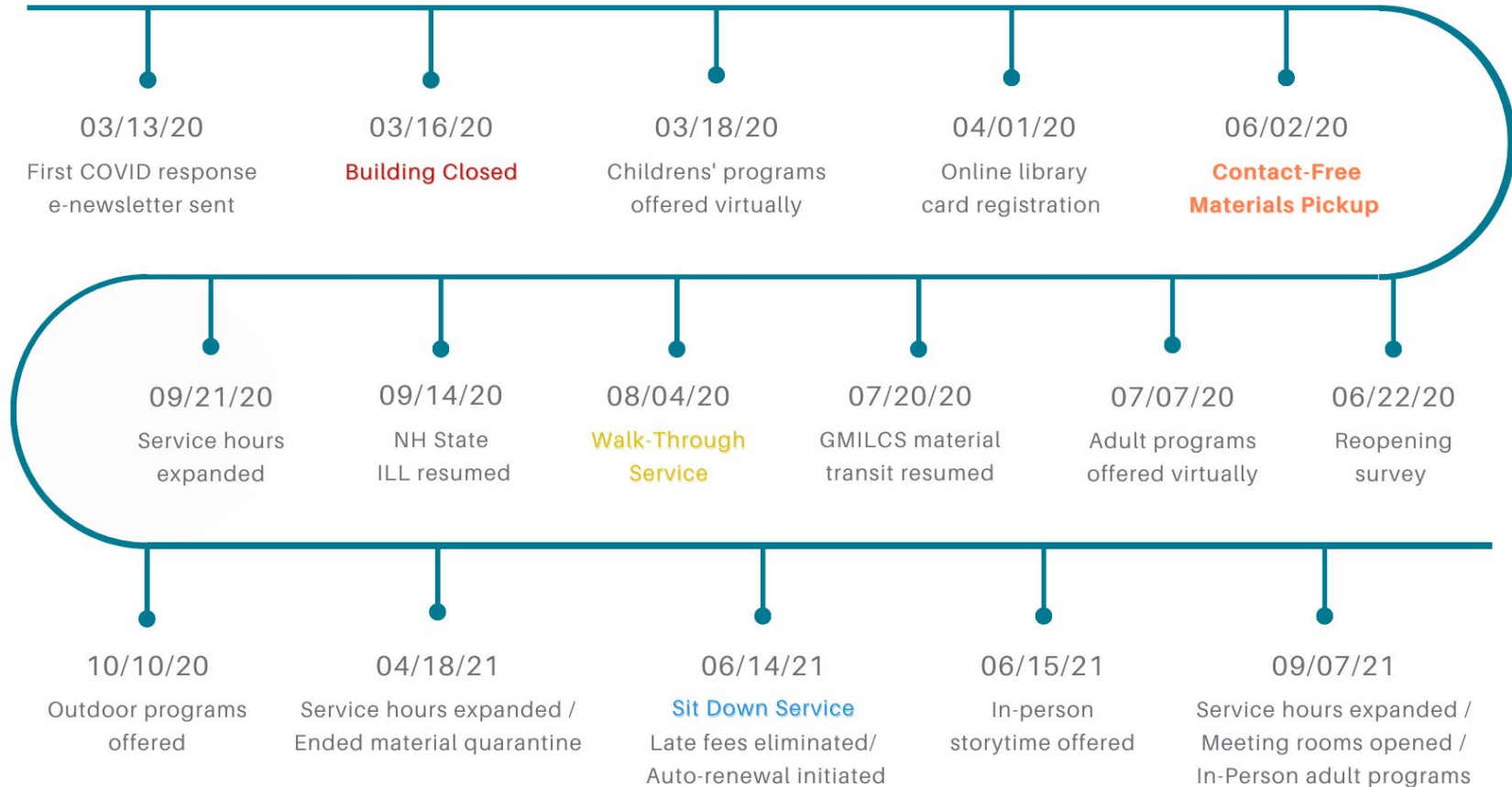
For the past year, library services and hours have been restricted by the pandemic. As we restore open hours and services, we don't want to assume that your current needs necessarily reflect your previous preferences. We've created a short poll to collect your feedback. Please reply before Wed. May 12.

What day(s) do you use the library? (check all that apply)

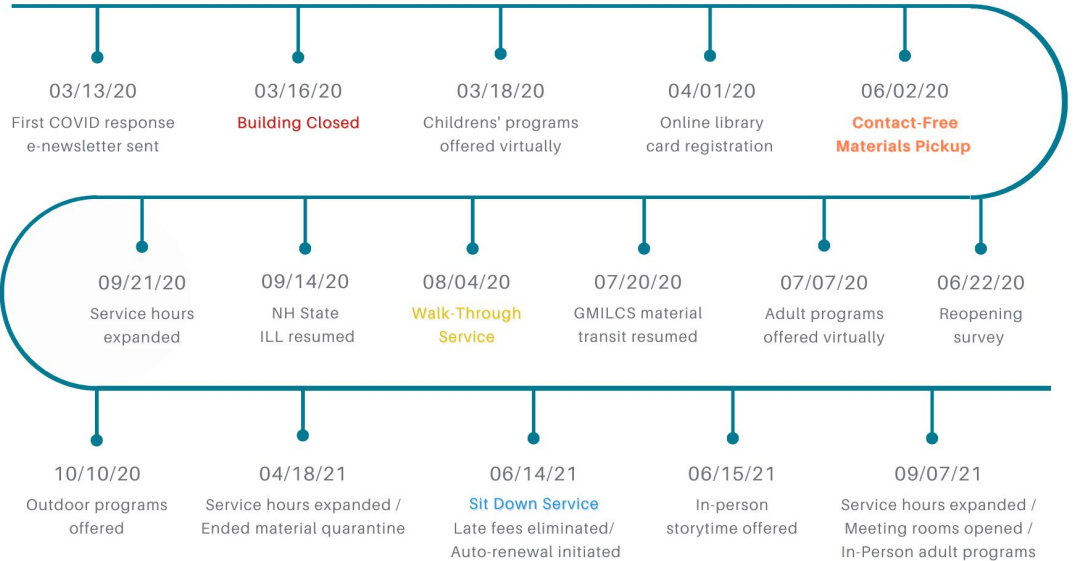
- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Amherst Town Library

COVID Response Timeline

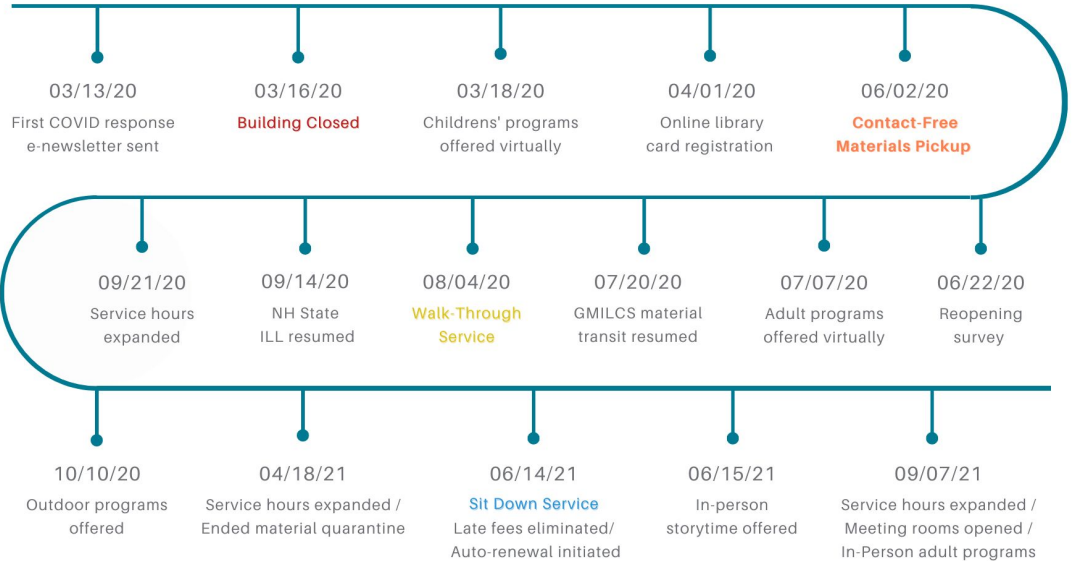


Amherst Town Library COVID Response Timeline



2 hour contact-free pickup shift

Amherst Town Library COVID Response Timeline



Emptying the quarantine bins



We love a fresh start.

Come back to the library, we have made it easier than ever!



Amherst Town Library

Professional service with a personal touch



Physical & Digital Displays



BY NEW YORK TIMES BESTSELLER

The Last Thing He Told Me

Laura Dave

Author of *Eight Hundred Grapes*

← **WHILE YOU WAIT FOR THIS TRY THESE**

↓



A GIRL NAMED ANNA

LIZZY BARBER



mary kay andrews

the newcomer

A NOVEL

FROM THE NEW YORK TIMES BESTSELLING AUTHOR



WATCH ME DISAPPEAR

JANELLE BROWN



BY NEW YORK TIMES BESTSELLER

THEN SHE WAS GONE

LISA JEWELL

A NOVEL

THE NEW YORK TIMES BESTSELLING AUTHOR



J. L. ELLISON

No One Knows



FROM THE AUTHOR OF *THE ONE WHO GOT AWAY*

PRETTY LITTLE WIFE

DARBY KANE



For more suggestions, check out the read-alikes for this title in [NovelList](#).

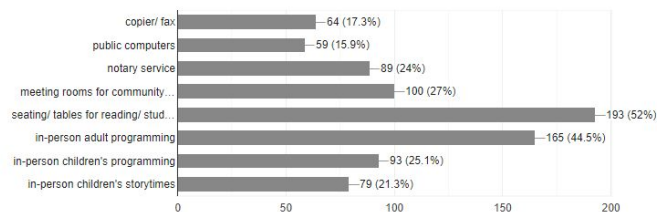


Ask & Listen

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p
Su	0	0	0	0	0	0	0	0	0	0	0	0
Mo	0	31.75	38	29.75	35.75	35	29.25	31	23.25	25.75	18.75	8
Tu	0	29	24.75	27.75	25.25	32	30.75	24.5	32.5	30	16.5	8.5
We	0	29.75	31.25	20.75	33	25.5	22.25	23.25	19.5	31	15.5	5.75
Th	14.8	25.2	23.2	31	30.2	26.8	23.8	22.6	21.4	13.4	16.6	4.2
Fr	0	35	23.4	27.6	31.8	29.6	28.8	28.2	0	0	0	0
Sa	0	32	40	16	0	0	0	0	0	0	0	0

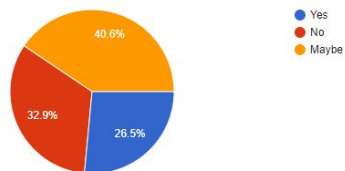
Which COVID-restricted services are you most anxious to have restored? (check all that apply)

371 responses



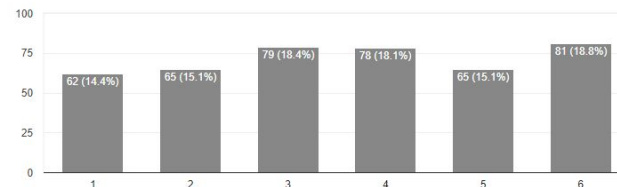
Once in-person programming is restored, would you still attend programs virtually (zoom)?

419 responses



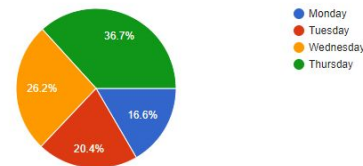
How important is restoring evening hours?

430 responses



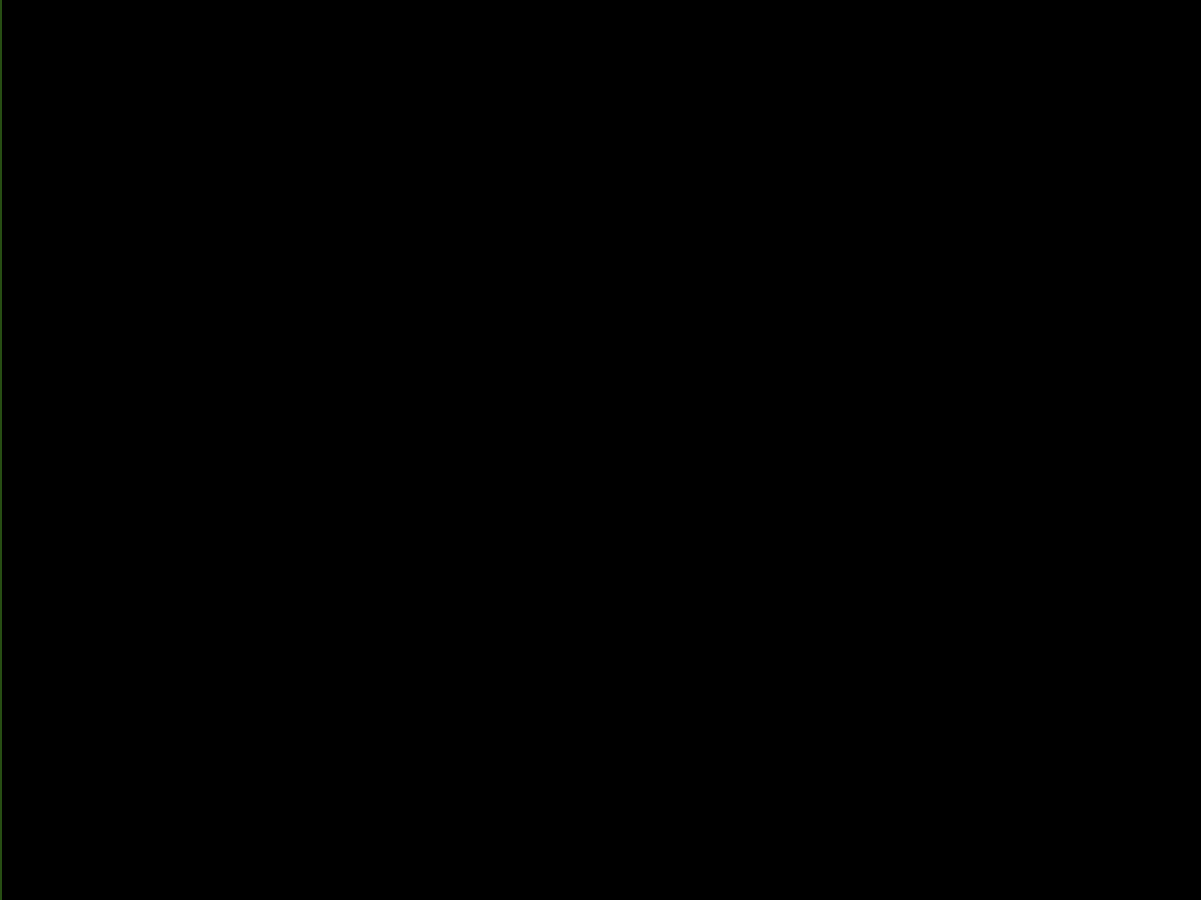
If you visit the library during evening hours, which evening are you most likely to visit the library? (select 1)

313 responses



Retire - Hire - Train





Amherst Town Library

- Nancy Baker, Chairman
- Bill Cassidy, Alternate
- Mike Enriquez, Secretary
- Lucienne Foulks
- Nancy Head, Vice Chair
- Amy Lapointe, Library Director
- Liz Larson
- Steve Mantius, Treasurer
- Gretchen Pyles





WELCOME TO

AMHERST, *NEW HAMPSHIRE*



September 27, 2021

AMHERST FIRE RESCUE STRATEGIC PLAN UPDATE FOR FY22-23

MISSION STATEMENT

- Amherst Fire Rescue is a community all-hazard emergency services organization comprised of members dedicated to the health and well-being of its citizens by providing high quality, prompt, skillful, caring and professional emergency response, prevention education, life safety code enforcement and community support services.

VISION STATEMENT

- ❑ It is the vision of Amherst Fire Rescue to be recognized as an all-hazards, all-risk service provider by developing and maintaining strategic community partnerships, hiring and training exceptional people, developing efficiencies in service provision to ensure sustainability for the entire organization and maintaining our core infrastructure.

PHILOSOPHY

EXCELLENCE

**-HAVE AN ALL
IN ATTITUDE
-GIVE ALL OUT
EFFORT**

IS MY

**-DO YOUR JOB
-TREAT
PEOPLE RIGHT**

RESPONSIBILITY

HISTORICAL PERSPECTIVE

- ❑ Goals for Amherst Fire Rescue
 - Goal # 1 Continuously improve our high level of service
 - Goal # 2 Create infrastructure stability
 - Goal # 3 Continue to meet the changing needs of the community with the protection of life and property
- ❑ Strategic Initiatives for Goal #1
 - Maintain and continue to grow a strong list of experienced, high-quality members
 - Offer training and educational opportunities for our providers to increase knowledge and skills

HISTORICAL PERSPECTIVE (CONT)

❑ Strategic Initiatives for Goal #2

(Create infrastructure stability)

- Maintain safe and dependable fire rescue vehicles through an established vehicle replacement program
- Continuously measure the effectiveness of department resources against the needs of a growing community
- Provide top notch emergency medical care while meeting or exceeding national standards and regulations

HISTORICAL PERSPECTIVE (CONT)

❑ Strategic Initiative for Goal #3

(Continue to meet the changing needs of the community with the protection of life and property)

- ❖ Operate the current staffing model with an eye to the future
 - ❖ Continuously monitor adequacy of resources moving forward
- ❖ Respond safely and efficiently to best meet the national standards for response times
- ❖ Increase the level of compensation
- ❖ Maintain our cross-training program, allowing for efficient use of our available manpower for fire and medical calls

WHAT AFR DOES FOR THE COMMUNITY.....

- ❑ Amherst Fire Rescue Provides:
 - Emergency Medical Services
 - Fire suppression
 - All hazards mitigation
 - Fire prevention, code enforcement and inspections
 - Community public education
 - Emergency management

DEPARTMENT OVERVIEW (CONT.)

☐ Rescue/EMS:

- 35 members:
 - ✱ 6 Emergency Medical Technicians (EMTs)
 - ✱ 15 Advanced EMTs
 - ✱ 14 Paramedics
 - 🚒 24 members have fire certifications

• Vehicles:

- Two Type I Ambulances with 4-wheel drive
- One Ford Explorer SUV with 4-wheel drive

DEPARTMENT OVERVIEW

Fire Services:

- 40 members
- 25 have EMS Certification

Vehicles

- Four Class A Pumpers
- One Tower Ladder
- One Tanker (3000 gallons)
- One Forestry Tanker (all wheel drive)
- One Forestry (pick-up 4-wheel drive with skid unit)
- One Chevrolet SUV with 4-wheel drive (command)
- One Ford Pick-up with 4-wheel drive (command)

MEMBERSHIP HISTORY (CONT.)

- ❑ Rescue (EMS) Membership trends:
 - We maintain a strong roster of industry professionals



MEMBERSHIP HISTORY

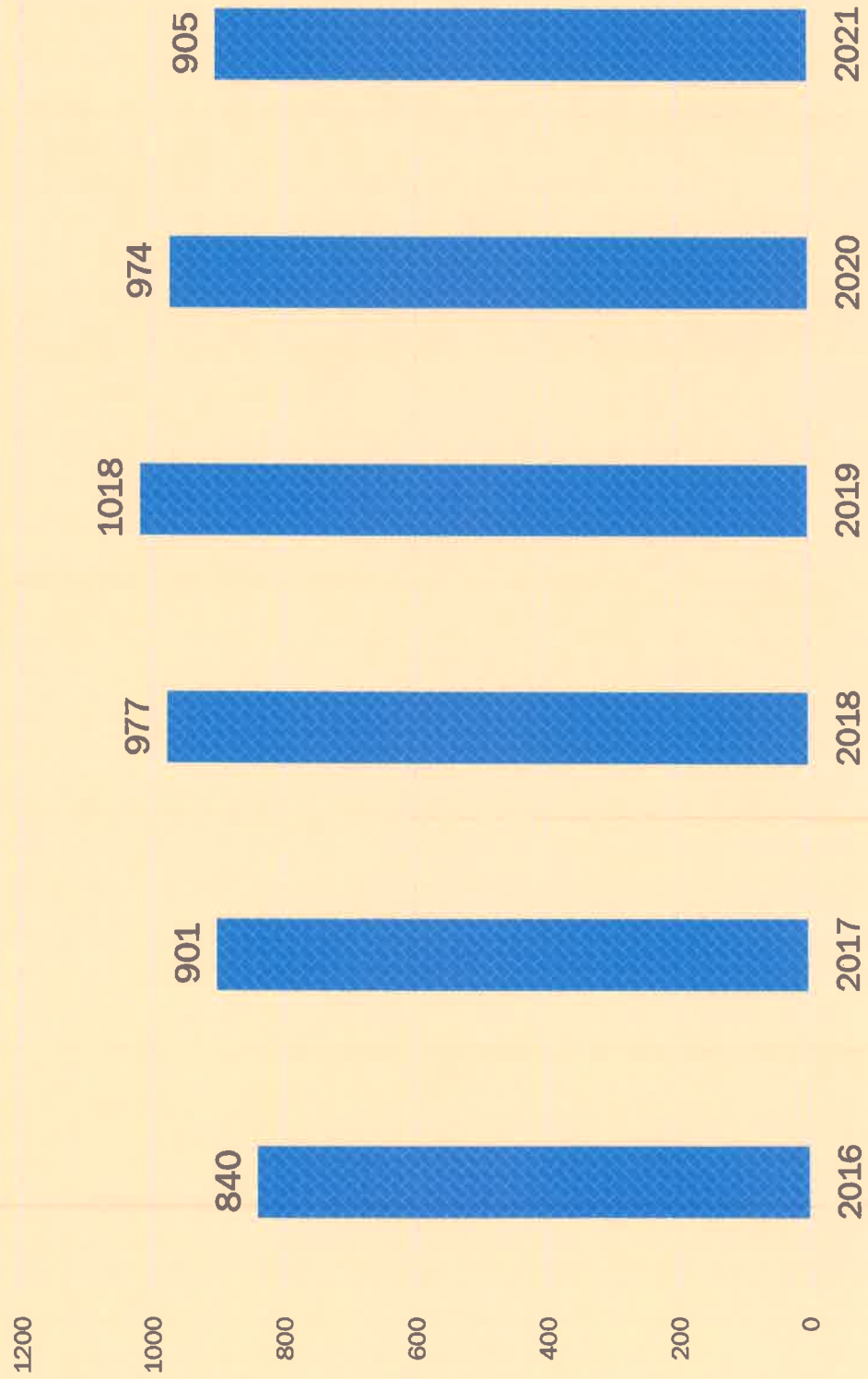
- Fire membership trends:
 - Membership numbers fluctuate as a result of many influences



HISTORICAL RESCUE FACTS

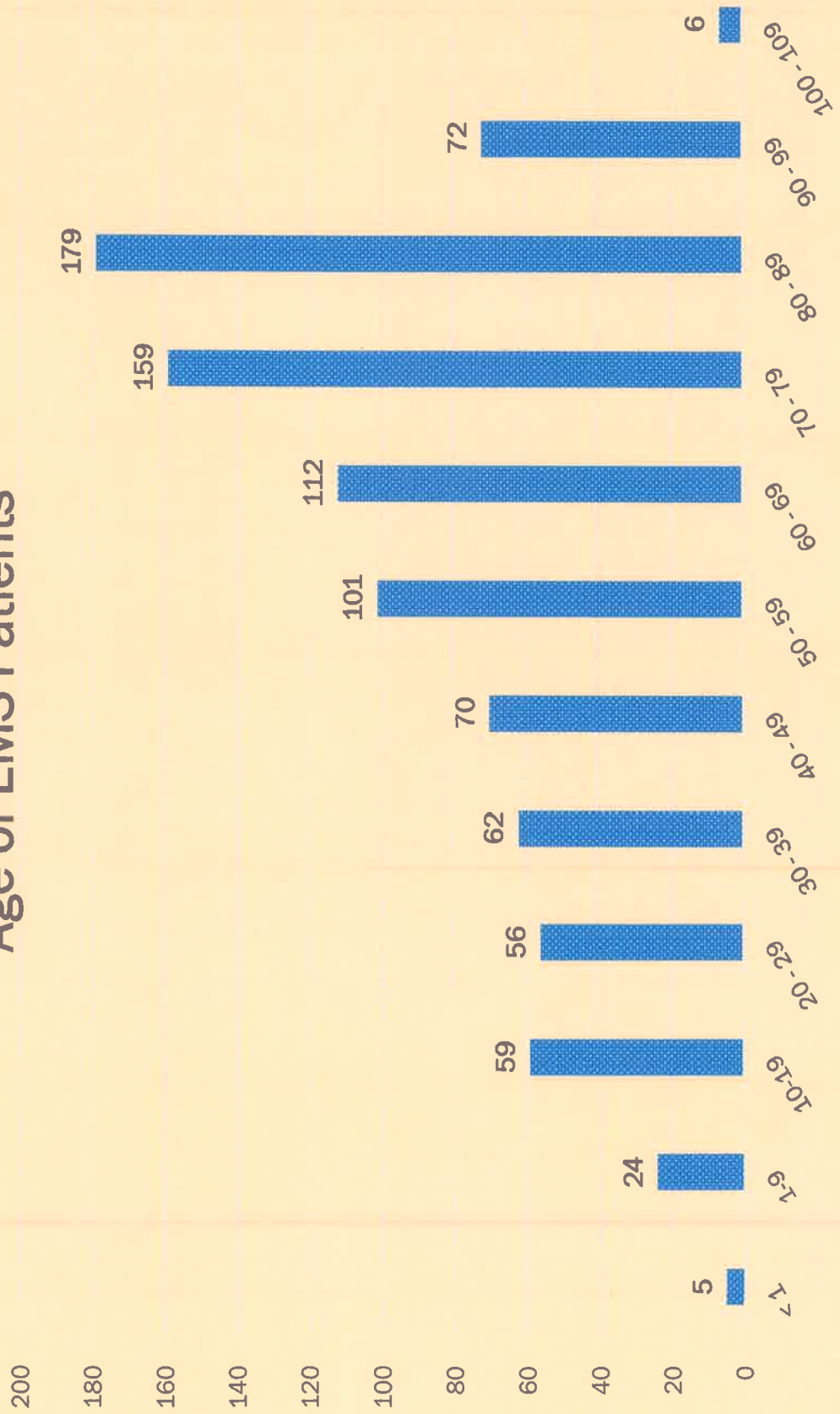


EMS Calls



HISTORICAL RESCUE FACTS (CONT.)

Age of EMS Patients



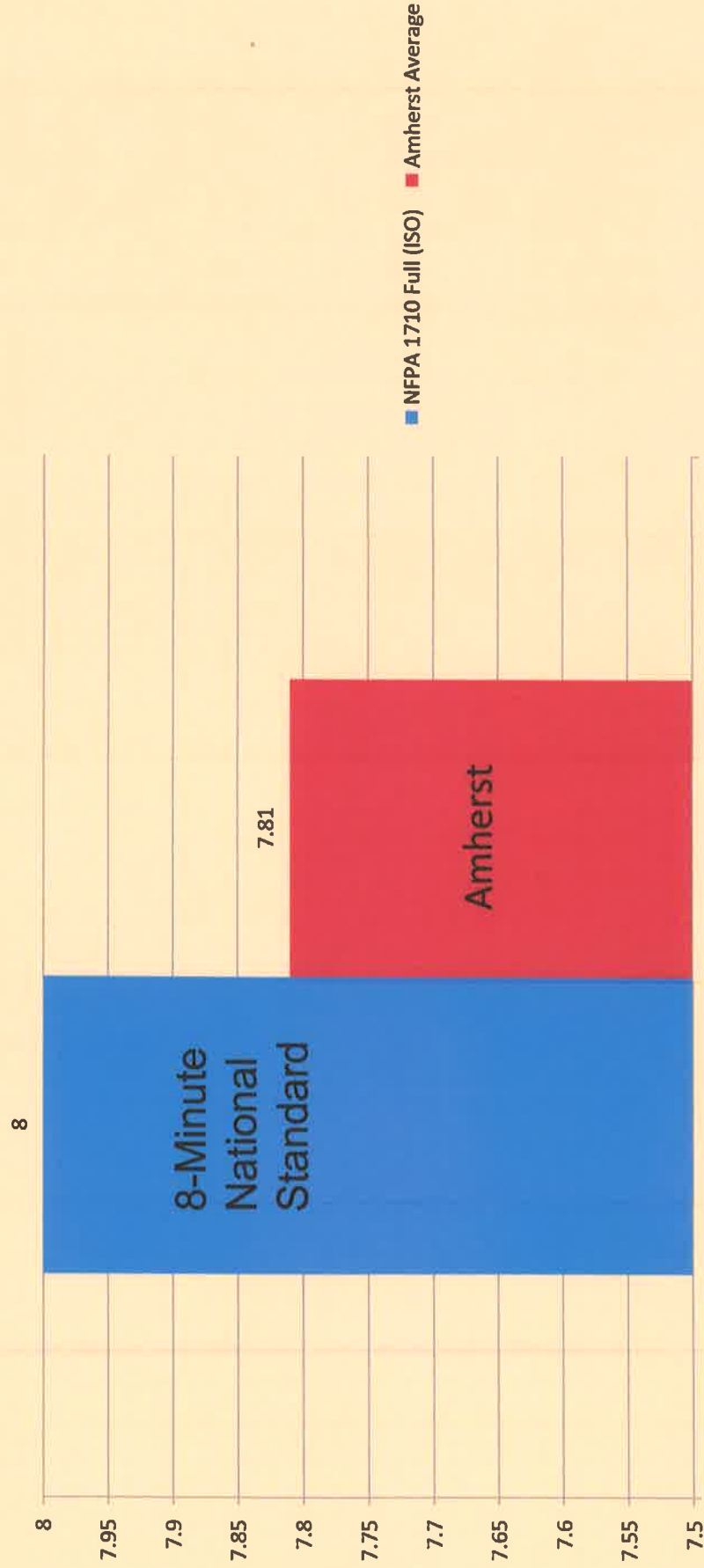
HISTORICAL RESCUE FACTS (CONT.)

Leading EMS Call Types



AMHERST'S PERFORMANCE

- ❑ NFPA 1710 the standard established for Advanced Life Support (ALS) response to be within eight minutes 90% of the time



Amherst has a better response time than the standard

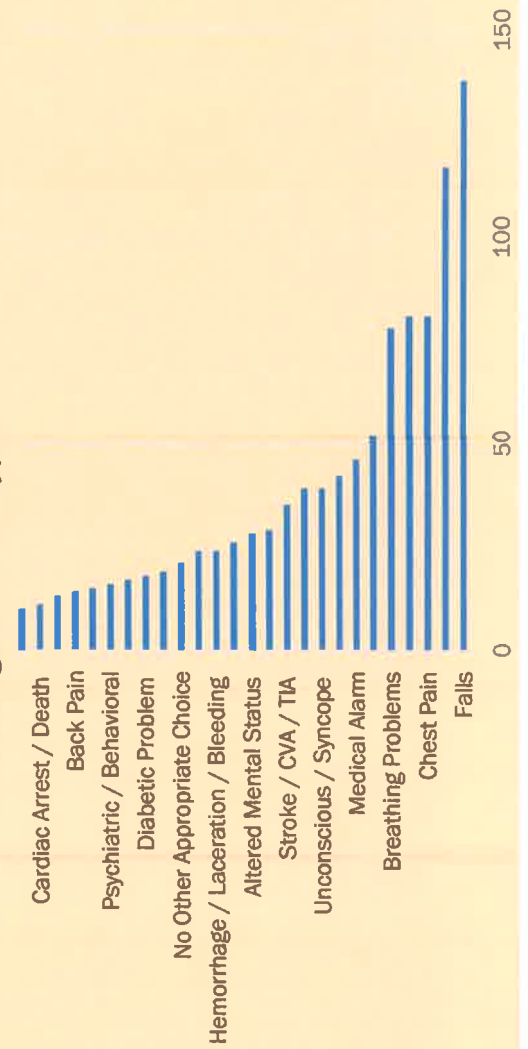
EMERGENCY MEDICAL SERVICES PREVENTION

- Education:
 - Interaction through medical call responses
 - Public interaction
 - Patient follow-up
 - Station tours
 - Community CPR classes

HISTORICAL DASHBOARD



Leading EMS Call Types

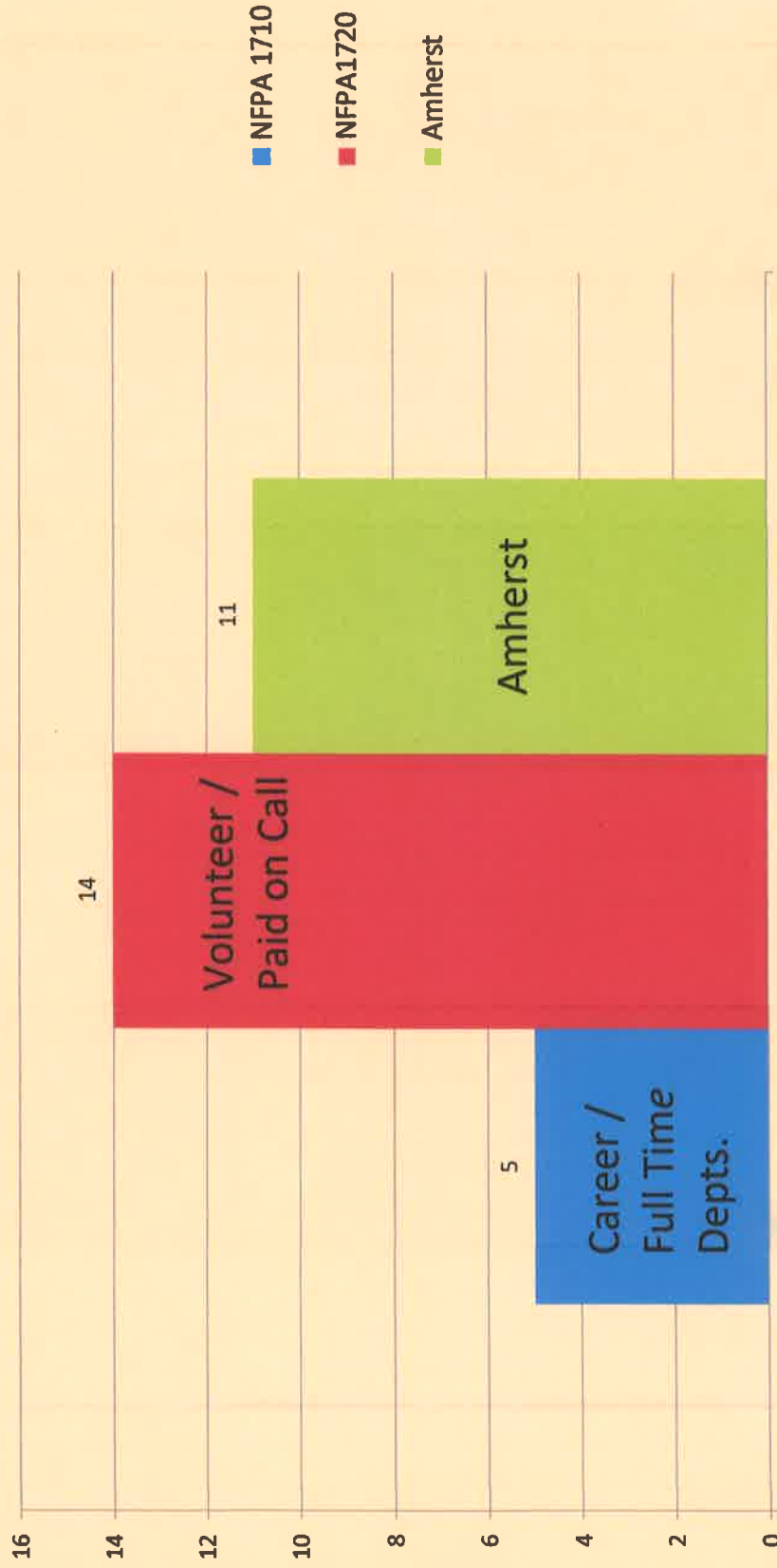


INDUSTRY STANDARDS FOR FIRE RESPONSE

- NFPA 1710 Standard for Career Departments, first arriving fire apparatus is on scene within five minutes of call notification and eight minutes for a full first alarm assignment to all fire calls 90% of the time
- NFPA 1720 Standard for Call / Volunteer Departments, is for six staff to assemble an attack in 14 minutes 80% of the time

AMHERST'S PERFORMANCE

- Where does Amherst Fire Rescue fit in with response to fire calls?

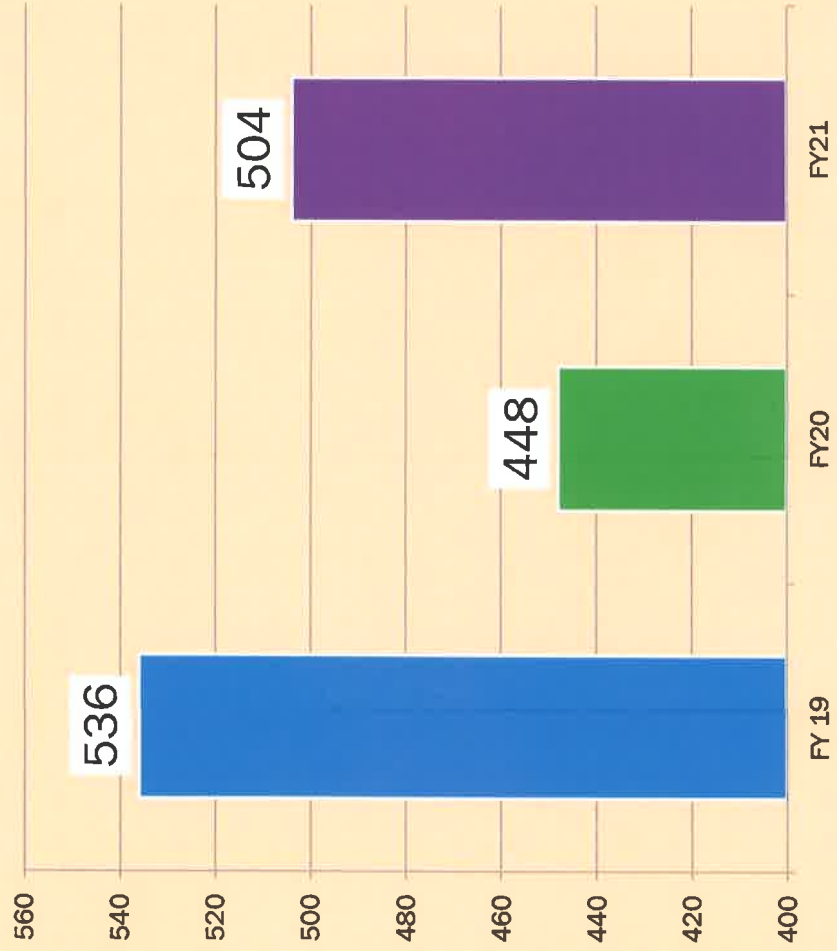


Amherst's average is 3 minutes quicker than the 1720 Standard

HISTORICAL FIRE FACTS

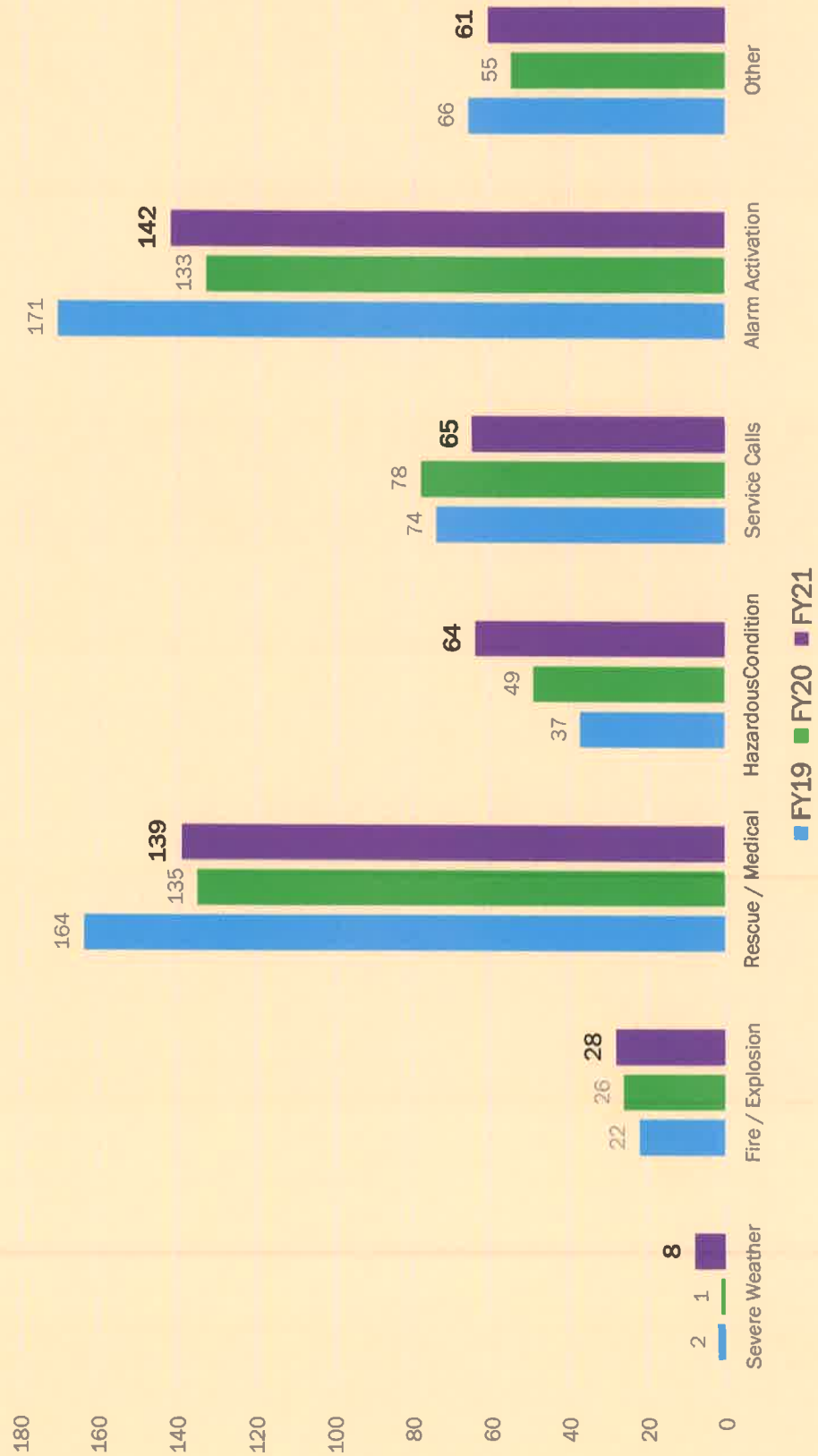


Fire Call Types and Frequency



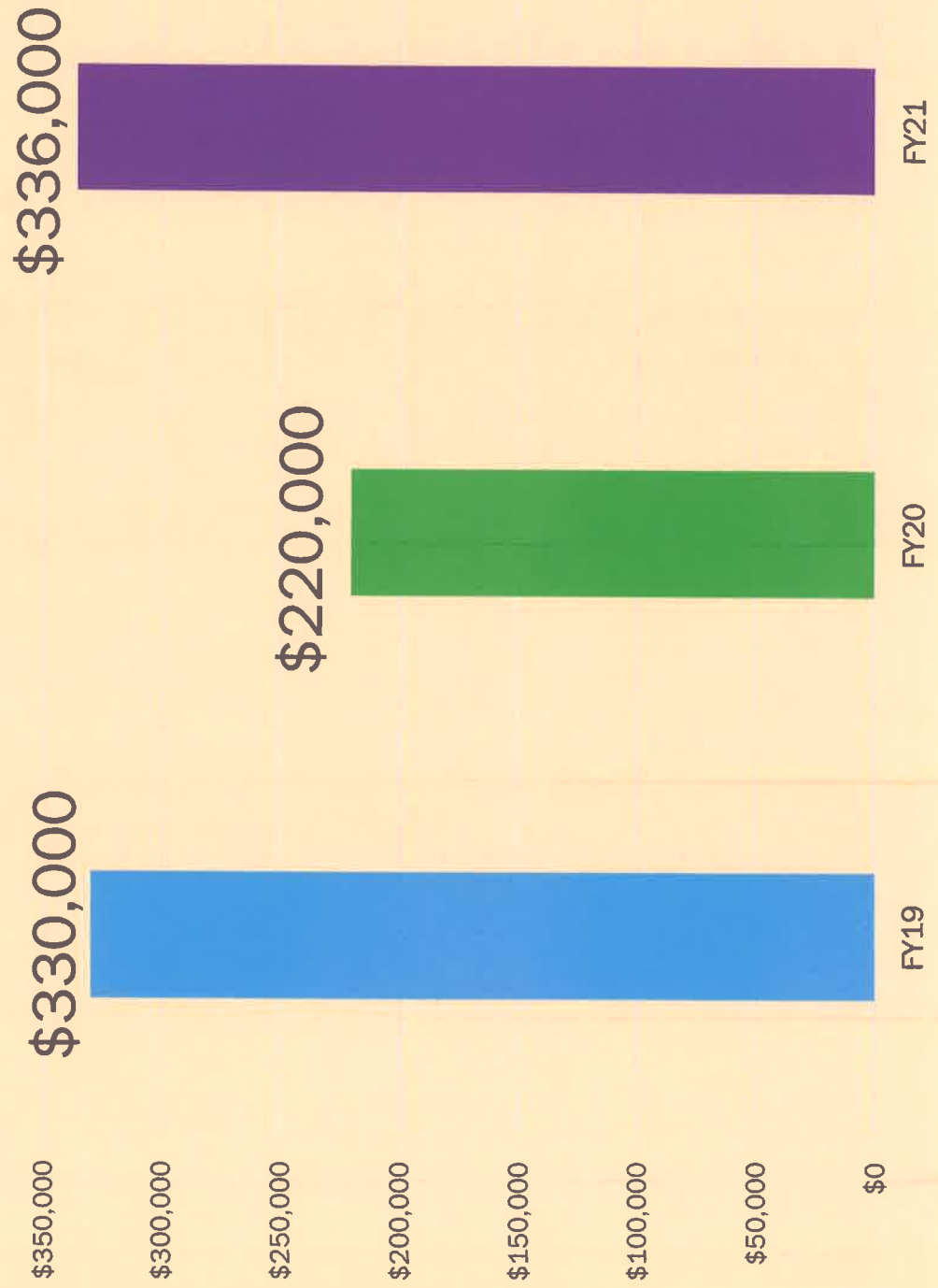
HISTORICAL FIRE FACTS (CONT.)

Fire Call Types and Frequency

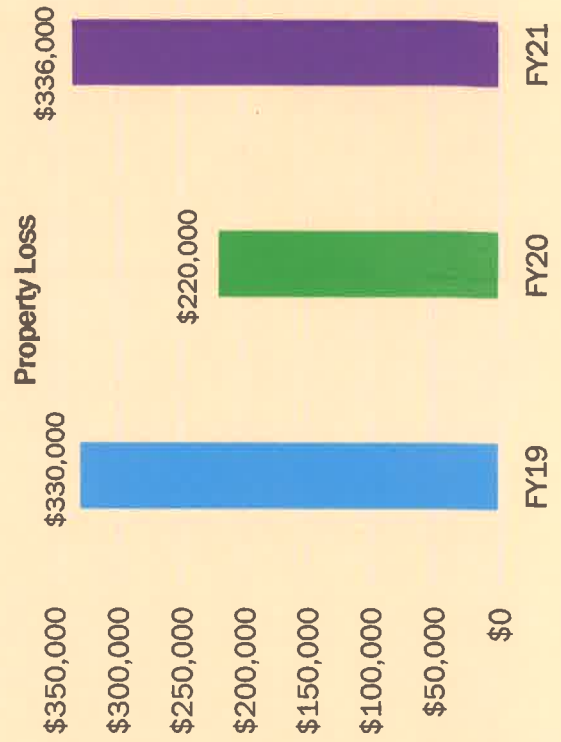
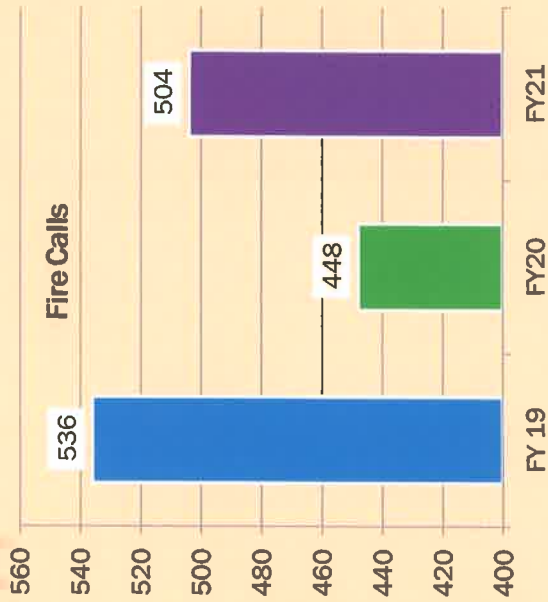
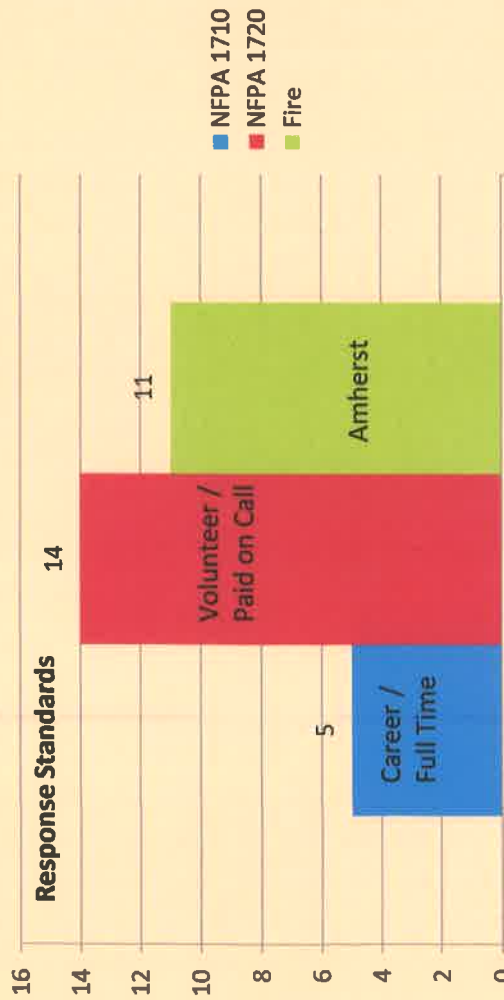


HISTORICAL FIRE FACTS (CONT.)

Property Loss



HISTORICAL DASHBOARD



FIRE PREVENTION

Code Enforcement:

- ❖ Inspections
- ❖ Site Plan review
- ❖ Building Plan review
- ❖ Technical Advisory
- ❖ Project Consultation
- ❖ Interagency facilitation

Educating the community:

- ❖ Contact during call responses
- ❖ Fire/Safety interactive lessons in schools
- ❖ Inspections
- ❖ Fire Drills
- ❖ Public safety discussions
- ❖ Station tours

AMHERST FIRE RESCUE GOALS & INITIATIVES UPDATED FOR FY22

□ Goal #1

- Evaluate effectiveness of our current model

□ Initiatives #1

- Manage increased limitations of staff availability for simultaneous incidents and delivering the necessary emergency services adequately and efficiently
 - Explore self-funding solutions to protection shortages
 - Explore federal grant opportunities for staffing
 - SAFER funding for cost sharing of additional coverage
 - Improved fire protection / incident management
 - Propose to initiate as soon as possible

GOALS & INITIATIVES (CONT.)

- Cross-use of personnel that are certified in both disciplines, allowing us to meet NFPA response standards for Rural Zones with an emphasis to better our response times and do so 95% of the time



GOALS & INITIATIVES (CONT)

□ Goal #2

- Maintain our high level of quality services

□ Initiatives for goal #2

- Recruitment and retention of quality employees
- Increase the level of compensation
 - COLA
 - Wage Matrix
- Continue the cross training allowing for increase manpower use for fire and medical calls

GOALS & INITIATIVES (CONT.)

- ❑ Goal #3
 - Maintain and replace our capital assets
- ❑ Initiatives for goal #3
 - Replacing aging apparatus



GOALS & INITIATIVES (CONT.)

□ Goal #4

- Maintain our current programs and develop new community outreach opportunities

□ Initiatives for goal #4

▪ Fire Explorers

- Early introduction to the field of Fire/EMS from age 14

▪ Scouts

- Opportunities of collaboration between AFR and community Scout programs in all age groups

GOALS & INITIATIVES (CONT.)

❑ Initiatives for goal #4 (cont.)

▪ Community paramedicine

- ❖ Reach out to transported patients (mostly elderly) that have returned home with the intention of preventing another transport in the coming days/weeks/months
- ❖ Reach out to the residents we have provided lifting assistance to for the purpose of preventing falls or other issues requiring lift assists

❖ File of Life

- Critical medical information for our responders about our patients during emergencies

GOALS & INITIATIVES (CONT.)

□ Goal #5

- Working through COVID-19

□ Initiatives for goal #5

- Keep personnel protected and available
 - Improved communications
 - Continuing education
 - Best practices
 - Personal Protective Equip
- Continue to develop creative use of technology to reach the classroom in new and interactive ways
- Provide PSA's through our website and social media outlets

GOALS & INITIATIVES (CONT.)

□ Initiatives for goal #5

- Manage variables of the pandemic affecting personnel
 - Contracting COVID through work, home, etc
 - Exposure management among coworkers/family
 - Individual/family stresses of COVID
- Global shift in willingness to remain in healthcare
 - Staffing, equipment, supply shortages
 - Healthcare demands weighing on workforce
 - Compensation shortcomings
 - Obvious burnout affecting all professions

GOALS & INITIATIVES (CONT.)

- How is COVID affecting emergency services?



GOALS & INITIATIVES (CONT.)

❑ How is COVID affecting emergency services?

- Call volume fluctuations
 - Numbers decreased in times of fear
 - Numbers increased in times of growing outbreak
 - Consistently inconsistent
- Response delays
 - Applying all personal protective equipment (PPE)
 - Increased decontamination time after all calls
 - Delays of patient transfer at overflowing hospitals
 - Decrease in member participation/off-duty response
 - Multiple/Overlapping/Simultaneous calls

GOALS & INITIATIVES

FY23

□ Goal #1

- Evaluate the current staffing model

□ Initiative for Goal #1

- Anticipated limitations in meeting the demands of simultaneous calls with staffed personnel and available on-call members suggests expansion of current model
 - Proposal of self-funding solutions to protection shortages
 - Continued pursuit of federal staffing and other grant opportunities
 - SAFER funding for cost sharing of additional coverage
 - Improved fire protection / incident management

GOALS & INITIATIVES (CONT)

□ Goal #2

- Maintain our high level of quality services

□ Initiative for Goal #2

- Establish competitive longevity-based pay scale to attract and retain experienced personnel
 - Worldwide healthcare issues have been increasing demands on EMS, creating shortages in available providers
 - Wages are less competitive to area markets

GOALS & INITIATIVES (CONT.)

□ Goal #3

- Maintain and replace our capital assets

□ Initiative for Goal #3

- Promote effective replacement schedule
- Reduce effects of aging fleet
 - Potential increase of repair costs
 - Higher replacement costs each year
 - Emergency equipment out of service time
 - Risk to residents and visitors with OOS vehicles

GOALS & INITIATIVES

Anticipated vehicle replacement costs (from CRF)

Vehicle/Equipment	Type	Model Year	Useful Life	Replacement Cost	Rep Year (FY)	Capital Reserve Additions	Capital Reserve Balance
Ambulance 2	Ambulance	2011	10	\$220,000	2021		\$995,409
Forestry 2	Pickup	2006	15	\$55,000	2022	\$257,000	\$1,032,409
Engine 5	Class A Pump	1991	25	\$575,000	2022		\$977,409
Car 2	SUV/Command	2009	12	\$45,000	2023	\$257,000	\$402,409
Forestry 1	Forestry	1982			2024	\$257,000	\$614,409
					2025	\$257,000	\$871,409
					2026	\$257,000	\$1,128,409
Car 3	Passenger Car	2016	10	\$0	2026	\$257,000	\$1,385,409
Lucas Device	Auto CPR	2016	10	\$19,600	2026		\$1,365,809
Tower 1	Tower/Ladder	1997	30	\$1,000,000	2027	\$257,000	\$622,809
Ambulance 1	Ambulance	2016	10	\$235,000	2027		\$387,809
Engine 3	Class A Pump	2003	25	\$605,000	2028	\$257,000	\$39,809
Washer Extractor	Gear Washer	2003	25	\$12,000	2028		\$27,809
Car 4	Paramedic SUV	2016	12	\$45,000	2029	\$257,000	\$239,809
Cardiac Monitors	Defibrillators	2019	10	\$31,100	2029		\$208,709
SCBA Fill Station	Air Compressor	2004	25		2029		\$208,709
Dryer	Gear Dryer	2019	10	\$8,100	2029		\$200,609
					2030	\$257,000	\$457,609
Car 1	SUV/Command	2019	12	\$55,000	2031	\$257,000	\$659,609
Tanker 1	Tanker	2007	25	\$500,000	2032	\$257,000	\$416,609

GOALS & INITIATIVES (CONT)

□ Goal #4

- Explore cost recovery opportunities that increase our footprint in the community

□ Initiative for Goal #4

- Commercial building inspections
 - Additional public/business owner interface
 - Self-funding benefit to additional manpower
- Intermunicipal EMS agreement
 - Competitive proposal of contract services
 - Significant supplement to CIP funding

GOALS & INITIATIVES (CONT.)

□ Goal #5

- Working through COVID-19

□ Initiative for Goal #5

- Continue to get emergency medical services out to public
- Continue to monitor the needs of the workforce
- Continue to evaluate the effectiveness of the organization
- Continue to get our fire prevention message out to the public through known difficulties in access
- Continue to find innovative, resourceful solutions to short- and long-term obstacles

Discussion





Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Administrative updates

Department: Administration

Meeting Date: September 27, 2021

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: COVID-19 Taskforce Update and Recommendation

Department: Administration

Meeting Date: September 27, 2021

Staff Contact:

BACKGROUND INFORMATION:

The CDC and DHHS continue to update guidance, as the pandemic continues to be a factor we need to monitor and react to.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

A- I move that we accept the COVID-19 Taskforce's recommendation to use the CDC County Tracker as guidance for mask requirements for Town buildings and public interaction.

B- I move to accept the updates made to the Health Screening Questionnaire to keep up with current CDC guidance.

C- I move to accept the COVID-19 Taskforce's reporting protocols for Town Employees.

D- I move to accept the COVID-19 Taskforce's recommendation to request COVID-19 vaccination cards from all Town employees.

E- I move to support the recommendation to encourage residents to Trick or Treat in their own neighborhoods this Halloween, and to be aware and follow CDC guidance for outdoor activities.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. COVID 19 Hillsborough_County_New_Hampshire_Cases_&_Deaths (1)
2. COVID 19 Taskforce Updates 9.23.2021
3. 9.24.2021 update, COVID-19 Health Screening Questionnaire

Cases & Deaths in Hillsborough County, New Hampshire

Data through Sat Sep 18 2021

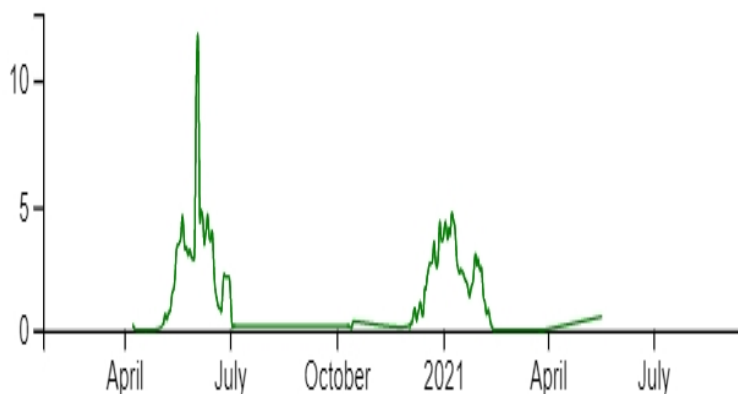
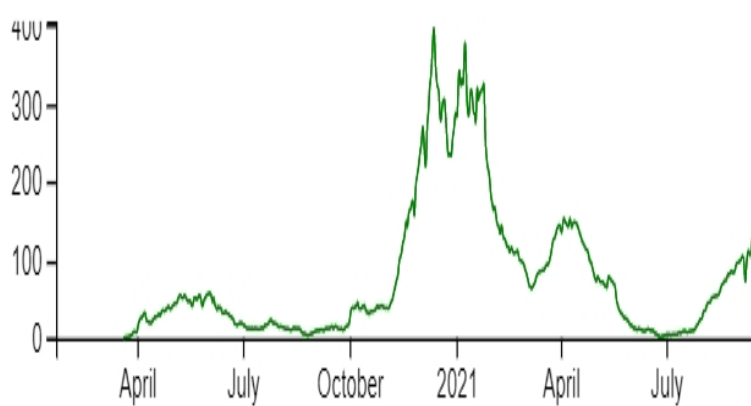
Total Cases (last 7 days)	810
Case Rate (last 7 days)	194.23
% Change (last 7 days)	19.29

Total Deaths (last 7 days)	<10
Death Rate (last 7 days)	suppressed
% Change (last 7 days)	-25

7 Day Moving Averages

Tue, Jan 21st 2020 - Sat, Sep 18th 2021

Use slider to update time series chart



COVID 19 Taskforce Updates, Sept 22, 2021

The COVID 19 Taskforce is updating several policies based on current information provided by the CDC and DHHS, including: A- masking requirements, B- the Health Screening, C- COVID 19 reporting protocols, D- request for a copy of COVID-19 vaccination cards from all Town employees and E- recommendations for Trick or Treating on Halloween.

A- Mask-wearing protocol:

In light of current information available from the CDC and DHHS, and in response to requests from members of the Board of Selectmen, we propose that masking requirements for all Town buildings for both employees and those visiting the buildings be based on data provided by the CDC Covid 19 County Tracker determining the level of transmission of COVID 19 in Hillsborough County and the State of NH.

On August 26, 2021, the CDC updated its guidance with the use of a county level of community transmission tool found at : <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

The level of transmission is determined using 1) the total number of new cases in a county reported in the past seven days and 2) the percent of positive COVID 19 tests in a county over the past 7 days.

Community Transmission Levels

	Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

The CDC's recommendation is as follows:

County Level of Community Transmission	Guidance
High or Substantial Transmission	Everyone should wear a mask in public, indoor settings.
Moderate or Low Transmission	Unvaccinated people should wear a mask in public, indoor settings.

The Taskforce will continually adjust the masking requirements for Town buildings based on the transmission levels as reported by the CDC. Fire Chief Matt Conley will share the data with the Taskforce every Wednesday. If the transmission levels are at Substantial or High, masks will be required in all Town buildings and when interacting with others when one is unable to maintain 6 feet of social distance. When meetings occur in all town buildings, this protocol will be followed. In Town Hall, the chairs in the Barbara Landry Meeting Room have been rearranged to establish spaces of 6 feet of social distance between them. If an additional chair is brought in, the 6 feet of separation is no longer possible, and masks will be required of all those present. This process will be followed in all Town buildings.

If the level of transmission drops to Moderate or Low and been sustained at that level for 14 days, masks will no longer be required for those who are fully vaccinated. **Masks will be required for those who are not fully vaccinated regardless of transmission levels.**

Chief Conley will continue with this process as long as the CDC continues to update the information on the CDC COVID Data Tracker, which will allow the Town to react to data in real time.

As of Sept. 23, 2021, Hillsborough County is identified as High Transmission, along with all other counties in the state of NH.

B- Health Screening Questionnaire Updates:

In order to be consistent with current CDC guidance, we have made changes to the Health Screening Questionnaire. Please see the attached Questionnaire for edits.

C- COVID 19 Reporting Protocols for Town Employees

Steps to take when an employee has been exposed to COVID 19: (Close contact is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period as defined by the CDC)

1. The employee (regardless of their vaccination status) should contact their healthcare provider.

2. If an employee (regardless of vaccination status) has been exposed to a person at work who has tested positive for COVID 19, they should contact their healthcare provider for guidance and contact their Department Head or Administration.
3. The employee or the Department Head should contact Administration.
4. If the employee **IS** fully vaccinated and is **NOT** experiencing symptoms, the employee can return to work while self-monitoring for symptoms. The employee shall get tested 3-5 days after exposure, even if they don't have symptoms, and wear a mask indoors for 14 days or until their test result is negative. A negative test result should be shared with Administration.
5. If the employee is fully vaccinated and experiencing symptoms, please see **Steps to take when an employee is experiencing symptoms of COVID 19.**
6. If the employee **IS NOT** fully vaccinated, they should quarantine for 10 days after their last exposure. The quarantine may be shortened with a negative test result (test taken day 5, 6 or 7) after day 7. Test results must be shared with Administration to return to work earlier than 10 days.

Steps to take when an employee is experiencing symptoms of COVID 19:

SYMPTOMS OF COVID 19 include:

- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
1. The employee should stay home, contact their healthcare provider, and get tested for COVID 19 according to their provider's advice.
 2. If the employee tests negative on day 3-5, symptoms are improving and they are fever-free for 24 hours without fever-reducing medication, they may return to work. Employees will use sick, personal or vacation time while they are out of work.

3. If the employee tests positive, please see **Steps to take when an employee has tested positive for COVID 19.**

Steps to take when an employee has tested positive for COVID 19:

1. The Department Head and Administration should be notified. Administration and the Department Head will review the potential risk for other employees, without sharing the employee's name, so that anyone who may have been within 6 feet for 15 cumulative minutes over a 24-hour time period in the past 48 hours may be alerted to their possible exposure to COVID 19 and proper cleaning protocol can be arranged.
2. Those who meet the definition of close contact should follow the guidance in **Steps to take when an employee has been exposed to COVID 19: (Close contact is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period)**
3. The employee may return to work 10 days after a positive test if the employee is 24 hours with no fever without fever-reducing medication and all other symptoms of COVID 19 are improving. Employees will use sick, personal or vacation time while they are out of work.

D- Request for copies of COVID-19 vaccination cards from all Town Employees:

All Town Employees are requested to share a copy of their COVID 19 vaccination card to be held in their individual medical personnel file in Administration. This information will be used to determine next steps if there were a possible exposure to COVID 19 in the workplace and to assist in management of work assignments in those cases. Those employees who do not share a copy of their vaccination card will fall under the category of unvaccinated and be required to wear a mask while in all town buildings and when interacting with others and not able to maintain 6 feet of social distance.

E- Recommendation for Trick or Treating Halloween:

Current CDC guidance for outdoor activities is:

1. When outside, stay at least 6 feet apart
2. In areas with high numbers of COVID-19 cases (please refer to the COVID 19 Integrated County View <https://covid.cdc.gov/covid-data-tracker/#county-view>) consider wearing

a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated. If you can't stay at least 6 feet apart from people who don't live with you, wear your mask. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/gatherings.html>

Using this information as guidance, we believe that families with unvaccinated children will be safer Trick or Treating in their own neighborhoods, and recommend the same message shared last year be shared this year:

“The Town of Amherst is encouraging folks who plan to trick or treat to do so in their own neighborhood and not in the Amherst Village. In years past the Amherst Village has been a popular destination for Trick or Treating and we can see up to 2,000 Trick or Treaters on Halloween from both Amherst and surrounding towns. We do ask that people from outside of Amherst also follow this and stay in their own towns/neighborhoods. We also ask participants to be courteous and only go to houses who have their outside lights on and have made it obvious they are participating in Trick or Treating this Halloween. Anyone who is Trick or Treating should be familiar with both the NH and CDC outdoor event guidelines.”

COVID-19 HEALTH SCREENING QUESTIONNAIRE FOR TOWN OF AMHERST EMPLOYEES
(Updated 4/12/2021)

Town of Amherst employees are asked to answer the Health Screening Questionnaire either at home or upon entering the premises. All must first sanitize their hands, check their temperature, and answer the following questions:

1. Do you have any new or unexplained symptoms of Covid-19?

- | | |
|--------------------------------------|------------------------------------|
| a. Fever (100.4°F or greater) | g. Chills |
| b. Sore Throat | i. Headache |
| c. Cough | j. Muscle Pain |
| d. Shortness of breath | k. Congestion or Runny Nose |
| e. New loss of taste or smell | l. Diarrhea |
| f. Fatigue | m. Nausea or Vomiting |

If you answered YES, you must stay home or go home and seek testing. You may return to work with 1) a negative PCR test result taken day 5, 6 or 6 and 2) being fever-free without fever-reducing medication for 24 hours and 3) as long as other symptoms are improving.

- 2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 10 days?**
(Close contact is now defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated)
- 3. Have you traveled internationally within the last 14 days?**

If you answered YES to question 2 and are NOT fully vaccinated (14 days past the date of your final vaccination) you must stay home, speak with your healthcare provider and seek testing under their guidance. You should quarantine for 10 days. You may shorten quarantine with a negative PCR test result taken day 3-5. That test result should be shared with Administration.

If you answered YES to question 3 and are NOT fully vaccinated (14 days past the date of your final vaccination) you must stay home, speak with your healthcare provider and seek testing under their guidance. You may return to work with 1) a negative PCR test result taken day 3-5 and 7 days of quarantine per CDC guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

If you are fully vaccinated (14 days past the date of your final vaccination), you are exempt from quarantine due to domestic travel. After International travel, an employee should get tested 3-5 days after returning home. If you have been in close contact with someone diagnosed with COVID-19 and are not experiencing symptoms, you may return to work while self-monitoring for symptoms. You need to get tested on day 5, 6 or 7 and wear a mask indoors for 14 days from the last day of exposure or until a negative test result is shared with Administration. If you are experiencing symptoms, go back to question 1.

If you answered NO to all questions above, you may enter your workspace with the understanding that by doing so you acknowledge that you have answered these questions with honesty and integrity and are attesting that you are well enough to be at work.

All employees will follow the masking requirements based on the level of transmission in Hillsborough County, shared by the COVID 19 Taskforce. Please continue to maintain social distancing and use hand sanitizer and hand-washing measures when appropriate.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Updating Director of Public Works
Job Description

Department: Administration

Meeting Date: September 27, 2021

Staff Contact:

BACKGROUND INFORMATION:

The Job Description (JD) on file for the Director of the Department of Public Works is dated 2001. With the assistance of Eric Hahn, current DPW Director, the Job Description has been updated with current needs and practices. This JD is presented to the board for approval.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. DPW Director Job Description, 2001
2. Director of Public Works, Proposed 09.23.2021

DIRECTOR OF PUBLIC WORKS

Job Summary

Assumes the responsibility for providing the overall leadership and development of the various Public Works divisions. These include highways, water, cemeteries, sewers, street lighting, solid waste disposal, Town buildings, parks and playgrounds, trees.

Supervision Received

Work is performed with considerable independence under the general administrative direction of the Board of Selectmen and is reviewed through conferences, reports, and program results.

Supervision Exercised

Provides general administrative direction to laborers and equipment operators regarding work to be done, equipment used, project assignments and time limits. Reviews work in progress and upon completion for conformance with instructions

Examples of Duties

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

Directs and schedules all activities of the department. Approves all purchase and expenditures, is responsible for all personnel matters. Works closely and cooperates with other Town departments, committees and officials. Coordinates construction inspections of all new water-sewer utilities and highways that will be accepted by the Town. Prepares and administers the annual budget for the entire department. Maintains records pertaining to the various departments. Performs other related duties as required.

Knowledge, Skills and Abilities Required

Extensive knowledge of highway construction and maintenance methods, materials and equipment; thorough knowledge of administrative practices and procedures as related to highway management; thorough knowledge of current literature, sources of information, trends, and developments in highway administration; ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate, and review the work of operating divisions; ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, and the public; ability to express ideas effectively, orally and in writing.

Minimum Qualifications Required

Graduation from a college or university with study in civil engineering and public or business management plus progressively responsible experience in municipal public works or related engineering operations, including at least three years supervisory and administrative experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledges, skills and abilities.

Town of Amherst, New Hampshire

JOB TITLE: Director of Public Works

DEPARTMENT: Department of Public Works

SUPERVISION RECEIVED: Work is performed with considerable independence under the general administrative direction of the Board of Selectmen. Reports to the Town Administrator for day-to-day operations and is reviewed through conferences, reports, and program results.

SUPERVISION EXERCISED: Provides general administrative direction to laborers and equipment operators regarding work to be done, equipment used, project assignments and time limits. Reviews work in progress and upon completion for conformance with instructions.

CATEGORY: Full time, Exempt

LABOR GRADE: 19

GENERAL SUMMARY:

Assumes the responsibility for providing the overall leadership and development of the various Public Works divisions. These include highways, cemeteries, Baboosic Lake Septic, street lighting, solid waste disposal, Town buildings, and Town commons.

ESSENTIAL JOB FUNCTIONS:

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

- Directs and schedules all activities of the department.
- Prepares and administers the annual budget for the entire department (currently approximately 4.3 million)
- Creates Strategic Planning for Department long-and short-range planning.
- Is responsible for all personnel matters and employee development including training, delivering feedback, administering evaluations, overseeing cross-training and certification based on employee responsibilities.
- Establishes and maintains effective working relationships with Town officials, other Town departments, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, the public and State and Federal agencies.
- Approves all purchase and expenditures.
- Maintains records pertaining to the various divisions of the department.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, EXPERIENCE, CERTIFICATION, AND TRAINING REQUIRED OR TO BE OBTAINED:

- NH MS4 – Municipal Separate Storm Sewer System Permit
- Knowledge of National Pollutant Discharge Elimination System (NPDES) reporting
- Solid Waste Operations Management
- Underground Storage Tanks (UST) Operations and compliance

- Local Public Agency (LPA) Certification
- Inspection Station Management
- Community Septic management
- Extensive knowledge of highway construction and maintenance methods, materials, and equipment.
- Valid New Hampshire Driver license (CDL-B or A preferred)

MINIMUM QUALIFICATIONS REQUIRED:

Graduation from a college or university with study in civil engineering and public or business management plus progressively responsible experience in municipal public works or related engineering operations, including at least three years supervisory and administrative experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledges, skills, and abilities.

OTHER REQUIREMENTS:

- Working knowledge of computer word processing and spreadsheet applications, preferably Microsoft Office Suite.
- Ability to consistently meet deadlines.
- Ability to maintain confidentiality of sensitive information.
- 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

The Director of the Department of Public Works is considered an Emergency Responder and is subject to immediate callout when an emergency, disaster or breach of homeland security occurs. The Director is considered to be available for these types of events and will immediately respond, in accordance with Emergency Operations Center Plan, or when directed by the Town Administrator.

This position is 60% inside and 40% outside and may be exposed to all types of weather.

Duties may require heavy lifting (occasionally up to 50 pounds, assistance may be available), twisting, bending, reaching, squatting, kneeling, and may require crawling and climbing; working in garages in dirty and greasy areas, in cramped positions, with exposure to noise and other hazards from operating engines and equipment.

The above statements are not intended to be an exhaustive list of all responsibilities and duties required.

BOS Approved XXXXXXXX



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Modify Seasonal Pay Scale to include DPW in grade S12

Department: Public Works

Meeting Date: September 27, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

DPW needs to correct an ongoing error. In previous winters, to attract reliable and qualified personnel, the DPW incorrectly utilized the full-time pay scale. DPW is proposing a fix by adding "DPW Seasonal" descriptor to the Seasonal Wage Scale in Grade S12. The S12 wages offer a sufficient range of rates to employ appropriate people according to experience, licenses and to be competitive in today's labor market.

BUDGET IMPACT:

(Include general ledger account numbers)

none

POLICY IMPLICATIONS:

DPW will be compliant to appropriate wage scales.

DEPARTMENT HEAD RECOMMENDATION:

Approve the change.

SUGGESTED MOTION:

I move that the job description of DPW Seasonal be added to the seasonal wage scale within grade S12.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. FY18 Seasonal Pay Scale with DPW in S12

FY18 Seasonal Wage Schedule - Recreation & DPW - Effective 5/1/17

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
S01	Gate Guard, Concession, Camp Counselor	8.00	8.24	8.49	8.74	9.00	9.27	9.55
S02	Camp Counselor w/ college field of study	9.00	9.27	9.55	9.83	10.13	10.43	10.75
S03	Head Gate Guard	9.55	9.84	10.13	10.44	10.75	11.07	11.40
S04	Lifeguard	9.75	10.04	10.34	10.65	10.97	11.30	11.64
S05	Lifeguard/WSI & DPW Summer Employee	10.25	10.56	10.87	11.20	11.54	11.88	12.24
S06	Swim Team Coach	10.88	11.21	11.54	11.89	12.25	12.61	12.99
S07	Head Lifeguard, PT Field Maint.	12.00	12.36	12.73	13.11	13.51	13.91	14.33
S08	Stormwater Intern	13.25	13.65	14.06	14.48	14.91	15.36	15.82
S09	open	0.01	0.01	0.01	0.01	0.01	0.01	0.01
S10	open	0.01	0.01	0.01	0.01	0.01	0.01	0.01
S11	PMEC Instructor, BL Beach Assist Coord.	15.00	15.45	15.91	16.39	16.88	17.39	17.91
S12	Specialized teacher/instructor/coach	16.00	16.48	16.97	17.48	18.01	18.55	19.10
	Request to add: "DPW Seasonal" in grade S12							



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Hiring of a Call Firefighter
Meeting Date: September 27, 2021

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

In order to continue with the current path on the operation of the Fire Rescue Department we must continue to build upon the the number of call firefighters we employ.

BUDGET IMPACT:

(Include general ledger account numbers)

There isn't an impact as it is associated with the line item of Call Pay.

POLICY IMPLICATIONS:

There isn't a policy implication.

DEPARTMENT HEAD RECOMMENDATION:

Recommend the hiring Alex Bonenfant as a call firefighter.

SUGGESTED MOTION:

I move to have the Board of Selectmen approve the hiring of Alex Bonenfant as a call firefighter at the recommendation of Chief Conley

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Copy Alex Bonenfant PAR 9.23.2021

TOWN OF AMHERST PERSONNEL ACTION REQUEST

Name of Employee: Alex Bonenfant

Employee #:

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

Current Position: (fill in all blanks)

Change to: (fill in only changed data)

Department: Fire Rescue

Division: Fire

Position: Firefighter

Category: Call Employee

Grade/Step: None

Account: 01-4220-10-1115 Call Pay

Account:

Account:

Account:

Exempt

Non-Exempt

Wages:

Hourly

Salary

(per pay)

\$10.00

Department:

Division:

Position:

Category:

Grade/Step:

Account:

Account:

Account:

Account:

Exempt

Non-Exempt

Wages

Hourly

Salary

(per pay)

Effective date or period of action:

Reason for Action

Hiring for the position of Call Firefighter.

Requesting Supervisor:

Printed Name

Signature

Date

Approval of Department Head:

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:

Date

Original-PERSONNEL FILE copy to PAYROLL

Date

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 3 PAGES

TO OWNER: Town of Amherst
2 Main Street
Amherst, NH 03031

PROJECT: Amherst Police Department
175 Amherst Street
Amherst, NH 03031

Distribution to:

☒ OWNER
☒ ARCHITECT
☒ CONTRACTOR

FROM CONTRACTOR: VIA ARCHITECT:

Martini Northern LLC
10 Main Street
Newfields, NH 03856

Dennis Mires, P.A. The Archi
697 Union Street
Manchester, NH 03104

OWNER PO:
PROJECT NOS: 20-4124

CONTRACT FOR: General Construction CONTRACT DATE: 08/03/20

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which Previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 685,180
2. Net change by Change Orders \$ 57,534
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 742,714
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 742,714
5. RETAINAGE:
 - a. 0 % of Completed Work \$ 0
 - b. (Column D + E less GC's, Bond, Insurances on G703) \$ 0
 - (Column F on G703) \$ 0

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 742,714
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 694,085
8. CURRENT PAYMENT DUE \$ 48,629
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	40,650.23	\$0.00
Total approved this Month	\$	16,883.70	\$0.00
TOTALS		\$57,533.93	\$0.00
NET CHANGES by Change Order		\$57,533.93	

CONTRACTOR: Martini Northern

By: *[Signature]*

State of: New Hampshire
Subscribed and sworn to before me this 21st day of May 2021
Notary Public: *[Signature]*
My Commission Expires: May 16, 2022



APPLICATION FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Owner certifies the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 48,629.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

OWNER:

Dennis Mires P.A.

By: The Architects Date: 2/4/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Certification of Document's Authenticity from the Licensee.

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA - ©1992

Job # 20-4124
Job Name - Amherst Police Department
Amherst, NH

Requisition #5
02/01/21



A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK PREVIOUS	COMPLETED THIS PERIOD	STORED MATERIALS	TOTAL COMPL. & STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
1	Demolition	\$ 18,400.00	18,400	0	0	18,400	100.00%	0	0
2	Daily Debris Management	\$ 14,235.00	14,235	0	0	14,235	100.00%	0	0
3	Concrete	\$ 4,300.00	4,300	0	0	4,300	100.00%	0	0
4	Masonry	\$ 16,240.00	16,240	0	0	16,240	100.00%	0	0
5	Misc Metals	\$ 12,270.00	12,270	0	0	12,270	100.00%	0	0
6	Rough Carpentry	\$ 12,247.00	12,247	0	0	12,247	100.00%	0	0
7	Safety & Housekeeping	\$ 3,700.00	3,700	0	0	3,700	100.00%	0	0
8	Millwork	\$ 15,730.00	15,730	0	0	15,730	100.00%	0	0
9	Waterproofing	\$ 1,800.00	1,800	0	0	1,800	100.00%	0	0
10	Insulation/Siding	\$ 3,625.00	3,625	0	0	3,625	100.00%	0	0
11	Doors, Frames, Hardware	\$ 12,988.00	12,988	0	0	12,988	100.00%	0	0
12	Sliding Door/Hardware	\$ 3,198.00	3,198	0	0	3,198	100.00%	0	0
13	Windows/Glazing	\$ 2,490.00	2,490	0	0	2,490	100.00%	0	0
14	Gypsum Drywall	\$ 20,000.00	20,000	0	0	20,000	100.00%	0	0
15	Acoustic Ceilings	\$ 8,600.00	8,600	0	0	8,600	100.00%	0	0
16	Flooring	\$ 13,941.00	13,941	0	0	13,941	100.00%	0	0
17	Painting	\$ 15,200.00	15,200	0	0	15,200	100.00%	0	0
18	Specialties	\$ 5,168.00	3,168	2,000	0	5,168	100.00%	0	0
19	Shades & Furniture	\$ 4,889.00	4,889	0	0	4,889	100.00%	0	0
20	Plumbing	\$ 27,500.00	27,500	0	0	27,500	100.00%	0	0
21	HVAC	\$ 224,390.00	224,390	0	0	224,390	100.00%	0	0
22	Electrical	\$ 115,000.00	115,000	0	0	115,000	100.00%	0	0
23	Security	\$ 2,750.00	2,750	0	0	2,750	100.00%	0	0
24	General Conditions	\$ 92,280.00	92,280	0	0	92,280	100.00%	0	0
25	Bond	\$ 7,422.00	7,422	0	0	7,422	100.00%	0	0
26	Insurance	\$ 7,177.00	7,177	0	0	7,177	100.00%	0	0
27	Builders Risk Insurance	\$ 1,500.00	1,500	0	0	1,500	100.00%	0	0
28	Fec	\$ 18,140.00	18,140	0	0	18,140	100.00%	0	0
29 SUBTOTAL SOV:		\$ 685,180.00	\$683,180	\$2,000	\$0	\$685,180	100.00%	\$0	\$0

CHANGE ORDERS

OCO #1									
30	COR-001 - Additional UG Plumbing	\$	643.19	643	0	0	643	100.00%	0
31	COR-002 - Add Finishes Lt. Office	\$	1,996.23	1,996	0	0	1,996	100.00%	0
32	COR-003 - RFI-012 & 03- Wall Types	\$	1,929.57	1,930	0	0	1,930	100.00%	0
33	COR-004 - RFI-01 Replace HWH	\$	6,630.71	6,631	0	0	6,631	100.00%	0
34	COR-005 - RFI-05 ADA Shower	\$	(300.00)	-300	0	0	-300	100.00%	0
35	COR-006 - Training Room Steel Beam	\$	4,128.11	4,128	0	0	4,128	100.00%	0
36	Total OCO#1	\$	15,027.81	\$ 15,027.81	\$ -	\$ -	\$ 15,027.81	100.00%	\$ -
OCO #2									

Job # 20-4124
Job Name - Amherst Police Department
Amherst, NH

Requisition #5
02/01/21



A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK PREVIOUS	COMPLETED THIS PERIOD	STORED MATERIALS	TOTAL COMPL. & STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
37	COR-007 - MSK-1 Sally Port Fan	\$ 2,931.78	2,931.78	0.00	0	2,932	100.00%	0	0
38	COR-008 - Add Sound Deadening at Polyg	\$ 2,654.62	2,654.62	0.00	0	2,655	100.00%	0	0
39	COR-010 - Workstation Flooring to LVT	\$ 1,179.97	1,179.97	0.00	0	1,180	100.00%	0	0
40	COR-013 Added Doorway to Equipment	\$ 3,550.41	3,550.41	0.00	0	3,550	100.00%	0	0
COR-014 ADD GWB Bumpout Across									
41	Training Room Columns	\$ 2,192.70	2,192.70	0.00	0	2,193	100.00%	0	0
42	COR-015 Paint Eq Veh & Sally Port Floors	\$ 3,143.45	3,143.45	0.00	0	3,143	100.00%	0	0
43	COR-016 Insulation Revisions	\$ 1,105.12	1,105.12	0.00	0	1,105	100.00%	0	0
44	COR-018 Elec Costs Beam, HWY1, Polygra	\$ 1,570.56	1,570.56	0.00	0	1,571	100.00%	0	0
45	COR-019 Lighting Revisions	\$ 1,086.41	1,086.41	0.00	0	1,086	100.00%	0	0
46	COR-020 Replace Flush Valves	\$ 1,140.21	1,140.21	0.00	0	1,140	100.00%	0	0
47	Total OCO#2	\$ 20,555.23	\$ 20,555.23	\$ -	\$ -	\$ 20,555.23	100.00%	\$ -	\$ -
OCO #3									
42	COR-021 Replace Bathroom Fan	\$ 964.79	965	0	0	965	100.00%	0	0
43	COR-022 Misc Power & Data Drop Adds	\$ 2,682.69	2,683	0	0	2,683	100.00%	0	0
44	COR-023 Add New HIM Doors	\$ 864.22	864	0	0	864	100.00%	0	0
45	COR-025 ACT Adds at Staff Sgt & Closet	\$ 555.49	555	0	0	555	100.00%	0	0
46	Total OCO#3	\$ 5,067.19	\$ 5,067.19	\$ -	\$ -	\$ 5,067.19	100.00%	\$ -	\$ -
OCO #4									
48	COR-024 Add 1x4 Light Fixture	\$ 458.42	0	458	0	458	100.00%	0	0
49	COR-026 Passage Set Hardware Request	\$ 701.66	0	702	0	702	100.00%	0	0
50	COR-027 AHJ Drywall Patch Notes	\$ 584.72	0	585	0	585	100.00%	0	0
51	COR-028 GC's Added per COR's	\$ 15,138.90	0	15,139	0	15,139	100.00%	0	0
52	Total OCO#4	\$ 16,883.70	\$ -	\$ 16,883.70	\$ -	\$ 16,883.70	100.00%	\$ -	\$ -
53	SUBTOTAL CHANGE ORDERS:	\$ 57,533.93	\$ 40,650.23	\$ 16,883.70	\$ -	\$ 57,533.93	100.00%	\$ -	\$ -
54	TOTAL:	\$ 742,713.93	\$ 723,830	\$ 18,884	\$ 0	\$ 742,714	100.00%	\$ 0	\$ 0

FINAL RELEASE

Town of Amherst
2 Main St
Amherst, NH 03031

MN Job # 4124-5

PROJECT: Town of Amherst
175 Amherst Street
Amherst, NH 03031

IN CONSIDERATION of the sum of **Seven Hundred Forty Two Thousand and Seven Hundred Thirteen 92/100 Dollars (\$742,713.92)*** *Paid to Date to it by Town of Amherst (*AMHERST) and for other good and valuable consideration, the receipt and sufficient of which is hereby acknowledged, the undersigned hereby:

Section 1. REMISES, releases, and forever discharges (*AMHERST), its successors and assigns, of and from all claims, debts, liabilities, demands, suits, causes of action, accounts, covenants, contracts, damages, and any agreements, written or oral, which the undersigned now has, has had, or may ever have against (*AMHERST) in connection with or in any way relating to any work performed or damages suffered for labor or materials, machinery, equipment, services, insurance, or supplies, furnished by the undersigned in connection with the above-referenced project.

Section 2. WAIVES, relinquishes, and dissolves all rights to any lien upon the property, real estate, buildings, or improvements comprising the above-referenced project or upon which any work was performed or materials and equipment supplies by or through the undersigned.

Section 3. CERTIFIES that all persons who supplied labor or materials to the undersigned on the above-referenced project have been paid in full by the undersigned, and further certifies that all taxes and bills of any other descriptive title in connection with the work or labor performed for or through the undersigned on the above-referenced project have been paid in full.

Section 4. AGREES to indemnify and save harmless (AMHERST*), its successors and assigns, from all liens, claims, and demands, and all expenses incurred, including reasonable attorneys' fees and costs of defense for or on account of or any way growing out of claims for payment of any work and any labor performed and materials and equipment furnished to or through the undersigned in connection with the above-referenced project.

SIGNED AND SEALED this February 1, 2021

Martini Northern, LLC

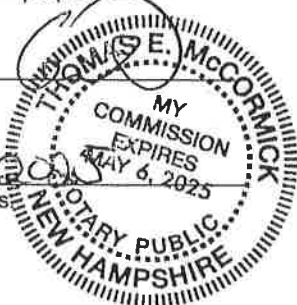
By: Peter Middleton

State of New Hampshire

On this 1st day of February, 2021 before me, the undersigned notary public, personally appeared PETER MIDDLETON proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose.

[Signature]
Notary Public:

my 6.2025
My Commission Expires





Owner Change Order

20-4124 Amherst Police Dept
175 Amherst Street
Amherst, New Hampshire 03031

Project No.: 20-4124

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Date: 1/8/2021

OCO Number: 004

The Contract is hereby revised by the following items:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
024	Add 1x4 Light Fixture	1 day	458.42
026	Passage Set Hardware Request	1 day	701.66
027	AHJ Drywall Patch Notes	1 day	584.72
028	GC's Added per COR's		15,136.90
TOTAL:			\$ 16,883.70

The Contractor reserves the right to claim at a later date additional costs which arise as a direct or indirect result of this change order including, but not limited to extended general conditions, labor, materials and/or Subcontractor costs.

The Contract Sum was	\$ 685,180.00
Net change by previously authorized Change Orders	\$ 40,650.23
The contract sum would be changed by this Change Order in the amount of	\$ 16,883.70
The New Contract Sum including this Change Order will be	\$ 742,713.93
The contract time will be Increased by this Change Order by	3 days

Kreg Jones (Dennis Mires, P.A. The Architects)

697 Union Street
Manchester New Hampshire 03104

Town of Amherst

175 Amherst Street
Amherst New Hampshire 03031

Martini Northern, LLC

10 Main Street
Newfields New Hampshire 03856

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

 2/3/21



Change Order Request

20-4124 Amherst Police Dept

Change Order Request: 024 - Add 1x4 Light Fixture

12/23/2020

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #029 - Add 1x4 Light Fixture

This cost is to add a 1x4 light fixture as requested by APD.

Date Required By:

Days Requested: 1 day

Schedule of Values

#	Cost Code	Description	Type	Amount
1	26-00.00 - 26.00.00 Electrical	Add Dimmers	Other	\$ 392.00
Subtotal:				\$392.00
GC's: 10.00% Applies to all line item types.				\$ 39.20
Fee: 5.00% Applies to all line item types.				\$ 21.56
Bond: 1.25% Applies to all line item types.				\$ 5.66
Grand Total:				\$458.42

APPROVAL

Mark Reams
Town of Amherst

Date

1-7-21

APPROVAL

Dennis Donovan
Martini Northern

Date

1/7/2021

APPROVAL

Kreg Jones
Dennis Mires, P.A. The Architects

Date

1/7/21



Change Order Request

20-4124 Amherst Police Dept

Change Order Request: 026 - Passage Set Hardware Request

1/7/2021

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #031 - Passage Set Hardware Request

This cost is for swapping out door hardware at four doors to passage sets per owner request.

Date Required By:

Days Requested: 1 day

Schedule of Values

#	Cost Code	Description	Type	Amount
1	08-10.00 - 08.10.00 Doors and Frames	Passage Set hardware swaps	Other	\$ 600.00
Subtotal:				\$600.00
GC's: 10.00% Applies to all line item types.				\$ 60.00
Fee: 5.00% Applies to all line item types.				\$ 33.00
Bond: 1.25% Applies to all line item types.				\$ 8.66
Grand Total:				\$701.66

APPROVAL

Mark Reams
Town of Amherst

1-7-21

Date

APPROVAL

Dennis Donovan
Martini Northern

1/7/2021

Date

APPROVAL

Kreg Jones
Dennis Mires, P.A. The Architects

1/7/21

Date



Change Order Request

20-4124 Amherst Police Dept

Change Order Request: 027 - AHJ Drywall Patch Notes

1/7/2021

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #033 - AHJ Drywall Patch Notes

This cost is for adding drywall patches to the Electric Room Ceiling and Stairwell per AHJ walkthrough.

Date Required By:

Days Requested: 1 day

Schedule of Values

#	Cost Code	Description	Type	Amount
1	09-20.00 - 09.20.00 Plaster and Gypsum Board	AHJ Drywall Patches	Other	\$ 500.00
Subtotal:				\$500.00
GC's: 10.00% Applies to all line item types.				\$ 50.00
Fee: 5.00% Applies to all line item types.				\$ 27.50
Bond: 1.25% Applies to all line item types.				\$ 7.22
Grand Total:				\$584.72

APPROVAL

Mark Reams
Town of Amherst

1-7-21

Date

APPROVAL

Dennis Donovan
Martini Northern

1/7/2021

Date

APPROVAL

Kreg Jones
Dennis Mires, P.A. The Architects

1/7/21

Date



Change Order Request

20-4124 Amherst Police Dept

Change Order Request: 028 - GC's Added per COR's

1/7/2021

To: Mark Reams
Town of Amherst
175 Amherst Street
Amherst, New Hampshire 03031

Transmitted By: Dennis Donovan
Martini Northern
10 Main Street
Newfields, New Hampshire 03856

Description:

CE #034 - Extended General Conditions

This cost is to rectify the extended General Conditions accrued from change requests during the project. The total amount of days in COR's was 29 and at the end of the job, Certificate of Occupancy was attained 12 working days later, thus the request for 12 days of General Conditions.

Date Required By:

Days Requested:

Schedule of Values

#	Cost Code	Description	Type	Amount
1	01-62.40 - 01.82.40 Superintendent	Extended General Conditions	Other	\$ 14,952.00
Subtotal:				\$14,952.00
Bond: 1.25% Applies to all line item types.				\$ 186.90
Grand Total:				\$15,138.90

APPROVAL

Mark Reams
Town of Amherst

1-7-21
Date

APPROVAL

Dennis Donovan
Martini Northern

1/7/2021
Date

APPROVAL

Kreg Jones
Dennis Mires, P.A. The Architects

1/7/21
Date



TOWN OF AMHERST

*Town Hall
2 Main Street
Amherst, NH 03031*

*Tel: 603/673-6041
Fax: 603/673-6794
www.amherstnh.gov*

TO: Trustees of the Trust Funds
FROM: Amherst Board of Selectmen
DATE: September 27, 2021
SUBJECT: Police Station Renovation Capital Reserve Fund Withdrawal Request

At our regular meeting on Monday, September 27, 2021, we, the Board of Selectmen, approved a request that the Trustees of the Trust Funds authorize Cambridge Trust Bank to withdraw the remaining amount up to, but not exceeding, \$48,629.00 from the Town of Police Station Renovation Capital Reserve Fund to cover some of the cost of the attached invoice, to draw the balance down to zero, based on the Ending Fair Market Value of the latest MS-9 report and close the account. As the authorized agents to expend from this capital reserve fund, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action this evening. The requested check, in the amount of the remaining amount in the Police Station Renovation Capital Reserve Fund, up to but not exceeding \$48,629 made payable to the Town of Amherst, can be sent to the attention of Finance Department, Town of Amherst, 2 Main Street, Amherst, NH 03031.

_____ Peter Lyon, Chairman	_____ Date	_____ Dwight Brew, Vice Chairman	_____ Date
_____ Danielle Pray, Clerk	_____ Date	_____ John D'Angelo	_____ Date
_____ Thomas Grella	_____ Date		

CC: Town of Amherst Finance Department



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: September 27, 2021

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

A. All Service Veterans' Tax Credit

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

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the All Service Veterans' Tax Credit for tax year 2022 in the amount of \$500 for Map 004, Lot 047-001-020.

B. Timber Tax Levy & Certification

The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

Suggested Motion:

Therefore, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$513.24 for Map 002, Lot 170-037.

C. Timber Tax Levy & Certification

The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

Suggested Motion:

Therefore, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$1,459.37 for Map and Lot's 010-033-000, 010-033-001, and 010-033-002.

D. Timber Tax Levy & Cetification

The attached is a Timber Tax Levy and Certification of Yield Tax to be collected by the Tax Collector for the cutting of timber. The Department of Revenue provides the stumpage values that are used to calculate the tax.

Suggested Motion:

Therefore, I move to approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$402.18 for Map 003, Lot 085-000.

E. MS-1 Report

The 2021 MS-1 form is attached for the Board to review and sign. I have reviewed the MS-1 which is ready to submit to the Department of Revenue.

Suggested Motion:

The assessor has reviewed and approved the 2021 MS-1 Summary of Valuation. Therefore, I move to approve and sign the Department of Revenue MS-1 Summary of Valuation for 2021.

TOWN ADMINISTRATOR RECOMMENDATION:**ATTACHMENTS:**

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



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Payroll and Minutes Approvals
Meeting Date: September 27, 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 \$232,822.29 dated September 9, 2021, subject to review and audit.

AP2~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$231,046.97 dated September 23, 2021, subject to review and audit.

Minutes

~ I move to approve the Board of Selectmen meeting minutes of September 1, 2021.

~ I move to approve the Board of Selectmen meeting minutes of September 13, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.09.01 BOS_DRAFT
2. 2021.09.13 BOS_MINUTES_DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Wednesday, September 1, 2021 4:00PM

1 Joint Meeting with the Amherst Planning Board and the Amherst Board of Selectmen

2 **1. Call to Order**

3 Chairman Peter Lyon called the Board of Selectmen meeting to order at 4:04 p.m.

4
5 Board of Selectmen Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman
6 Daniel Pray, Selectman John D'Angelo, and Selectman Tom Grella.

7
8 **2. Non-Public Session, RSA 91-A:3 II.(I)**

9 *A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo that the*
10 *Board of Selectmen enter Non-Public Session under RSA 91-A:3 II.(I).*

11 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
12 *Selectman Pray – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

13
14 The Board of Selectmen entered non-public session at 4:06 p.m.

15
16 The Planning Board and Selectmen reviewed a recent decision of the Housing Appeals Board.

17
18 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew that the*
19 *Board of Selectmen exit Non-Public Session.*

20 *By roll call vote: Selectman Brew – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
21 *Selectman Pray – aye; Chairman Lyon – aye. 5-0-0; motion carried unanimously.*

22
23 The Board of Selectmen exited non-public session at 5:22 p.m.

24
25 Chairman Lyon announced that the Board of Selectmen did not make any motions and did not
26 take any action in the non-public session.

27
28 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
29 *adjourn the Board of Selectmen meeting at 5:23 pm.*

30 *Motion carried unanimously.*
31
32
33
34

35
36 _____
37 *Selectman Danielle Pray*

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, September 13, 2021, 6:30PM

1. Call to Order

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

Attendees: Chairman Peter Lyon, Selectman Dwight Brew [6:31pm], Selectman John D'Angelo, Selectman Tom Grella, and Selectman Pray.

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

2. Pledge of Allegiance – led by Victoria Parisi, Amherst School Board.

3. Citizen's Forum

William D'Alessandro addressed the Board regarding a potential national network of surveillance using video doorbells. He stated that he has addressed the question to the Chair of the Board and to the Police Chief but is now addressing his concern to the full Board. He would like to know more about the public's privacy rights and how the Police Department is accessing video from these doorbells.

Chairman Lyon stated that he, personally, does not see an issue with this item. He has faith in the competency of the Police Department and that they will continue to do their job while respecting everyone's constitutional rights. He stated that he will forward along the concern and associated information to the Town Administrator, who will work with Mr. D'Alessandro and the Police Chief.

Police Chief Reams stated that he did respond to Mr. D'Alessandro's concern. He will resend the emails and continue to have the joint discussion.

Chairman Lyon noted the loss of two long-time volunteers for the Town, Carolyn Mitchell, and Vick Bennison. The Board and Town mourn these losses.

4. Scheduled Appointments

4.1. Victoria Parisi, Update on ASD Facility Projects

Victoria Parisi, on behalf of the Amherst School Board and Joint Facilities Advisory Committee, explained that the plan for the Clark/Wilkins renovation has been revised a bit. The new plan shows a two-story building that is accessed through the current front door of the Wilkins School building. The plan looks to keep the current multipurpose room and cafeteria, while adding a new gymnasium into the addition building. The Amherst School Board has hired Tighe & Bond as the civil engineer for the project and DEW Construction as the construction manager. She noted that there is a 100' wetlands setback on the site. The Business Administrator, Amy Facey, is working with Community Development Director, Nic

Strong, to have conversations with the Planning Board and other Town entities. There will be a public forum on this project on October 12, 2021, that all are invited to.

In response to a question from Selectman Brew, Victoria Parisi stated that the estimated cost is still a couple of weeks away from being known. The intention is to continue to refine the scope, in hopes of getting closer to an exact number.

In response to a question from Selectman Brew, Victoria Parisi noted that Wilkins School currently holds grades 1-4. Clark School currently holds grades PreK and kindergarten. This proposal would bring grades PreK, kindergarten, and 5 into the larger building. The current population of Wilkins School is approximately 600-650 students. The addition of the other grades would bring the school population to approximately 850-900 students.

Selectman Brew noted that traffic studies will be important as part of this procedure. Victoria Parisi agreed and noted that the current plan shows an access road going around the property. The purpose of this access road is not yet fully known.

In response to a question from Selectman Brew, Victoria Parisi stated that it is yet unclear what the name of the school will be.

Selectman Grella stated that using the current multipurpose room as both a gymnasium and cafeteria has worked well since about 1967. He noted that a new gymnasium will likely cost quite a bit of money and suggested that the Committee think about other options. Victoria Parisi stated that adding kindergarten and 5th grade to the school will make it difficult to schedule the day without adding in a dedicated gymnasium.

In response to a question from Selectman Pray, Victoria Parisi stated that the proposed design will allow for all grades, PreK – 5th, to be under one roof. It will also allow for outdoor portables to no longer be utilized. This design will allow for seven classrooms for each grade, and three classrooms for flex years. Currently, the school can allow for 5-6 classrooms per grade, including portables, and some specials to be accessed via carts.

Chairman Lyon noted that the Board has no formal role with the approval process for this new school and thanked the School Boards for bringing information on the project to the Town. He noted that the traffic situation is currently very difficult and that this project would be an ideal time to make it better.

4.2 Sanborn Head - PFAS testing within town R.O.W.'s

Eric Hahn stated that the previous PFAS testing has been completed. Sanborn Head is under direct contract from the State for additional testing.

Amy Blomeke, and Scott Nerney of Sanborn Head joined the meeting. Amy Blomeke explained that the purpose of this project is to identify sources of contamination and the respective parties to work on cleanup of the sites. This investigation taps into EPA grant funding. The previously identified site along the border of Hollis and Merrimack is adjacent to an aquifer that serves approximately 25,000 people. TCI is the potential source of contamination for this location of PFAS, but it is prudent to investigate if there are other

86 potential sources. The draft assessment has been completed by Sanborn Head and is being
87 reviewed by the EPA. This will then become a publicly available document. The report
88 identified a number of potential sources off Route 101 to further investigate. The scope of
89 work for this investigation will include installing temporary wells and obtaining water and soil
90 samples. Two of these potential sources are located within the Town right of way (ROW) and
91 thus a signed access agreement is needed.

92
93 DPW Director, Eric Hahn, stated that the two sites in question are at Howe Drive near north
94 Hollis Rd and on north Hollis Rd between the railroad tracks and route 101A. He could
95 foresee the results of this project revealing other potential sources. He asked the board to
96 delegate future permissions for seeking other sources to the DPW.

97
98 In response to a question from Chairman Lyon, Amy Blomeke stated that these potential
99 source locations are not in areas that pose current risks to residents. These are targeted
100 locations to gain more information and then engage potentially responsible parties if anything
101 is discovered.

102
103 In response to a question from Selectman Grella, Amy Blomeke stated that Sanborn Head will
104 work with the Town regarding any specific requirements needed based on the physical
105 location, such as police detail.

106
107 In response to a question from Selectman D'Angelo, Scott Nerney stated that there will be
108 shallow holes created with a temporary PVC well at these two sites. There will be staff near
109 these holes for a couple of hours in order to take samples. These areas will then be returned to
110 their original states. This will only be done one time at each location and the turnaround for
111 results is approximately three weeks.

112
113 In response to a question from Selectman Pray, Amy Blomeke stated that this grant has a
114 limited budget of approximately \$70,000 for Sanborn Head to do this work. The group is
115 trying to maximize every dollar to get as much information as possible on a screening basis. If
116 something additional arises, the EPA could be engaged during the next grant cycle to seek
117 additional grant funding.

118
119 In response to a question from Selectman Brew, Amy Blomeke stated that they are trying to
120 ascertain if there could be another source of PFAS outside of TCI. It is not a fair assessment
121 regarding the proximity of wells and the number of PFAS to only implicate TCI.

122
123 In response to a question from Selectman Brew, Scott Nerney stated that the contaminated
124 well on the Hollis/Merrimack town line is back online with a treatment system in place and is
125 continuously monitored. Amy Blomeke stated that there is a concern with Witches Brook
126 leading into Pennichuck Brook, as PFAS was detected in this area.

127
128 Scott Nerney stated that he believes this project will be complete in early October. He noted
129 that the signer of the access agreement will have results of the analysis sent to them ahead of
130 the completed report. He is happy to discuss these results when the report is available.

132 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to authorize
133 the Town Administrator to execute the necessary Access Agreement in order to complete this
134 project.
135 Voting: 5-0-0; motion carried unanimously.

136 137 **4.3 Hoyle Tanner - Bridge and Water Crossing work approval.**

138 Eric Hahn stated that the culvert located near 485 Boston Post Road is deteriorating and he is
139 suggesting the Town do something while there is still the ability to plan and execute work in a
140 long-lasting way. He has put up barrels to encourage traffic to shy away from parking in this
141 area or traveling on the shoulder. He introduced Sean James and Joe Ripley of Hoyle Tanner.
142 He stated that there are four options for this culvert: the Town can do nothing, the Town can
143 replace the culvert, the Town can line the culvert, or the Town can ignore the problem which
144 would likely lead to the need for a full bridge in this area. He is asking the Board to allow him
145 to continue examining this project with Hoyle Tanner.

146
147 Chairman Lyon noted that there is one culvert on Spring Rd that will cost approximately
148 \$86,000 and this culvert on Boston Post Road will cost approximately \$281,000.

149
150 In response to a question from Selectman D'Angelo, Eric Hahn stated that the engineering
151 work is built into these numbers.

152
153 In response to a question from Selectman Pray, Eric Hahn stated that the DPW will do any of
154 the work on site that it can, in hopes of reducing these total projected amounts.

155
156 In response to a question from Selectman Brew, Eric Hahn stated that the culvert at 485
157 Boston Post Road has always been in the plan for rebuild/replacement. The Spring Road
158 culvert was not on this list, but there are two others that were on the list that are not a current
159 concern. This is a shifting around of projects.

160
161 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to waive
162 the Purchasing Policy and allow Eric Hahn to work directly with Hoyle Tanner to scope out
163 the engineering required for this project.
164 Voting: 5-0-0; motion carried unanimously.

165 166 **4.4 Boston Post Road Culvert Engineering Work (BPAC & DPW)**

167 Eric Hahn stated that this item deals with a culvert between Cross Road and Stearns road. In
168 working with the Bicycle & Pedestrian Advisory Committee (BPAC), it was noted that there
169 can be no sidewalk or sidepath in this area without knowing how to extend/replace/etc. this
170 culvert pipe.

171
172 Chris Buchanan, Chair of the BPAC, stated that the total project is currently estimated at
173 \$225,000, but this is based largely on an assumption of work for this culvert. A better
174 understanding of the scope of this work will lead to a better estimation of the budget for the
175 total project. The BPAC voted unanimously to recommend using the approved Warrant
176 Article funds on engineering of this culvert. This is only a recommendation as the Board is the
177 agent of this fund.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to waive the competitive bidding process and allow the DPW to work with Hoyle Tanner on options for this culvert.
Voting: 5-0-0; motion carried unanimously.

4.5 EDA-2021-ARPA TOURISM Federal Grant for Outdoor Recreational Infrastructure

Chris Buchanan explained that the 2021 American Rescue Plan Act (ARPA) Outdoor Recreation Infrastructure Grant was announced late in July. This is a first come, first serve grant with no deadline for the application. In July the Town applied to the RAISE DOT annual grant. He is hoping to obtain the Board's consent to apply for this ARPA grant with the same application as was used to apply to the RAISE grant. He noted that the RAISE grant summary encompassed the school campus sidepath project, and the village streets project. This project is estimated to cost approximately \$6.1M, with the inclusion of existing road construction funds and the approved capital reserve fund for a total of approximately \$480,000. This leads to approximately \$1.46M that the Town would need to raise through a warrant article, if the grant is awarded.

Chairman Lyon noted that moving forward with this application does not commit the Town to anything. Chris Buchanan agreed and stated that the Town would have to raise the matching portion and a project would be expected to be completed by the end of 2027. If the Town is awarded either of these grants and changes its mind, there is no commitment. If the Town is awarded either of these grants and is not able to obtain matching funding through a Warrant Article, there is no commitment.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella for the Town to apply to the ARPA Outdoor Recreational Infrastructure Grant, with the understanding that applying for it does not commit the Town to expend funds, and to authorize the Town Administrator to sign any necessary form associated with the application.
Voting: 5-0-0; motion carried unanimously.

Chris Buchanan added that this grant allows for projects that include an interjurisdictional element, for example including the completion of the Amherst Street sidepath into Milford. With the inclusion of a second municipal body as part of the project, the State will apply to the grant for the two municipalities and, if awarded, both municipalities get 100% federal funding for these projects. Applying for this portion of the grant would require the consent of the State of New Hampshire and Milford. Chairman Lyon stated that he will aid in this process. The Board agreed to move forward with this portion of the grant as well.

5. Strategic Plan Presentations, Tax & Assessing, Police Department, Community Development

Peter Moustakis, Assistant Moderator, introduced this year's Ways & Means Committee. The Ways & Means Committee is made up of Mike Parisi, Chair, Lisa Eastland, Bill Loscocco, Jim Kuhnert, Lori Mix, Wendy Rannenberg, Mike Patterson, Melanie Geyser, and Diane Leyton.

5.1 FY23 Strategic Plan Presentation - Tax and Assessing

Gail Stout presented the Tax and Assessing Department's Strategic Plan presentation. She explained that the department has two full time employees and that the Town contracts with KRT Appraisal for assessing. She explained that the 2021 revaluation of properties in Town has been completed. The notice of preliminary values was mailed to residents on August 16th and the final report is scheduled for September 27th. The 2021 tax rate will be set toward the middle or end of October and tax bills will be mailed in early November and due early December. She explained that residential properties saw an increased valuation of approximately 37.3%.

Regarding its goals and initiatives, Gail Stout explained that the Department has continued to maintain its collection rate goal of greater than 94% by year end. The Department has also been able to achieve its goal of maintaining the downward slope of property tax liens. The Department looks to expand payment options in the future. She noted that the Department was able to complete an upgrade of its assessing software in FY20. The total fiscal impact for the Department's proposed goals and initiatives for each of the following three fiscal years is \$0.00. There will be a projected Warrant Article for each of these years of \$25,000 in order to complete the next required revaluation.

Gail Stout noted that the tax rate will go down this year as a result of the revaluation.

In response to a question from Selectman Pray, Gail Stout stated that the data for residents requesting assessment appeals is kept. In 2020 there were 19 appeals requested for 19 properties. Zero of these were pursued beyond a local appeal, except for Walmart. Gail Stout noted that a larger volume of appeals is expected during a revaluation year. Residents cannot formally appeal until the tax bills are sent out on November 1st and the deadline for appeal is March 1, 2022.

In response to a question from Selectman Brew, Gail Stout stated that any properties on payment plans are still subject to a lien until paid in full.

Selectman Brew noted that for four out of five years 25% of homes in town are surveyed to check the accuracy of the tax record card. In the 5th year the values of homes and businesses in Town are established primarily through these record cards. This is what is currently happening during the revaluation process.

In response to a question from Lisa Eastland, Gail Stout stated that properties are not generally evaluated twice in the five-year period, unless a building permit has been obtained. Additional evaluations could be done through the Town Assessor or the DRA evaluator. If a resident is concerned with how many times their property has been evaluated, they are free to contact the Department.

In response to a question from Mike Patterson, Gail Stout stated that there are generally fewer commercial appeals, but that commercial appeals could lead to a higher refund if approved. She explained that Walmart was given an abatement in 2019.

5.2 FY23 Strategic Plan Presentation - Police and Communications

Police Chief Reams presented his Department's strategic plan presentation. He explained that the Department has four goals aimed at improving public safety and maintaining overall level of service to the community. These include reducing neighborhood property crime, increasing traffic safety along Town roads and through residential areas, reducing the use and availability of illicit drugs, and maintaining professional policing standards and level of service. Property crime has decreased by an average of 10% each year from 2015 through 2019 and the Department is focused on maintaining that reduction. There was an uptick in residential crime for 2020, attributed to theft or vandalism of political signs during a contentious election year. A 2021 survey showed an increase from 75% to 80% approval rating for traffic enforcement for the Department. Steady officer presence is still required along the two major State roads due to enormous traffic volume. Agency efforts have been aimed at improving traffic safety along town roads 10-15% by 2021. Efforts so far have increased focus on town roads by 10% since 2014. The agency is currently on track to reach its goal of at least 52% Town road enforcement for 2021. The Department has a goal to increase major drug arrests by an average of roughly 15% each year through 2020 and this has now shifted forward to at least 2022 as drug task force grant operations were unfunded in 2020. Task Force operations are expected to resume in October 2021. He noted that while overdose deaths have declined to 2014 levels, opioid/fentanyl class drugs are still prominent in the state and remain a critical problem.

Chief Reams noted that Phase One of the Police Station building renovation was finished in January of 2021 and Phase Two is to be completed by spring of 2022. The funding for Phase Two is already in place. The Department's Strategic Plan in 2020 referenced an ongoing Body Worn Camera (BWC) discussion. Three weeks ago, the Governor signed into law Senate Bill 96 which established a BWC fund to provide municipalities with a 50% reimbursement. It is likely at this point that a formal agency request to initiate a BWC program will come in FY24.

Chief Reams stated that, in terms of the Public Safety Communications Center, the Department has continued to maintain its goal of caller satisfaction rating greater than 90%. The annual Communications Center Capital Reserve Fund contributions have allowed for emergency repairs and anticipated major equipment upgrades and replacement. There will be a radio tower replacement necessary in 2025, with an approximate grant match of \$60,000, and a radio console replacement in 2026, with an approximate grant match of \$60,000.

Selectman Brew noted that Town departments have been presenting strategic plans last for eight to nine years. He hopes that next year there may be an overall town strategic plan that can be tied to the individual department plans. This could allow for best practices to be used over all departments. He explained that the mission and vision statements for the Police Department and Community Development department come from completely different angles. In the future he would like for the town administrator and department heads to look at these together to try to provide consistency.

In response to a question from Selectman Grella, Chief Reams stated that the new police vehicles are on site, but it will take 2-3 months to get them out on the road due to a backup on outfitting them.

In response to a question from Chairman Lyon, Chief Reams stated that body worn cameras were not put into this year's Strategic Plan, as funding options for them are not yet clear.

In response to a question from Jim Kuhnert, Chief Reams stated that citations refer to vehicles being stopped. The vast majority of these citations lead to public education.

In response to a question from Lisa Eastland, Chief Reams stated that there are currently no dedicated programs for public education regarding signage issues.

5.3 FY23 Strategic Plan Presentation - Community Development

Community Development Director Nic Strong presented her Department's Strategic Plan. The office provides support to the Town's Zoning Board of Adjustment, Planning Board, Historic District Commission, Conservation Commission, and Heritage Commission. The office also supports the Capital Improvement Program Committee, Bicycle & Pedestrian Advisory Committee, and the Master Plan Steering Committee. She noted that, as of September 8, 2021, there has been a slight decrease in the total number of building permit applications for this year. As of September 8, 2021, there have been 29 Planning Board applications. There have been fewer applications to the Zoning Board of Adjustment so far this year. She explained that the 2020 census showed Amherst's population at 11,753; this is a 4.93% increase from the 2010 population.

Nic Strong noted that some of the weaknesses of the Department include staff turnover, the fact that regulations and ordinances are in need of updating, the filing and accessibility of data, the office layout, and the lack of communication with the public regarding Planning Board processes/decisions. The Department is engaged in the Master Plan update. One of the goals of the Department is to continue to improve the filing system. Another goal is to create SOP's and FAQs for the Office of Community Development. The Department will continue to provide transparent information to the public and create a map that shows pending applications before the Town's land use boards with links to supporting documentation. The Department will review each Board or Commission's rules of procedure and regulations with the appropriate Board/Commission for compliance with statutes and to ensure they are being followed.

In response to a question from Selectman Brew, Nic Strong suggested that the Town could create an Economic Development Commission to suggest types of businesses that might be effective in town. The Master Plan update may also help gather this information.

In response to a question from Selectman Brew, Nic Strong stated that if signs are placed around Town in violation of ordinances the Community Development Office will deal with them as notified, but there is not a person in the office to go out and look for these violations.

Selectman D'Angelo suggested that the Department ask other local towns what they are doing in terms of economic development. This could help to inform the Master Plan update and provide support for a possible Economic Development Committee.

In response to a question from Selectman D'Angelo, Nic Strong stated that the Master Plan is slated to be complete in fiscal 2022.

In response to a question from Selectman D'Angelo, Nic Strong stated that the office is busy with applications and permitting and has not had the time to restart the digitizing files project yet. Selectman D'Angelo suggested that if a consultant is needed for this project that the Department let the board know.

Selectman Brew noted that the Master Plan schedule shows there being public hearings for adoption in the summer of 2022.

Chairman Lyon stated that he would like to keep economic development as an area of focus and would like to see if the Master Plan update shows some form of direction.

Town Administrator Shankle stated that he is part of an NRPC Committee that is looking at economic development for the region. He would like to be involved in this discussion.

6. Administration

6.1 Administrative Updates

Town Administrator Shankle stated that DPW director Eric Hahn has announced his retirement at the end of October. he explained that after the last board meeting a petition was received from neighbors in the route 122 area regarding the speed limit on the road. He has requested a traffic study from the state engineer but not yet heard back.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to accept Eric Hahn's resignation with regret.
Voting: 5-0-0; motion carried unanimously.*

6.2 Housing Appeals Board Decision re: Migrela Realty Trust II

Chairman Lyon explained that the Planning Board previously denied the IIHO Carlson Manor application. The applicant appealed to the newly formed State Housing Appeals Board (HAB), and that HAB reversed the decision and remanded it back to the Planning Board. The Planning Board is now asking the Board of Selectmen to authorize an appeal of the Housing Appeals Board's decision to the State Supreme Court.

Selectman Brew made the following statement: The Planning Board denied the Carlson Manor application because it did not comply with the federal law applicable to elderly housing projects, despite the Board raising its concerns with the developer numerous times over the course of the nearly year-long application process. The Board also believed the proposed 49 units, as configured in the application (for a property zoned for approximately 14 homes), did not preserve the rural aesthetic of the town, which is required by the Town's ordinances. The Housing Appeals Board ruled against the Planning Board and required the Board to keep working with the developer until the developer got the elderly housing provisions correct, or simply include a condition of approval requiring compliance with federal law. It also ruled that "rural aesthetic" was not adequately defined to use as a basis for denial, and that the density of the development had been approved by a previous Board that allowed up to 54 units. The Planning Board voted to recommend an appeal for several reasons. On the elderly housing issue, the HAB has effectively ruled that the Planning Board cannot deny an application that fails to comply with federal law. Instead, it must be satisfied with a condition of approval that states the applicant must comply with federal law or give the

412 developer unlimited chances to prepare an application that does comply. This unacceptably
413 ties the Board's hands in trying to ensure future residents of the development are protected in
414 accordance with federal law and removes any incentive for a developer to prepare applications
415 that comply with law. This is an unacceptable precedent. On the rural aesthetic issue, the
416 HAB ignored long-standing case law that gives Planning Boards discretion to enforce
417 requirements to preserve the rural appeal of a community, even in the absence of detailed
418 definitions. The residents of this town have repeatedly reminded us that preserving the rural
419 nature of the town is one of their highest priorities. Allowing this decision to stand
420 unacceptably hampers the Board's ability to carry out that priority, contrary to the flexibility
421 recognized by other courts.

422
423 Selectman D'Angelo stated that two lawyers that sit on the Planning Board concurred that this
424 appeal would be lost if sent to the Supreme Court.

425
426 Selectman Brew warned Selectman D'Angelo against sharing information that was presented
427 during a non-public session.

428
429 Selectman D'Angelo stated that if this case is appealed to the Supreme Court and the Town
430 wins, the applicant can simply come in with a different application for the same property.
431 Selectman Brew stated that this is correct, but that the applicant will not be able to come in
432 with an application under the IIHO.

433
434 Selectman D'Angelo stated that the alternative to appealing this to the Supreme Court is to do
435 as the Housing Appeals Court asked and consider a number of issues brought up. If the
436 Planning Board moved forward with reconsidering this matter it could save the taxpayers
437 \$20,000 in legal costs. Chairman Lyon stated that this is a blatant misrepresentation of the
438 legal cost. Selectman D'Angelo stated that some amount of taxpayer money will be used with
439 very little chance of success and the Town will then be at the same point it is now.

440
441 Selectman Pray stated that she does not believe Selectman D'Angelo's statement is accurate.
442 She explained that the Housing Appeals Board is made up of three judges, two who are not
443 trained in the law. She stated that that she is trained in the law and is familiar with this case
444 and the public's feelings on it. The public has continued to stress its opinion regarding the
445 rural nature of this Town. The Housing Appeals Board noted that the Planning Board cannot
446 decide a case based on rural character, but she believes there is case law for this exact item.
447 She stated that rural character is an important part of the general health, safety, and welfare of
448 the Town. She believes that the Planning Board balanced all interests in its original decision.
449 She supports the decision to appeal this case to the Supreme Court.

450
451 Selectman Brew stated that he is extremely upset that a certain Board member has chosen to
452 inaccurately portray items that were spoken about in non-public session, while the rest of the
453 Board members cannot present factual information to set the record straight as they are trying
454 to abide by the law and not publicly disclosing information they are prohibited from sharing.

455
456 Selectman D'Angelo stated that his intent was not to reveal information otherwise unavailable
457 to the public. His interest is in protecting the taxpayer's money and he believes the potential
458 of whether the Town can win this case is a large part of the justification for this appeal.

Chairman Lyon stated that he believes the Planning Board is well informed and educated in going through their process. He believes that the Town's residents expect the Planning Board to do all it can to protect the rural nature of the town. He is completely in favor of appealing this decision to the Supreme Court. He believes it is a small amount of money to do the right thing.

A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to act on the Planning Board's request to appeal the Housing Appeal's Board decision on Carlson Manor. Voting: 4-1-0 (Selectman D'Angelo against); motion carried.

6.3 Acceptance of Resignations, Notice of Vacancies, Fourth of July Committee

Chairman Lyon stated that Jennifer Eccleston, Gretchen Pyles, and Leslie Bennett have resigned from the 4th of July committee. The committee is a five-person committee appointed by the Board of Selectmen. There are currently two existing members and three vacancies. These vacancies will be posted on the town website.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to accept Jennifer Eccleston, Gretchen Pyles, and Leslie Bennett's resignations with regret. Voting: 5-0-0; motion carried unanimously.

6.4 2022 BOS Calendar, suggested changes

The Board reviewed the suggested changes to the 2022 calendar.

7. Staff Reports

7.1 Amherst Highway Safety Committee Report

Chief Reams explained that the Highway Safety Committee investigated complaints of speeding along Pettingale Road. The Committee is recommending a 25-mph speed limit on this road. There is currently no speed limit posted.

In response to a question from Selectman Grella, Chief Reams stated that the statute allows for a minimum speed limit of 30 mph unless it has been studied, and then a lower speed limit can be posted.

Chief Reams stated that the Highway Safety Committee also examined the concerns on Walnut Hill Road. He stated that the road does not meet the criteria necessary for adding a speed hump. The road is also not proper for a rumble strip. Traffic on the road is already reaching the speed hoped to achieve, the issue is in the design of the road itself. The Committee is suggesting a 25-mph speed limit from Old Quarry Lane to Embankment Road. It is also suggesting yellow advisory signs and additional livestock advisory signage. In the long term, there needs to be considerations regarding the current width of the road, as it just barely meets the 16' requirement.

In response to a question from Selectman Pray, Chief Reams stated that positive feedback will be used to measure the success of these suggestions.

A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to schedule the required public hearings for speed limit designations for Pettingale Road and Walnut Hill Road.

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

7.2 DPW Garage Heat Installation Contract award

Eric Hahn stated that an RFP was solicited for this project. Three targeted bids were received and Wetherbee Plumbing & Heating was the low bidder.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to award the bid for the Garage Heat Installation Contract to Wetherbee Plumbing & Heating for \$12,500.

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

7.3 Heating Oil & Propane Bid for Town Buildings contract award

Selectmen Brew noted that Ciardelli Fuel Company and Bot-L-Gas were the low bidders on heating oil and propane.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to award Ciardelli Fuel Company the contract for heating oil at \$2.42 per gallon and Bot-L-Gas the contract for propane at \$1.179 per gallon, both portions effective today and through June 30, 2022.

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

8. Approvals

8.1 Amherst Junior Women's Club, Trot Your Turkey Off Road Race

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Amherst Junior Women's Club's request to use the Town Green on Friday November 26 from 7am-11am for the Annual Trot Your Turkey Off Road Race.

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

8.2 Petition and Pole License PSNH # 12-0892

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the Petition and Pole License PSNH #: 12-0892 for placement of a utility pole on POND PARISH ROAD and to authorize the Board of Selectmen to sign the document on behalf of the Town of Amherst.

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

8.3 Assessing

A. Veteran Tax Credit

Selectman Brew noted that for the Veteran Tax Credit Application provided, the applicant does not appear to qualify for the Veteran Tax Credit under RSA 72:28 as less than 90 days active-duty service were noted on the DD-214.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny the Veteran Tax Credit for tax year 2022 for Map 005, Lot 160-000-005.

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

B. Veteran Tax Credit

Selectman Brew noted that for the Veteran Tax Credit Application provided, the applicant qualifies for the Tax Credit under RSA 72:28 for the 2022 tax year.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the Veteran Tax Credit for tax year 2022 in the amount of \$500 for Map 008, Lot 081-004. Voting: 5-0-0; motion carried unanimously.

8.3 AP, Payroll and Minutes

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$249,839.46 dated August 26, 2021, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,176,201.00 dated August 31, 2021, subject to review and audit (School disbursement).

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve one (1) FY21 Accounts Payable Manifest in the amount of \$1,350,370.46 dated August 31, 2021, subject to review and audit (School disbursement).

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

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of August 23, 2021, as presented.

Voting: 4-0-1 (D.P. abstaining); motion carried.

9. Action Items

The Board reviewed its action items.

10. Old/New Business

Selectman Brew stated that the Planning Board will meet this Wednesday and hold a site walk next Thursday.

Selectman Grella stated that there was not a quorum at the Heritage Commission meeting last week.

Chairman Lyon stated that the Open Space Advisory Committee had its first meeting last week.

Selectman D'Angelo stated that the CIP Committee finished its process last Thursday.

Selectman Pray stated that the Recreation Commission has not met.

There was discussion regarding the fact that the DPW equipment CRF is not in the CIP.

A *MOTION* was made by Selectman Brew and *SECONDED* by Selectman D'Angelo to adjourn the meeting at 9:56pm.
Voting: 5-0-0; motion carried unanimously.

NEXT MEETING: Monday, September 27, 2021

Selectman Danielle Pray

Date