



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
TUESDAY, OCTOBER 12, 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. Interviews: Fourth of July Committee

- 5.1. Applications and letters of interest from: Christine Grayson, Timothy Kachmar, Mary Katherine Lockwood and Deb Polatchek

6. Scheduled Appointments

- 6.1. Gretchen Pyles, Boy Scout Troop #613, Use of the Town Common 10/31/21
- 6.2. Shannon Chandley, Amherst Villagers: Request for use of the Town Commons, 10/20/21
- 6.3. Pastor John Nuxoll, Christ's Church, request for use of the Town Commons, 10/23/21
- 6.4. Steve Coughlan, CIP Plan and Spreadsheet

7. Strategic Plan Presentations FY23: Conservation Commission, DPW, Administration/Finance

- 7.1. Conservation Commission FY23 Strategic Plan
- 7.2. Department of Public Works FY23 Strategic Plan

7.3. Administration and Finance FY23 Strategic Plan

8. Administration

- 8.1. Administrative updates
- 8.2. Budget updates
- 8.2. Budget timeline

9. Staff Reports

- 9.1. Communications Center CRF Expenditure
- 9.2. Septage Agreement with Merrimack
- 9.3. Tree Care Award
- 9.4. Seasonal Staff Wage Scale
- 9.5. Stone wall lot lines on lot 24-11 (pocket park on Baboosic Lake)
- 9.6. New Hire - Recreation Grounds Crew
- 9.7. Approval of Plow purchase for Rec 2020 F250

10. Approvals

- 10.1. Payroll, AP and Minutes

11. Action Items

12. Old/New Business

Adjournment

Next Meeting: October 25, 2021

You are invited to a Zoom webinar.

When: Oct 12, 2021 06:30 PM Topic: Board of Selectmen 10/12/2021

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89222813410>

Or One tap mobile : (646) 558-8656 Webinar ID: 892 2281 3410



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: October 12, 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



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

Title: Applications and letters of interest **Department:** Administration
from: Christine Grayson, Timothy Kachmar,
Mary Katherine Lockwood and Deb
Polatchek

Meeting Date: October 12, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 3360_001



Town of Amherst, NH

Volunteer Application

Board/Committee/Commission you wish to serve on: 4th of July Committee - Steering Committee

Applicant Name: Christine Grayson

Residence Address: 7 New South Dr., Amherst

Mailing Address: same

Telephone: [Redacted] N/A
(Home)

E-mail Address: [Redacted]

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

Other Boards/Committee/Commission Served On (may include other cities/towns):
4th of July Committee, Amherst Sauhegan PTSA
Friends of the Orchard, Amherst Community Council - SHS
Amherst School Dist. Ways & Means Joint Facility Advisory Comm. - ASD
Amherst PTA

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

CGrayson
Signature

09/10/21
Date

Please return this form and requested statements to:

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

or e-mail: jstover@amherstnh.gov

September 10, 2021

Town of Amherst
Board of Selectmen
2 Main Street
Amherst, NH 03031

Attached please find my Volunteer Application for Steering Committee Member of the Amherst 4th of July Committee.

I have been a member of the Amherst 4th of July Committee for three years, and have gained valuable experience in helping to run the events. I also volunteer on various school and town committees, which I have listed on my application. I would like to step up to the Steering Committee to serve the Committee and the Amherst Community in a leadership role.

Thank you for your consideration.

Respectfully,

Christine Grayson
7 New South Drive
Amherst, NH 03031



Town of Amherst, NH

Volunteer Application

Board/Committee/Commission you wish to serve on: Fourth of July Committee

Applicant Name: Timothy Kachmar

Residence Address: 15 Mack Hill Rd, Amherst NH 03031

Mailing Address: Same

Telephone: [Redacted] N/A
(Home)

E-mail Address: [Redacted]

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

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

Current Alternate on Amherst ZBA, Master Plan Steering Committee

Previous board member Merrimack Youth Association and Soccer Board Member

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

Timothy Kachmar
Signature

14 September 2021
Date

Please return this form and requested statements to:

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

or e-mail: jstover@amherstnh.gov

14 September 2021

Amherst Board of Selectmen
Town of Amherst
2 Main Street
Amherst, NH 03031

RE: Application to Volunteer – Amherst Fourth of July Committee

Dear Selectmen:

Why do I want to be a member of the Amherst Fourth of July Committee?

First, I am a proud American, veteran and patriot. Fourth of July is the most important United States holiday as it represents the founding of this great nation. There is no other country on earth where I would rather reside. Okay, I could live in Tahiti, but I would never give up my U.S. citizenship!

I have proudly served my country in the United States Army. I was honorably discharged, and then recalled during the First Desert Storm serving in an intelligence unit in Germany monitoring coalition troop movements. After I was discharged again, I worked my way through college obtaining a Master of Science in Biology from UMass Lowell. Currently, I am one of the founders of a small pharmaceutical company and run my own consulting business.

I moved to Amherst in June 2011 from Merrimack. In 2015, We purchased a historic home just outside the village and have spent the last several years and quite a lot of effort maintaining and restoring the house and property. I love our house and appreciate living so close to the historic village. Our Fourth of July celebrations in Amherst are very special in that it seems to be the one festivity that a majority enjoy attending. Our historic village turns into a melting pot of New England with people from all over coming to participate and watch a parade and fireworks that celebrate this great nation's birth. The event is so special to us, that my elderly in-laws would make a point to travel 3000 miles each summer to attend. It's a very important commemorative event for all.

I will fully admit I was critical of the previous committee's decision over the past two years to cancel every aspect of the Fourth celebration. Especially this past summer, where surrounding towns reverted back to their normal activities and Amherst was the only one to my knowledge that didn't. I was a bit surprised that such a small committee could make such significant and impactful decisions for the entire town without seeking town input. I believe they could have and should have explored other options. I am glad that the committee has become official, and that the public can now more easily participate in meetings.

As a committee member, what do I have to offer the Fourth of July Committee and Amherst?

I consider myself generally optimistic but realistic. I am very creative and can critically think and work through problems. For example, I understand that a committee this size may not have an endless pocket of financial resources to pay for Eric Clapton to perform on the green. Though that's a bummer, I get it. But because I love and appreciate the holiday, I can certainly be creative with limited resources.

Amherst is growing, as is New Hampshire and we will need new ideas and solutions to continue to make our Town's Fourth of July celebration one of the best in New England. I will strive to work with committee members, public officers, and residents of Amherst to continue to make memorable events celebrating America. The Fourth of July is the one holiday where every American can put aside their differences and come together as a community to participate, celebrate and give thanks that we live in the greatest country on Earth!

Please consider me for the open position. I would gladly serve a 3-year term but would accept any term the Board recommends.

I can be reached at [REDACTED] should you have any questions or if there are additional steps that I need to take as part of the process.

Sincerely,



Timothy Kachmar
15 Mack Hill Road
Amherst, NH 03031





Town of Amherst, NH

Volunteer Application

Board/Committee/Commission you wish to serve on: 2nd of July

Applicant Name: Mary Katherine Lockwood

Residence Address: 11 Roberge Dr Amherst NH 03031

Mailing Address: [Redacted] 53 [Redacted]

Telephone: 603 [Redacted] 603 [Redacted]

E-mail Address: [Redacted] EDU

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

Other Boards/Committee/Commission Served On (may include other cities/towns):
Amherst Rescue Squad, Training officer
Amherst EMS, Training liaison
Amherst Health Officer *see back*

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

Mary Katherine Lockwood 9/9/2021
Signature Date

Please return this form and requested statements to:

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

or e-mail: jstover@amherstnh.gov

Mary Katherine Lockwood, cont'd.

Friends of the Amherst Town Library

PTA Reflections, chair

Girl Scout Leader

Baboozie Lake swim team

Volunteer Information

Town of Amherst, NH

I joined the 4th of July Committee in 2001 when Nancy Head asked me to take over the Italian Ice Stand for the parade. Liz Overholt had been doing it and was moving on to managing the activities on the green. I agreed since I worked on an academic schedule and Nancy and I have worked together before on Friends of the Library. In the 20 years that I have managed the Italian Ice sales, my goal has been to maximize fundraising profit for the parade and keep the cost at \$2. The committee has always been cognizant that families may be squeezed financially. To do this, I initially stopped ordering the Italian Ice to be delivered. Richie's is in Everett, MA and charges about \$300 to rent a freezer and deliver and pick up the freezer. I drive to Everett a few days before and store the frozen dessert in the walk-in freezer at the High School and at Wilkins. The night of the third, I store the leftover Italian Ice and then take it out for the parade. We generally raise about \$600-\$700 on the event. Another role I take is serving as a first aid liaison. I have spent 33 years as a volunteer/per diem EMT in Amherst and I am there for minor injuries so that we do not tie up the ambulance to administer a band-aid. The last role I have taken on is announcing the parade. In 2019 I was the first female announcer in the town's history and I am proud of that. I enjoy announcing the parade as well as participating as a member of the committee. Over the years I have made posters, hammered in stakes, helped set up events, and pitched in as all the members of the committee do. The 4th of July committee is a pitch in and help committee with a focus on an affordable, Amherst-centered 4th of July that encompasses the strong community feeling we have. I have always said that the 4th of July committee is the best committee in town, which is why so many members stay on the committee and devote so many hours of their spring and summer to it. I look forward to continuing to work on it.

Thank you for your consideration



Katherine Lockwood



Town of Amherst, NH

Volunteer Application

Board/Committee/Commission you wish to serve on: 4th of July Co-Chair

Applicant Name: Deb Polatchek

Residence Address: 18 Oak Hill Dr

Mailing Address: Amherst

Telephone: 603  N/A
(Home)

E-mail Address:  com

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

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

VP - Lloyd Harbor Historical Society

Pres - Cold Spring Harbor Special Ed PTA

Board Member Cold Spring Harbor School Improvement team

Board Member Amherst 4th of July

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

Deb Polatchek
Signature

7/1/21
Date

Please return this form and requested statements to:

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

or e-mail: jstover@amherstnh.gov

TOWN OF AMHERST, NH
USE OF TOWN COMMON REQUEST

Organization Name: Boy Scout Troop 613
Contact Name: Gretchen Pyles Contact Phone Number: [REDACTED]
Contact e-mail: [REDACTED] L.COM
Date of Event: October 31, 2021 (or approved night of trick or treating)
Hours (from/ to): 3:00 - 9:00 pm Number of participants (estimate): 10-15 in shifts
(Includes set up/clean up)

Brief Description of event:
Hot dog and chili fundraiser on the green between School Street and Main Street across from Moultons

Requirements:

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. Common must be left in the same or better condition than prior to event.
3. If damage occurs to any town property, please notify DPW -603-673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

By signing this document, I agree to abide by all applicable requirements.

Signature: [Signature]

Chief of Police Approval: Signature [Signature] Date: 9-15-2021

Fire/ Rescue Chief Approval: Signature [Signature] Date: 9/27/2021

Public Works Director Approval: Signature [Signature] Date: 9/27/2021

Completed form must be submitted to the Amherst Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval.

BOS Approval: Chair's Signature _____ Date: _____

***Please note if road closures within the village will be necessary during event. Special permission will be required for road closures.**

Use of the Town Green

Chief Description of event:

Organization Name: Amherst Villagers

Contact Name: Jeannie Deller Contact Phone Number: [REDACTED]

Contact e-mail: [REDACTED]

Date of Event: 10/20/21

Hours (from/ to): 9 - 11:30 Number of participants (estimate): 25

We do need electricity at 9 AM. It's for a musical presentation & for a microphone.

Requirements: *It will be about 2 hours.*

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. Common must be left in the same or better condition than prior to event.
3. If damage occurs to any town property, please notify DPW -603-673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

By signing this document, I agree to abide by all applicable requirements.

Signature: Jeannie Deller

Chief of Police Approval: Signature [Signature]
Date: 9-15-2021

Fire/ Rescue Chief Approval: Signature Matthew Conley
Date: 9/27/2021

Public Works Director Approval: Signature [Signature]
Date: 9/27/2021

Jeannie's location preferred.

Completed form must be submitted to the Amherst Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval.

BOS Approval: _____ Chair's Signature _____
Date: _____

**Please note if road closures within the village will be necessary during event. Special permission will be required for road closures.*

Use of Town Common Application

Chief Description of event:

FOOD, Family, Fun EVENT for the community. OFFERING burgers, cotton candy, popcorn, and bounce house. free.

Organization Name: Christ's Church of Amherst

Contact Name: JACKIE LIVSEY Contact Phone Number: 603-660-9707

Contact e-mail: JACKIE @ cenh.org

Date of Event: SATURDAY, October 23, 2021

EVENT Hours (from/ to): 430-600 pm Number of participants (estimate): 75-100
(set up 330 pm)

Requirements:

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. Common must be left in the same or better condition than prior to event.
3. If damage occurs to any town property, please notify DPW -603-673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

By signing this document, I agree to abide by all applicable requirements.

Signature: Jackie Livsey Date: 10/7/21

Chief of Police Approval: Signature _____
Date: _____

Fire/ Rescue Chief Approval: Signature _____
Date: _____

Public Works Director Approval: Signature _____
Date: _____

Completed form must be submitted to the Amherst Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval.

BOS Approval: Chair's Signature _____
Date: _____

**Please note if road closures within the village will be necessary during event. Special permission will be required for road closures.*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Coffey Insurance Agency 2 Wellman Ave Suite 320 Nashua NH 03064-	CONTACT NAME: SANDY ENGLISH
	PHONE (A/C, No, Ext): (603)883-6600 FAX (A/C, No): (603)882-0091
	E-MAIL ADDRESS: SENGLISH@COFFEYINS
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Utica National Insurance Group
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			4418889	03/31/2021	03/31/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			4418269	03/31/2021	03/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4418270	03/31/2021	03/31/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y N/A	4418889	03/31/2021	03/31/2022	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
OCTOBER 23, 2021 - 2 MAIN ST, AMHERST NH

DIRECTORS & OFFICERS LIABILITY - \$1,000,000/\$3,000,000

CLERGYPERSON PROFESSIONAL LIABILITY - \$1,000,000

ABUSE & MOLESTATION - \$1,000,000

CERTIFICATE HOLDER CANCELLATION AI 008578

TOWN OF AMHERST NH	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Sandy English</i>

Fax: () -

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Capital Improvement Plan FY 2023-2028



**Town of Amherst
New Hampshire**

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All Project Request Forms and supporting documentation are available on the [Capital Improvements Committee webpage](#) on the Town website at www.amherstnh.gov.

Executive Summary

The Capital Improvements Program (CIP) is a program authorized by State law to link local infrastructure investments with long-term planning including: master plan goals, land use ordinances, and economic development. The plan should be an annually evolving document, updated to reflect new information, project requests, and any changing conditions in the community. The CIP complements and supports the town-wide Strategic Plan process implemented by the Board of Selectmen.

The plan proposed by the CIP Committee avoids spikes in the tax rate for capital expenditures and is intended to ensure that adequate investments are made in capital improvements necessary to provide basic services to preserve the public health, safety and welfare. The CIP Committee supports investment in the fleet of Fire and DPW vehicles, and capital road improvements. The committee endorses annual contributions to Capital Reserve Funds (CRF) to maintain a stable tax rate and provide sufficient funding for investment in significant capital expenses.

Chapter 1: Introduction and Background

Section 1: Introduction

The Capital Improvements Program (CIP) is a program authorized by State law to link local infrastructure investments with master plan goals, land use ordinances, and economic development. By bridging that gap the fiscal realities of improving and expanding community facilities are realized.

As authorized by RSA 674:5-8 the CIP is the responsibility of the Planning Board or a formally appointed CIP Committee, to prepare and amend a recommended program of municipal capital improvements projected over a period of at least six years. The CIP is designed to be updated and adopted annually, to provide a timely tool to the Board of Selectmen and Ways and Means Committees in long-range planning of municipal expenditures. Without annual updates the CIP quickly becomes obsolete.

It is important to note that the Amherst Board of Selectmen has initiated a Town Strategic Planning process that complements the CIP, laying out a long-term plan for the Town of Amherst which is reflected in its annual budgeting process.

Section 2: Purpose

The CIP attempts to link, within a standardized framework, the provision of needed facilities, products, or services with the spending necessary to attain such items. The CIP must address the goals and intent of the Master Plan with fiscal realities. A well-supported and thoughtfully prepared CIP should provide the following benefits to the community (as noted in The Planning Board in New Hampshire, A Handbook for Local Officials, New Hampshire Office of Strategic Initiatives):

- ***Preserving public health, safety, and welfare.*** Providing the basic services which ensure citizen health and safety is a fundamental responsibility of local government. Programs of regular facility maintenance, upgrades and expansion of government services to meet minimum federal, state, and local standards are essential to any community. The cumulative effect of deferring major maintenance expenditures and basic improvement of essential services is often an expensive series of stopgap measures which fail to address comprehensive long-term goals.
- ***Anticipating the demands of growth.*** When related to the master plan, the capital improvements programming process works to anticipate investments in community facilities which are needed to serve or shape the pattern of growth and development in the Town. The portions of selected capital improvement expenditures which are necessitated by growth may be eligible for funding by impact fees as authorized in RSA 674:21.
- ***Improving communication and coordination.*** Communication among the Planning Board, municipal departments, administrative officials, the Ways & Means Committees, the Board of Selectmen, the School Boards, and citizens can result in cost savings and avoidance of duplication of facilities and expenditures.
- ***Avoiding undue tax increases.*** Capital improvements programming is a means of avoiding the surprise of expensive projects generating large property tax increases. While cost impacts cannot always be precisely determined in advance, the CIP fosters discussion of the distribution of the tax burden of new capital expenditures over time. A consequential benefit of fiscal stability and sound community facility planning may be an improved bond rating.
- ***Developing a fair distribution of capital costs.*** The capital improvements programming process allows for a public discussion of the preferred means of distributing capital costs not only over time, but also among users of the facilities to be financed.
- ***Building a foundation for growth management and impact fees.*** The development and formal adoption of a capital improvements program is a statutory prerequisite to the enactment of growth management and impact fee ordinances. A properly constructed CIP is an integral part of a land use regulatory process which implements either type of ordinance.
- ***Identifying “scattered and premature” development.*** New Hampshire statutes allow planning boards to adopt subdivision regulations which provide against scattered or premature subdivision of land. The capital improvements program is one measure which a planning board may use to judge whether a development is scattered or premature based on

an absence of essential public services and infrastructure.

- ***Supporting economic development.*** Communities exhibiting sound fiscal health, and quality services and facilities are attractive to business and industry. New business investment and reinvestment may be influenced by improvements which enhance the quality of life for residents and labor. Private decision-making for investment is based not only on availability of utilities, but also on the quality of community schools, public safety facilities, recreation opportunities, and cultural amenities such as libraries.

The *Ten Key Master Plan Recommendations That Can Shape Amherst's Future*¹, from the Master Plan are listed below. These are the overarching recommendations that all Capital Improvements Program projects should fit within to advance the community's stated Master Plan goals.

1. Ensure that new development and redevelopment respect Amherst's natural resources and complement the Town's existing character.
2. Preserve and protect historic and cultural resources throughout Amherst.
3. Continue to preserve Amherst's natural resources and rural landscapes including aquifers, prime agricultural soils, forests, scenic vistas, wildlife habitats, and water and air quality for the sustainable health, safety and welfare of current and future generations.
4. Protect Amherst's extensive water resources for the benefit of residents and the environment, including surface water features, groundwater, and aquifer areas.
5. Save open space in residential development.
6. Encourage redevelopment that enhances the appearance of existing commercial and industrial areas.
7. Improve the ease and convenience with which residents can walk and use bikes for recreation, shopping, commuting and going to school.
8. Provide educational facilities that support quality education for the town's students.
9. Recognize the importance of recreation for health by providing needed facilities.
10. Continue to develop greenways and trails in order to provide a town-wide and inter-town system of recreational trails.

For additional information on any one of the above listed goals the Master Plan is available on the Town's website (<http://amherstnh.gov/master-plan/>).

¹ Town of Amherst Master Plan 2010-2020, Ten Key Master Plan Recommendations That Can Shape Amherst's Future, Executive Summary, p. vii

Section 3: Data and Trends

The following tables provide a snapshot of Amherst's Population and Tax Rates. The most recent Census figures continue to show a declining rate of growth since the communities boom years in the 1960's and 1970's. Now that the 2020 total population figures are known, an assumption of the growth rate has been added for the next two decades since neither NRPC nor OSI have yet updated their population projection data.

Table 1

Amherst Population 1940-2040				
Year	Population	% Change	Numerical Change	Avg. Annual Change
1940	1174	-	-	-
1950	1461	24.45%	287	2.44%
1960	2051	40.38%	590	4.04%
1970	4605	124.52%	2554	12.45%
1980	8243	79.00%	3638	7.90%
1990	9068	10.01%	825	1.00%
2000	10769	18.76%	1701	1.88%
2010	11201	4.01%	432	0.40%
2020	11753	4.93%	552	0.49%
2030*	12232	4.08%	479	0.41%
2040*	12730	4.07%	498	0.41%
Source: US Census and Amherst Population Projections*				

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Over a shorter and more detailed time frame Table 2 reflects the changes in the Town's operating budget from fiscal year 2010 thru 2021. The table reflects the gross budget, dollar change and percentage change figures from each preceding year.

Table 2

Town Operating Budget FY10-FY21			
Year	Operating Budget	Dollar Change	Percent Change
FY-10	\$9,729,570.00		
FY-11	\$9,760,644.00	\$31,074.00	0.32%
FY-12	\$10,474,053.00	\$713,409.00	7.31%
FY-13	\$10,853,361.00	\$379,308.00	3.62%
FY-14	\$11,269,800.00	\$416,439.00	3.84%
FY-15	\$11,774,356.00	\$504,556.00	4.48%
FY-16	\$12,427,814.00	\$653,458.00	5.55%
FY-17	\$12,896,109.00	\$468,295.00	3.77%
FY-18	\$13,442,383.00	\$546,274.00	4.24%
FY-19	\$14,058,381.00	\$615,998.00	4.58%
FY-20	\$14,616,376.00	\$557,995.00	3.97%
FY-21	\$14,877,676.00	\$261,300.00	1.79%
Source: Amherst Town Reports			

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Table 3 and 4 reflects the changes in the Amherst and Souhegan School District's operating budgets from fiscal year 2010 thru 2020. The tables reflect the gross budget, dollar change and percentage change figures from each preceding year.

Table 3

Amherst School Operating Budget FY10-FY21			
Year	Operating Budget	Dollar Change	Percent Change
FY-10	\$23,215,002.00		
FY-11	\$23,371,144.00	\$156,142.00	0.67%
FY-12	\$23,964,120.00	\$592,976.00	2.54%
FY-13	\$24,339,744.00	\$375,624.00	1.57%
FY-14	\$24,358,572.00	\$18,828.00	0.08%
FY-15	\$24,709,808.00	\$351,236.00	1.44%
FY-16	\$24,734,732.00	\$24,924.00	0.10%
FY-17	\$23,967,926.00	-\$766,806.00	-3.10%
FY-18	\$25,427,899.00	\$1,459,973.00	6.09%
FY-19	\$28,779,100.00	\$3,351,201.00	13.18%
FY-20	\$28,986,317.00	\$207,217.00	0.72%
FY-21	\$30,579,864.00	\$1,593,547.00	5.50%
Source: NH DRA Form MS-26 (Report of Appropriations actually voted)			

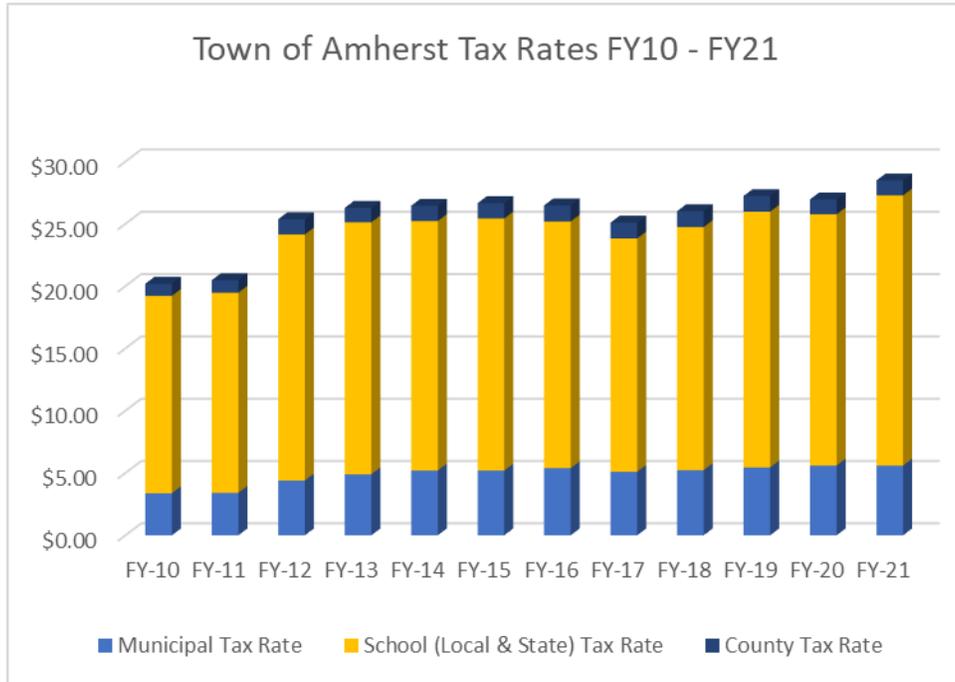
Table 4

Souhegan School Operating Budget FY10-FY21			
Year	Operating Budget	Dollar Change	Percent Change
FY-10	\$17,770,722.00		
FY-11	\$18,286,827.00	\$516,105.00	2.90%
FY-12	\$18,538,036.00	\$251,209.00	1.37%
FY-13	\$18,443,827.00	-\$94,209.00	-0.51%
FY-14	\$19,867,693.00	\$1,423,866.00	7.72%
FY-15	\$18,123,502.00	-\$1,744,191.00	-8.78%
FY-16	\$18,307,258.00	\$183,756.00	1.01%
FY-17	\$17,127,521.00	-\$1,179,737.00	-6.44%
FY-18	\$18,109,186.00	\$981,665.00	5.73%
FY-19	\$18,098,289.00	-\$10,897.00	-0.06%
FY-20	\$18,337,407.00	\$239,118.00	1.32%
FY-21	\$19,772,103.00	\$1,434,696.00	7.82%
Source: NH DRA Form MS-26 (Report of Appropriations actually voted)			

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Table 5 reflects the Tax Rate set for Fiscal Years 2010 thru 2020 for the Municipal, School (Local and State) and County Tax Rates, revaluations occurred in 2011 and 2016. A revaluation is currently underway in 2020 and the new tax rate will not be known until October.

Table 5



Section 4: Financing Methods

There are a number of different financing methods available to municipalities, which were contemplated by the CIP Committee in their evaluation of project requests. The following is an outline of the various funding methods.

The CIP Committee's financing strategy follows three strategic points when evaluating project requests:

1. A capital financing strategy should limit the cost of providing capital infrastructure and equipment while meeting the community's needs by using a variety of financing methods.
2. A capital financing strategy should ensure financial strength and flexibility in the future.
3. A capital financing strategy should strengthen the Town's standing with the bond rating agencies, bond buyers, regulators, and the local community.

One-Year Appropriation:

The One-Year Appropriation is the most commonly used financing option and refers to those projects that are to be funded by property tax revenues within a single fiscal year. Funds for projects that are financed using this method, are most often included in the Town's operating budget, but can appear as individual warrant articles to be voted on individually.

The CIP Committee generally utilizes this funding mechanism for projects with a life expectancy of at least three years and an initial cost of up to \$200,000.

Capital Reserve Funds:

Capital Reserve Funds fall into the category of pay-as-you-go financing. A Capital Reserve Fund (CRF) is a non-lapsing savings account, separate from the General Fund, into which the voters can deposit funds with approval of a warrant article, with the intent of withdrawing the funds to be used for the specific purpose or purchase for which the account was established. CRFs can be earmarked for the purchase of a single item such as an Assessing Revaluation Fund or can be more general, such as the Highway Equipment Fund.

The advantages of pay-as-you-go financing include:

1. Allowing local governments to avoid both interest and other debt-issuance expenses;
2. Expediting inexpensive or recurring capital projects;
3. Preserving flexibility in the annual operating budget;
4. Avoiding the need to become involved with bond and debt markets; and,
5. Allowing the town to improve its financial position.

The CIP Committee generally utilizes this funding mechanism for projects with a life expectancy of at least five years and with an initial cost of between approximately \$25,000 and \$300,000.

Lease Purchase:

Lease purchasing an item allows a community to spread the cost of that item over a period of years, generally no more than seven. A municipal lease typically allows for Town ownership at the end of the lease term and usually enjoys lower tax-exempt interest rates. Unlike a bond or loan, a municipal lease has a "non-appropriation clause" which allows the town to cancel the lease if the annual payment is not appropriated. The Town then loses the equipment that was

financed. This is a rare event, however, and municipal lease financing is a viable method for stretching the payment period over the useful life of the item financed.

The CIP Committee generally utilizes this funding mechanism for projects with a life expectancy of between three and ten years and with an initial cost of between \$50,000 and \$175,000.

Bonding:

Bonding allows the town to negotiate the purchase of goods or services (in the case of the construction of a building) at a set price, and then pay for that item or service over a period of time. Bonds, unlike CRFs, allow the town to utilize the item being purchased or the building being constructed while payments are being made.

The most important part of a bond transaction is the promise of the town to repay the debt with interest. In its most basic description, bonding allows for the payment of an item over its useful life and by the individuals who use it over time. This principle of having the present and future users of goods or services pay for those goods or services is one of the major advantages of bonding. This form of financing avoids the inherent dilemma of collecting money for a purchase from today's residents only to have the purchase utilized by tomorrow's residents - who may not be the same people.

A major disadvantage of bonding is that in addition to the purchase price, interest is charged on the funds bonded.

For this reason, the CIP Committee finds that bonding is generally not utilized unless the purchase has a life expectancy of at least twenty years and a minimum initial cost of \$200,000.

Types of projects generally financed through bonding include buildings or infrastructure that benefit the general public: town buildings, schools or college buildings, public safety facilities, libraries and other cultural facilities, and parks, recreation centers or facilities, and open space.

There are two major types of bonds - general obligation and special revenue.

General Obligation Bonds: General obligation bonds generally have lower interest rates than other types of long-term debt. The necessity of obtaining voter approval for the issuance of a bond can indicate citizen support for a project or purchase. And general obligation bonds usually cost less to issue than other types of local government debt.

The disadvantages of pursuing general obligation bonding include the chance that voters might not support a specific program or purchase. Also, because bonds require a higher positive vote to pass, it is usually more arduous and lengthy to gain authorization for this type of debt. Since Amherst operates under the provisions of SB2, passage of a bond issue requires a positive vote of at least 60% of the voters. Most bond debt entered into by the town or local school districts is of this type.

Revenue Bonds: Revenue bonds rely on a set revenue source or sources, as security for the bond. Local governments most often issue revenue bonds for self-supporting local projects.

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Revenue bonds are most appropriately used in situations where the local government can identify the user of the bonded item or service and they then become the payers for the project or system costs. This is the type of bonding the town utilized in developing the sewer project at Baboosic Lake.

To strengthen the Town's overall financial position the Town should utilize a variety of financing options.

Section 5: Process

The Planning Board is charged with directing the capital improvements planning process, based upon the Town's adopted master plan goals and recommendations. The CIP process begins each year with a request for project submittals distributed by the Community Development Office to the school districts and all Town departments, commissions and boards. In 2004, the Town of Amherst voted to authorize the Board of Selectmen to appoint a capital improvement program committee pursuant to RSA 674:5, consisting of at least one member of the Planning Board, the Ways & Means Committee, or the Board of Selectmen to prepare a recommended program of municipal capital improvement projects over a period of at least six years.

The 2023-2028 CIP Committee was comprised of:

1. BoS Member – John D'Angelo
2. BoS Alternate - Danielle Pray
3. Souhegan SB Member – Steve Coughlan
4. Amherst SB Members – Elizabeth Kuzsma
5. SAU Representative – Amy Facey
6. Planning Board Member – Christy Houpis
7. Citizen Member – Jullie Patterson

The CIP Committee began meeting in July of 2021. The CIP Committee heard presentations as needed from department heads and representatives of the boards and commissions that submit project requests². The Committee generally follows a basic four-step process in accumulating, analyzing, evaluating, ranking, and allocating project requests to appropriate years in the upcoming six-year time frame, with the intent of balancing needs and costs with Town financial constraints and reasonable and logical implementation timeframes. A more detailed description of the Capital Improvements Plan process is as follows:

Step 1: The Office of Community Development transmits project request forms to all applicable department heads, commissions, and the School District's SAU office. Each project is also to have a Justification in addition to the Description. The Justification enables the CIP Committee to understand why the project is required for continuation or increase of Town services and the impact of delaying or not accomplishing the project and documents the real need for and cost of the project. Additionally, the Project Request form seeks project rationale and justification based on a series of factors used to evaluate.

The specific project request addresses whether it:

- a. Removes imminent threat to public health or safety,
- b. Alleviates substandard conditions or deficiencies,
- c. Responds to federal or state requirements to implement,

²A Project Request is eligible for inclusion in the CIP if the total cost is a minimum of \$75,000 and is reasonably expected to have a useful life of at least five (5) years. Project requests under \$75,000 were also considered if the project would have a significant impact on the department's budget, however were not required.

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- d. Improves the quality of existing services,
- e. Provides added capacity to serve growth,
- f. Reduces long-term operating costs,
- g. Provides incentive to economic development,
- h. Is eligible for matching funds available for a limited time,
- i. Is a continuation of an existing project,
- j. Addresses public demand,
- k. Extends the useful life of the current facility or equipment, and,
- l. Any “other” if there are additional extenuating circumstances justifying project inclusion in the CIP.

Step 2: The CIP Committee reviews project requests, and schedules a meeting with the respective department, as needed, to discuss each project.

Step 3: The CIP Committee studies projects individually and through group discussions. Evaluation includes review of the level of preparation applied to the requested project. The CIP Committee may utilize a policy that a minimum of a conceptual drawing or architect's rendering is required for any facility which is expected to be placed in the next three (3) year “window”. Not all projects submitted each year are recommended for inclusion in the CIP Plan. This may result if the Committee determines that a project has not established sufficient need or if it is unlikely to achieve support to implement during the plan years. The Planning Board can bring a project back into the CIP during its review at the public hearing process.

Step 4: Using the requestor's recommendation as a starting point, the CIP Committee discusses and develops a consensus on the recommendation for the year in which the Project should be placed on the Town Ballot either as part of the operating budget or a warrant article. For projects requiring bonding, the tax impact is noted the year after the warrant article is presumed to pass. The CIP Committee adjusts recommended project request funding years to smooth the fiscal impact and maintain a reasonable debt level each year. The Committee considers the overall debt load from all bonded or lease purchase acquisitions by the Town and the School District.

Upon completion of the four-step process, the CIP Committee:

1. Prepares a report with the assistance of the Office of Community Development;
2. Schedules a public hearing date with the Planning Board;
3. Presents the CIP Plan at a Planning Board meeting for the required public hearing and adoption;
4. Distributes copies of the final report to department heads, the Board of Selectmen, School Boards, the Ways & Means Committees, and the Planning Board.

Chapter 2: FY2023-2028 Project Requests

Capital Improvement Project Descriptions and Committee Recommendations

Project request forms were submitted by Town Departments and Board, the Amherst School District and the Souhegan School District for inclusion in this year's CIP. A brief description of each project and the CIP Committee recommendation follows below. It is important to note that individual Committee members may or may not support the actual project(s), however, the role of the CIP Committee is to place all projects (if properly presented with adequate information and justification) in the six-year capital improvements plan with the purpose of presenting a tax rate increase with a minimal amount of yearly fluctuation, if all projects designated for a certain year are funded.

Placeholder and On the Horizon Projects

When reviewing projects and placing them in the CIP Estimated Tax Impact Table, the CIP Committee also considers whether the project is a placeholder project request or “On the Horizon”. A project that is considered “On the Horizon” is a project that does not yet have either a well-defined description or scope for implementation. However, the CIP Committee, based on information presented, feels the project will likely be required either within or just beyond the six-year capital improvements planning cycle and thus needs to be included for planning and budgeting purposes. These projects, when known, are included in the CIP to identify major capital expenditures that need to be considered in long range planning and funding efforts.

Section 1: Town Project Requests

1. **Bicycle & Pedestrian Advisory Committee - Multimodal Infrastructure Capital Reserve Fund - \$75,000**

Project Request - FY2023

Project Request Description - Add \$75,000 to CRF to fund multimodal infrastructure projects.

CIP Committee Recommendation - FY2023 Funding: The CIP Committee supports funding the Multimodal Infrastructure Capital Reserve Fund.

2. **Bicycle & Pedestrian Advisory Committee - Multimodal Infrastructure Capital Reserve Fund - \$98,000**

Project Request - FY2023 - FY2028

Project Request Description - Add \$98,000 annually to the Multimodal Infrastructure Capital Reserve Fund.

CIP Committee Recommendation - FY2023 - FY2028 Funding: The CIP Committee supports funding the Multimodal Infrastructure Capital Reserve Fund.

3. **Bicycle & Pedestrian Advisory Committee - AMS-SHS School Campus Sidepath - \$224,979**

Project Request - FY2024

Project Request Description - 4,000 linear feet of multimodal infrastructure mostly along Boston Post Road in the area of Souhegan High School and Amherst Middle School. This would span from the Scott Conservation Land in the North to an existing mid-block crossing at Homestead Rd in the South with a branch to connect AMS. The town has raised \$75,000 in the Multimodal Capital Reserve Fund which is intended to be used for this project. BPAC intends to offset local cost of this project by applying to state and federal infrastructure grants. Two grant applications have already been submitted, and several more are likely to be submitted. If a grant is awarded, the cost of this project will be reduced by 80%.

Project Request Justification - Request to expend \$224,979 for AMS-SHS School Campus Sidepath. The most frequently-requested pedestrian infrastructure improvement in town has been to improve safety and access along Boston Post Road, especially around SHS/AMS. Area is consistently utilized by pedestrians (and other modes), as it is the only public way to access SHS and primary access for AMS. Adjacent recreational facilities are frequently used throughout the year with annual usership of approximately 30,000 participants.

CIP Committee Recommendation - FY2024 Funding: The CIP Committee recommends funding the project in 2024 from the Multimodal Infrastructure CRF.

4. Bicycle & Pedestrian Advisory Committee - Village Road Construction Multimodal Improvements (Northern portion of Amherst Pedestrian-Bikeway - \$569,779

Project Request - FY2025

Project Request Description - Enhancement of scheduled road construction in the Amherst Village to incorporate area-wide, systematically-safe multimodal facilities into the design of the streetscape.

Project Request Justification - With several village streets scheduled for road construction, there exists a finite opportunity to improve the safety and walkability of the village for an entire generation. Raising gap funding to fund improvements cited here, improvements can be combined with already-scheduled road reconstruction funding to offer the most cost-effective opportunity for implementing improvements. Town has already applied to two federal grants for this project which require match funds.

CIP Committee Recommendation - FY2025 Funding: The CIP Committee recommends funding the project in 2025 from the Multimodal Infrastructure CRF.

5. Communications Center - Communications Fund CRF - \$25,000

Project Request - FY2023 - FY2028

Project Request Description - Add \$25,000 each year to the Communications Fund CRF to fund projects for the Communications Center.

CIP Committee Recommendation - FY2023 - FY2028 Funding: The CIP Committee supports funding the Communications Fund CRF.

6. Communications Center - Safety Complex Communication Tower Replacement - \$110,000

Project Request - FY2025

Project Request Description - Replacement of primary emergency communications tower used to dispatch Fire, Emergency Medical Services, Police, and communicate with Department of Public Works.

Project Request Justification - The tower was constructed in the early 1980s to facilitate emergency communications with police officers in the field, and evolved to serve as the primary radio communications dispatch tower for the town's Fire, EMS, DPW, and Police services. Minor structural improvements were made during ensuing years, and the tower is currently in serviceable condition but tower height is an increasing concern as foliage growth continues, and compromised line-of-sight microwave communication interference is inevitable. The tower currently serves all Amherst public safety services, and is utilized by the Amherst Public Safety Communications Center which is staffed 365/24/7.

CIP Committee Recommendation - FY2025 Funding from CRF: The project cost of \$110,000 may be offset by grant funding of \$55,000. The CIP Committee recommends

funding the project in 2025 from the Communication Fund CRF.

7. Communications Center - Safety Complex Communication Dispatch Console - \$100,000

Project Request - FY2026

Project Request Description - Replacement of dispatch center's communications consoles used to dispatch emergency services.

Project Request Justification - Replacement of dispatch radio console consisting of radios, computer aided dispatch software and associated components. Life expectancy is 15 years, equipment was purchased with grant funding in 2008 with a projected replacement in 2025. Previous replacement date of FY2023 was anticipated, but replacement of computers that support the console system was completed in FY2019 which is expected to extend the overall life to at least FY2025.

CIP Committee Recommendation - FY2026 Funding from CRF: The project cost of \$100,000 may be offset by grant funding of \$50,000. The CIP Committee recommends funding the project in FY2026 from the Communication Fund CRF.

8. Fire Rescue - Vehicle and Equipment Purchase and Repair CRF Funding - \$257,000

Project Request - FY2023 - FY2028

Project Request Description - To adequately replace fire rescue vehicles and equipment when due for replacement, the Capital Reserve Fund will have the needed funding without having to have an additional warrant article to pay for it.

Project Request Justification - In order to continue with the capital replacement plan, this funding is required to pay for the replacement at the year it is due and not have to put out a warrant for the full replacement cost at one time.

CIP Committee Recommendation - FY2023 - FY2028 Funding: The CIP Committee supports funding the Fire Rescue Vehicle and Equipment Purchase and Repair CRF.

9. Fire Rescue - 1991 Fire Engine - \$575,000

Project Request - FY2023

Project Request Description - Service life of a fire engine based on the National Fire Protection Association is ten years of primary service and five years as a reserve piece of apparatus. Being a smaller town, our experience is that we can get 20 years of service. This truck is now 30 years of age and it very much outdated. It was bumped from being replaced before our 1994 Engine, which has bigger issues with rust and decay on the bottom side of the truck.

Project Request Justification - Based on the National Fire Protection Association consensus standards a fire engine service life is 15 years. We stretch this life to 20 year or more based on the size of Amherst, the number of calls we answer, refurbishing them at ten

years of age and keeping them in good working order. Based on the size of Amherst at 34 square miles and a population around 12,500, four engines is adequate to maintain a favorable Insurance Service Office Fire Suppression Rating. Our current Public Protection Class (PPC) is based on a number of factors including the number fire apparatus we have. In order to maintain this our apparatus needs to be replaced when the condition of them is no longer satisfactory to the standards that are set.

CIP Committee Recommendation - FY2023 Funding from CRF: The CIP Committee recommends funding the replacement of the 1991 Fire Engine in 2023 from the Fire Rescue Vehicle and Equipment Purchase and Repair CRF.

10. Fire Rescue - 2010 Ambulance - \$240,000

Project Request - FY2023

Project Request Description - The service life of an ambulance is ten years, providing five years of primary and secondary response vehicles. We have stretched ours out well past the average service life to where reliability becomes a factor.

Project Request Justification - The thought process here is to have three of these vehicles in service for 12 years serving four years each as a primary, secondary and tertiary role. Within the first four years of service in Amherst the mileage is between 88,000 - 100,000. Even though there is a good service plan in place there is still a lot of wear on them. By reducing the role of these vehicles the reliability stays high and should one go out of service at any point we have a back-up vehicle in place. The call numbers for our ambulances continues to go up, thus putting higher mileage on them.

CIP Committee Recommendation - FY2023 Funding from CRF: The CIP Committee recommends funding the replacement of the 2010 Ambulance in 2023 from the Fire Rescue Vehicle and Equipment Purchase and Repair CRF.

11. Fire Rescue - 2009 Pick-Up (Car 2, Utility/Command)

Project Request - FY2025

Project Request Description - This vehicle is used as a Utility/Command truck. This 4-wheel drive vehicle allows for carrying items to and from incidents. It is also a secondary command vehicle and used by the Fire Inspector to conduct various types of inspections.

Project Request Justification - We have pushed out the replacement date for several years as the shape of the vehicle is still sufficient to keeping the vehicle in service longer than expected. This is a versatile vehicle allowing for small incidental response types to be handled allowing us to keep our larger apparatus in quarters.

CIP Committee Recommendation - FY2025 Funding from CRF: The CIP Committee recommends funding the replacement of the 2009 Pick-Up (Car 2, Utility/Command) in 2025 from the Fire Rescue Vehicle and Equipment Purchase and Repair CRF.

12. Fire Rescue - 2006 Pick-Up (Forestry 2)

Project Request - FY2026

Project Request Description - This vehicle is used as a Forestry/Brush truck. It has a skid unit in the bed of the truck (water tank, pump and hose). This 4-wheel drive vehicle allows for roadside and off road incidents involving forestry and brush types of fires.

Project Request Justification - We have pushed out the replacement date for several years as the shape of the vehicle is still sufficient to keeping the vehicle in service longer than expected. This is a versatile vehicle allowing for small incidental response types to be handled allowing us to keep our larger apparatus in quarters.

CIP Committee Recommendation - FY2026 Funding from CRF: The CIP Committee recommends funding the replacement of the 2006 Pick-Up (Forestry 2) in 2026 from the Fire Rescue Vehicle and Equipment Purchase and Repair CRF.

13. Fire Rescue - Tower 1 - \$1,300,000

Project Request - FY2027

Project Request Description - Service life of fire apparatus based on the National Fire Protection Association is ten years of primary service and five years as a reserve piece of apparatus. Being a smaller town, our experience is that we can get 20 years of service. The intent for this piece of apparatus was to be in service for 30 years. Seeing the truck was built in 1997 we are coming up on the 30 year mark and the planning for the replacement is on our radar.

Project Request Justification - The service life of this vehicle is planned for 30 years, this is based on the size of Amherst and the number of calls we answer. The Tower is an exception to our fire engine replacement timetable of 20 plus years as it was purchased to go 30 years of service. Based on the current size of Amherst (12K population, 34 sq. miles) four fire engines are adequate to maintain a fair Insurance Service Office Fire Suppression Rating. Our current Public Protection Classification (PPC) is class 4 if within five miles of a fire station or class 8 if you are beyond five miles.

CIP Committee Recommendation - FY2027 Funding from CRF: The CIP Committee recommends funding the replacement of the Tower 1 in 2027 from the Fire Rescue Vehicle and Equipment Purchase and Repair CRF.

14. Fire Rescue - 2003 Fire Engine - \$595,000

Project Request - FY2028

Project Request Description - Service life of a fire engine based on the National Fire Protection Association is ten years of primary service and five years as a reserve piece of apparatus. Being a smaller town, our experience is that we can get 20 years of service. 20 year replacement schedule is common in New England.

Project Request Justification - Based on the National Fire Protection Association consensus standards a fire engine service life is 15 years. We stretch this life to 20 year or more based on the size of Amherst, the number of calls we answer, refurbishing them at ten years of age and keeping them in good working order. Based on the size of Amherst at 34 square miles and a population around 12,500, four engines is adequate to maintain a favorable Insurance Service Office Fire Suppression Rating. Our current Public Protection Class (PPC) is based on a number of factors including the number fire apparatus we have. In order to maintain this our apparatus needs to be replaced when the condition of them is no longer satisfactory to the standards that are set.

CIP Committee Recommendation - FY2026 Funding from CRF: The CIP Committee recommends funding the replacement of the 2003 Fire Engine in 2028 from the Fire Rescue Vehicle and Equipment Purchase and Repair CRF.

15. Parks and Recreation - AMS Tennis Courts Replacement - \$85,000

Project Request - FY2023

Project Request Description - Resurface the AMS tennis courts located at the Amherst Middle School. Once resurfaced we plan to install basketball hoops and have the primary painting of the court be basketball with tennis as the secondary sport.

Project Request Justification - The AMS tennis courts are in need of replacement resurfacing. The courts were originally installed using Land and Water Conservation Fund (LWCF) funding. By taking the LWCF funding the town also acknowledged they would keep the courts open and maintained.

CIP Committee Recommendation - FY2023 Funding from Revolving Fund: The CIP Committee recommends funding the project in FY2023 from the Parks and Recreation '02 Revolving Fund with no impact to taxes.

16. Parks and Recreation - Athletic Field Construction at Buck Meadow - \$370,000

Project Request - FY2023

Project Request Description - The ARD would like to put athletic fields on the property using the plan set forth by Meridian.

Project Request Justification - Amherst has a lack of fields for the amount of field time needed for all sports in Amherst. By purchasing Buck Meadow we now have the space to grow our field space. The plan is to apply for a Land Water Conservation Grant to pay for 50% of the project.

CIP Committee Recommendation - FY2023 Funding: The CIP Committee recommends funding the project with \$185,000 matching grant from the LWCF; \$10,000 from donations/bequests/private funding; \$25,000 to come from the Parks and Recreation '02 Revolving Fund with no impact to taxes; and \$185,000 as a warrant article for construction in

FY2023.

17. Parks and Recreation - Community Center - \$8,010,000

Project Request - FY2024 and beyond

Project Request Description - Amherst Parks and Recreation is planning the construction of a community center for the Town of Amherst.

Project Request Justification - Amherst has a lack of indoor space for activities to happen during school day times as well as a need for court space in the evenings. The school facilities are great when available but that availability seems to be shrinking more each year. We also have a real lack of senior programs due to this indoor facility problem. By building a community center the department will be more able to meet the needs of all Amherst citizens at all times and days of the year.

CIP Committee Recommendation - FY2024 Start Funding: The CIP Committee recommends funding the project with a 20-year bond for \$5,000,000 beginning in FY2024. It is anticipated that \$10,000 will be used for planning and feasibility analysis from the Parks and Recreation '02 Revolving Fund with no impact to taxes and that \$3,000,000 will be raised in private donations and bequests, leaving \$5,000,000 to be bonded.

18. Police Department - Police Station Renovation - \$200,000

Project Request - FY2022

Project Request Description - Renovate existing police and former EMS structure to provide additional space currently needed by APD, and provide room for growth and expansion through at least the next 25 years.

Project Request Justification - The existing police (and former EMS) structure was built in 1980, with major additions and renovations in 1996. The need for additional current and future space developed over the last 20+ years. Renovation plans were drawn, and funds set aside in a Police Station Renovation Capital Reserve Fund over the course of three years beginning in 2017. The renovation project was divided into two phases, with the contract awarded in July 2020 to Martini Northern Construction for Phase I which was completed in January 2021. The estimated \$200,000 needed to complete Phase II was identified by the Board of Selectmen and the expenditure approved by the voters in June 2021. The construction contract for Phase II is expected to be awarded by late summer 2021 with a project end date on or about January 1, 2022. The resulting renovation is expected to extend the lifespan of the police facility at least 25 years.

CIP Committee Recommendation - FY2022 Funding: The CIP Committee understands that the amount of \$200,000 was agreed by the Board of Selectmen to be spent from the unreserved fund balance and there is no tax impact for this project in 2022.

19. Public Works - Continuous Roof over Transfer Station sorting tables and walkway

deck - \$165,000

Project Request– FY2023

Project Request Description - Continuous carriage shed type (truss) metal or fiberglass roof over the complete deck protecting employees, users, and the products being trashed or recycled. Protecting the deck and creating a better means of lighting it (in winter months) creates a safer environment for everyone.

Project Request Justification – The Transfer Station was renovated in 2008. The deck walkway is deteriorating and the most common complaint is a slippery deck in the rain and snow. A pedestrian walkway roof would reduce the chance of a slip/trip/fall in inclement weather, reduce the labor/cost of clearing the existing deck and potentially reduce the cost of disposal. The deck is an inferior material for the purpose. The proposal is to replace it with ADA compliant steel gratings. We pay by weight, wet materials weigh significantly more than dry materials.

CIP Committee Recommendation – FY2023 Funding: The CIP Committee recommends funding this project with a warrant article in 2023.

20. Public Works - Bridge Repair and Replacement CRF - \$200,000

Project Request– FY2023-FY2028

Project Request Description - Level funding at \$200,000/year for both state aid bridges and town water crossings as per the plan presented last year.

Project Request Justification – The plan was presented/formulated in 2018 to provide funding for state aid bridges as they become scheduled and for town water crossings.

CIP Committee Recommendation – FY2023-2028 Funding: The CIP Committee supports funding the Bridge Repair and Replacement CRF.

Section 2: School Districts Project Requests

Capital improvement projects proposed by the School Districts are included in the Town's Capital Improvements Plan in order to present a comprehensive overview of all potential large capital expenditures that may need to be funded in the six-year capital improvements plan. The Board of Selectmen, the School Boards, and their respective departments and commissions, continue to cooperate in projecting and timing major expenses so to avoid dramatic jumps in the property tax rate. The Capital Improvements Program Committee reviewed School District project requests with this in mind.

21. School District - Contribution to Expendable Trust Fund - \$676,260

Project Request - FY2023

Project Request Description - Annual contribution to expendable trust fund to support a funding plan for future capital projects.

Project Request Justification - Investing in a funding plan to support future capital projects reduces spikes in tax rates to pay for these projects and supports planning to ensure safe and adequately maintained facilities. Funding plan for future capital purchases; \$650,000 for ASD and \$26,260 for SCSD.

CIP Committee Recommendation – FY2023 Funding: The CIP Committee supports funding the expendable trust fund for school capital projects.

22. School District - Contribution to Expendable Trust Fund - \$689,785

Project Request - FY2024

Project Request Description - Annual contribution to expendable trust fund to support a funding plan for future capital projects.

Project Request Justification - Investing in a funding plan to support future capital projects reduces spikes in tax rates to pay for these projects and supports planning to ensure safe and adequately maintained facilities. Funding plan for future capital purchases; \$605,000 for ASD and \$84,875 for SCSD.

CIP Committee Recommendation – FY2024 Funding: The CIP Committee supports funding the expendable trust fund for school capital projects.

23. School District - Contribution to Expendable Trust Fund - \$703,581

Project Request - FY2025

Project Request Description - Annual contribution to expendable trust fund to support a funding plan for future capital projects.

Project Request Justification - Investing in a funding plan to support future capital projects reduces spikes in tax rates to pay for these projects and supports planning to ensure safe and adequately maintained facilities. Funding plan for future capital purchases; \$675,000 for

ASD and \$28,581 for SCSD.

CIP Committee Recommendation – FY2025 Funding: The CIP Committee supports funding the expendable trust fund for school capital projects.

24. School District - Contribution to Expendable Trust Fund - \$717,653

Project Request - FY2026

Project Request Description - Annual contribution to expendable trust fund to support a funding plan for future capital projects.

Project Request Justification - Investing in a funding plan to support future capital projects reduces spikes in tax rates to pay for these projects and supports planning to ensure safe and adequately maintained facilities. Funding plan for future capital purchases; \$675,000 for ASD and \$42,653 for SCSD.

CIP Committee Recommendation – FY2026 Funding: The CIP Committee supports funding the expendable trust fund for school capital projects.

25. School District - Contribution to Expendable Trust Fund - \$732,006

Project Request - FY2027

Project Request Description - Annual contribution to expendable trust fund to support a funding plan for future capital projects.

Project Request Justification - Investing in a funding plan to support future capital projects reduces spikes in tax rates to pay for these projects and supports planning to ensure safe and adequately maintained facilities. Funding plan for future capital purchases; \$675,000 for ASD and \$57,006 for SCSD.

CIP Committee Recommendation – FY2027 Funding: The CIP Committee supports funding the expendable trust fund for school capital projects.

26. School District - Contribution to Expendable Trust Fund - \$746,646

Project Request - FY2028

Project Request Description - Annual contribution to expendable trust fund to support a funding plan for future capital projects.

Project Request Justification - Investing in a funding plan to support future capital projects reduces spikes in tax rates to pay for these projects and supports planning to ensure safe and adequately maintained facilities. Funding plan for future capital purchases; \$550,000 for ASD and \$196,646 for SCSD.

CIP Committee Recommendation – FY2028 Funding: The CIP Committee supports funding the expendable trust fund for school capital projects.

27. Amherst School District - AMS Rooftop Air Handling Units - \$123,463

Project Request - FY2024

Project Request Description - Replace 5 rooftop units.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety and compliance with regulations and cost efficiencies.

CIP Committee Recommendation - FY2024 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

28. Amherst School District - AMS HVAC Distribution System - \$579,637

Project Request - FY2024

Project Request Description - Replace HVAC distribution system.

Project Request Justification - Planned upgrade of aging systems ensures an appropriate level of safety and compliance with regulations and cost efficiencies. The 2022-2027 CIP submission form for this project included \$209,816 to be raised from additional taxation in order to fully fund this project. Due to the early completion of a portion of a different project in the CNA-2019 by in house personnel, sufficient savings was realized to fully fund this project from the capital reserves in 2024 and eliminate the need to raise any additional funds through taxation.

CIP Committee Recommendation - FY2024 Funding: The CIP Committee recommends funding this request with \$579,637 from the expendable trust fund for school capital projects.

29. Amherst School District - AMS Lighting Upgrade - \$250,000

Project Request - FY2024

Project Request Description - Upgrade to high efficiency lighting.

Project Request Justification - Planned upgrade of aging systems ensures an appropriate level of safety and compliance with regulations and cost efficiencies. The 2022-2027 CIP Project Request Form included a cost of \$579,637 to complete this project. However, a portion of this project was completed early by in house staff with a new project cost of \$250,000. These savings will provide sufficient funding in the capital reserve to complete 2024 projects with no new taxation.

CIP Committee Recommendation - FY2024 Funding: The CIP Committee recommends funding this request with \$250,000 from the expendable trust fund for school capital projects.

30. Amherst School District - AMS Roof Replacement - \$580,310

Project Request - FY2024

Project Request Description - Replace roof tar and gravel.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety and compliance with regulations.

CIP Committee Recommendation - FY2024 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

31. Amherst School District - Clark School Exterior Vinyl Walls - \$92,333

Project Request - FY2026

Project Request Description - Replace exterior vinyl walls with cement fiberboard.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety, compliance with regulations and cost efficiencies.

CIP Committee Recommendation - FY2026 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

32. Amherst School District - Wilkins School HVAC - \$614,937

Project Request - FY2026

Project Request Description - Replace HVAC distribution system.

Project Request Justification - Planned upgrade of aging systems ensures an appropriate level of safety and compliance with regulations and cost efficiencies. 2022-2027 CIP submission form for this project included \$250,000 to be raised from additional taxation in order to fully fund this project. Due to the early completion of a portion of a different project in the CNA-2019 by in house personnel, sufficient savings was realized to fully fund this project from the capital reserves in 2026 and eliminate the need to raise any additional funds through taxation.

CIP Committee Recommendation - FY2026 Funding: The CIP Committee recommends funding this request with \$614,937 from the expendable trust fund for school capital projects.

33. Amherst School District - Wilkins School Lighting Upgrade - \$614,937

Project Request - FY2026

Project Request Description - Replace lighting with high efficiency lighting.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety, compliance with regulations and cost efficiencies.

CIP Committee Recommendation - FY2026 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

34. Amherst School District - Amherst School Building New Construction & Renovation - \$75,000,000 - \$85,000,000

Project Request - FY2023

Project Request Description - New construction and renovation.

Project Request Justification - The conditions of the current facilities and anticipated

growth in the community necessitate a plan for building renovation or replacement to accommodate educational needs. The current plan is to replace Clark and Wilkins schools with a new Pre-K-5 Elementary school, and renovate the Amherst Middle School for Grades 6-8. Elementary School estimate-\$50-55 million and AMS renovation estimate-\$25-30 million. These are preliminary estimates based on conceptual designs and include both hard construction costs as well as soft costs and contingencies.

CIP Committee Recommendation - FY2023 Funding: The CIP Committee recommends funding this request with an \$85,000,000 30-year general obligation bond.

35. Souhegan Cooperative School District - Souhegan HS Building Construction - \$17,000,000

Project Request - FY2023

Project Request Description - This is a place holder for future work to be determined, primarily for HVAC upgrades to the main building and annex of Souhegan HS.

Project Request Justification - The conditions of the current facilities necessitate a plan for HVAC renovation to accommodate educational needs. The Joint Facilities Committee is currently exploring the timing and funding source for this project. Currently, the year request required and funding amount are placeholders.

CIP Committee Recommendation - FY2023 Funding: The CIP Committee recommends funding this request with a \$17,000,000 15-year general obligation bond.

36. Amherst School District - Amherst Middle School Roof Replacement - \$380,464

Project Request - FY2027

Project Request Description - Replace roof PVC membrane.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety and compliance with regulations and cost efficiencies.

CIP Committee Recommendation - FY2027 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

37. Souhegan Cooperative School District - Souhegan HS Crack-fill, Sealcoat & Re-stripe - \$83,236

Project Request - FY2027

Project Request Description - Repair and maintain tar surfaces every five years; crack-fill, sealcoat, and re-stripe.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety and compliance with regulations and cost efficiencies.

CIP Committee Recommendation - FY2027 Funding: The CIP Committee recommends

funding this request from the expendable trust fund for school capital projects.

38. Amherst School District - Amherst Middle School Movable Wall Partitions - \$78,831

Project Request - FY2024

Project Request Description - Replace / upgrade aging wall partitions. The Capital Needs Assessment includes 30 partitions estimated at approximately \$3.9k each.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety and compliance with regulations and cost efficiencies. Project cost reduced due to work being completed early and funded from FY21 unassigned fund balance.

CIP Committee Recommendation - FY2024 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

39. Souhegan Cooperative School District - Souhegan HS Classroom Furniture - \$121,720

Project Request - FY2024

Project Request Description - Replace / upgrade classroom furniture. Capital Needs Assessment (CNA) projects 10 classrooms at \$12,172 each.

Project Request Justification - Planned upgrade of aging furniture insures an appropriate level of safety and compliance with regulations and cost efficiencies.

CIP Committee Recommendation - FY2024 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

40. Souhegan Cooperative School District - Souhegan HS Turf Field Replacement - \$550,000

Project Request - FY2026

Project Request Description - Replace / upgrade turf field. There is approximately \$60,000 in a separate fund to support this project. Additionally, \$85,000 from the FY21 unassigned fund balance will be added to this separate fund.

Project Request Justification - Planned upgrade of aging turf field insures an appropriate level of safety and support of athletic programs.

CIP Committee Recommendation - FY2026 Funding: The CIP Committee recommends funding this request with \$60,000 from the field usage fee account, \$85,000 from the unassigned fund balance and an additional warrant article of \$405,000.

41. Souhegan Cooperative School District - Souhegan HS Annex Renovation - \$430,000

Project Request - FY2023

Project Request Description - Renovate the science labs in the high school.

Project Request Justification - Planned upgrade and renovation of the Science classrooms

to meet educational program needs. The Joint Facilities Advisory Committee is currently working with the Souhegan Cooperative School Board to determine the timing and funding source for this project.

CIP Committee Recommendation - FY2023 Funding: The CIP Committee recommends funding this request with a warrant article in 2023.

42. Amherst School District - Amherst Middle School Building Elevators Upgrade - Pump Station and Controller/Dispatcher - \$128,520

Project Request - FY2028

Project Request Description - Building Elevators Upgrade - Pump Station and Controller/Dispatcher.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety and compliance with regulations and cost efficiencies.

CIP Committee Recommendation - FY2028 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

43. All School Buildings - Radio Systems - \$84,811

Project Request - FY2028

Project Request Description - Replacement of radio systems for school buildings to provide onsite and district-wide safety communications.

Project Request Justification - Planned upgrade of aging systems insures an appropriate level of safety and compliance with regulations and cost efficiencies. ASD - \$52,192; SCSD - \$32,619

CIP Committee Recommendation - FY2028 Funding: The CIP Committee recommends funding this request from the expendable trust fund for school capital projects.

Section 3: Major Town Projects on the Horizon

The CIP Committee received information about one capital improvement projects that is considered to be “On the Horizon” and thus not included as projects planned for the six-year CIP time period of FY2023 through FY2028. However, these projects are identified so that prioritization, planning, and funding can be considered in the next several years.

44. Fire Rescue - Paramedic Response Vehicle - 2029 - \$50,000

45. BPAC - Baboosic Greenway Trail Segment - 2029 - \$470,513

Chapter 3: Additional CIP Committee Recommendations

The Capital Improvements Plan Committee annually discusses with Department Heads, Committee Chairs and between themselves, when reviewing projects, how projects are formulated, funded, and prioritized. Discussion often focuses on the ability of the Town to fund all project requests, and the potential tax impact of such requests, if they were all placed either on the warrant or within departmental budgets. Funding specific projects or all projects in a given year may be financially impracticable or constrained by specific Town circumstances that may impose an additional or unrealistic tax burden upon the property owner.

The CIP Committee strongly supports the use of capital reserve funds for CIP projects with annual contributions to eliminate the need to pay interest on projects, vehicles, or equipment.

The CIP Committee commented that the Plan of 2023-2028 does not reflect any impacts from the pending housing developments before the Planning Board. The CIP Committee also expressed support for the Planning Board continuing to require impact studies from developers to evaluate the impacts from proposed housing developments.

It should be noted that this plan includes two possible futures for the schools. It is widely recognized that the current schools are inadequate for current educational needs and standards, so there are placeholders in this plan for large school projects to replace and extensively renovate various buildings. If these are implemented, the large maintenance and replacement equipment projects will no longer be required. If these plans are not implemented or progress slowly, the current schools will require the extensive repairs and replacements, and those projects will be necessary. The CIP Committee chose to present all possible futures in this plan, knowing *some* of them will not be implemented depending on the choices of the Boards and voters, rather than predict a single specific future.

Chapter 4: Estimated Tax Impact Table and Plan Recommendations

The CIP Estimated Tax Impact Table on the next page presents the recommended schedule for project requests reviewed by the CIP Committee for the period of FY2023 - FY2028. The intent of the CIP Committee is to prioritize projects for funding, looking at all projects submitted. Based upon the information presented to the CIP Committee and subsequent discussion, projects were placed in a manner to address the most urgent (FY2023) Town capital project needs. Projects for subsequent years were placed to try to keep the overall debt service, existing and new, as level as possible.

Final decision-making on which projects will move forward and which will be delayed, rests with the Board of Selectmen, the School Boards, and ultimately the voting public.

CIP Estimated Tax Impact Table

CIP Estimated Tax Impact Table								Fiscal Year					
Dept	Project Name	Bond, Cash, or Lease	Pay Term, Years	Re-quest Vote Year	Re-com-mend Vote Year	Purchase Price	Purchase Price Less Outside Funds	2023	2024	2025	2026	2027	2028
BPAC	Capital Reserve Funding	Cash	1	2023	2023	98,000	98,000	98,000	-	-	-	-	-
BPAC	Capital Reserve Funding	Cash	1	2024	2024	98,000	98,000	-	98,000	-	-	-	-
BPAC	Capital Reserve Funding	Cash	1	2025	2025	98,000	98,000	-	-	98,000	-	-	-
BPAC	Capital Reserve Funding	Cash	1	2026	2026	98,000	98,000	-	-	-	98,000	-	-
BPAC	Capital Reserve Funding	Cash	1	2027	2027	98,000	98,000	-	-	-	-	98,000	-
BPAC	Capital Reserve Funding	Cash	1	2028	2028	98,000	98,000	-	-	-	-	-	98,000
BPAC	Capital Reserve Funding for School Campus Sidepath	Cash	1	2023	2023	75,000	75,000	75,000	-	-	-	-	-
BPAC	AMS/SHS School Campus Sidepath	Cash	1	2024	2024	224,979	0	-	0	-	-	-	-
BPAC	Baboosic Greenway	Cash	1	2028	2028	470,513	0	-	-	-	-	-	0
BPAC	Village Road Construction Multimodal Improvements	Cash	1	2025	2025	569,779	569,779	-	-	569,779	-	-	-
Comm. Center	Capital Reserve Funding	Cash	1	2023	2023	25,000	25,000	25,000	-	-	-	-	-
Comm. Center	Capital Reserve Funding	Cash	1	2024	2024	25,000	25,000	-	25,000	-	-	-	-
Comm. Center	Capital Reserve Funding	Cash	1	2025	2025	25,000	25,000	-	-	25,000	-	-	-
Comm. Center	Capital Reserve Funding	Cash	1	2026	2026	25,000	25,000	-	-	-	25,000	-	-
Comm. Center	Capital Reserve Funding	Cash	1	2027	2027	25,000	25,000	-	-	-	-	25,000	-
Comm. Center	Capital Reserve Funding	Cash	1	2028	2028	25,000	25,000	-	-	-	-	-	25000
Comm. Center	Safety Complex Communication Tower Replacement	Cash	1	2025	2025	110,000	55,000	-	-	55,000	-	-	-
Comm. Center	Safety Complex Communication Dispatch Console	Cash	1	2026	2026	100,000	50,000	-	-	-	50,000	-	-
Fire Rescue	Capital Reserve Funding	Cash	1	2023	2023	257,000	257,000	257,000	-	-	-	-	-
Fire Rescue	Capital Reserve Funding	Cash	1	2024	2024	257,000	257,000	-	257,000	-	-	-	-
Fire Rescue	Capital Reserve Funding	Cash	1	2025	2025	257,000	257,000	-	-	257,000	-	-	-
Fire Rescue	Capital Reserve Funding	Cash	1	2026	2026	257,000	257,000	-	-	-	257,000	-	-
Fire Rescue	Capital Reserve Funding	Cash	1	2027	2027	257,000	257,000	-	-	-	-	257,000	-
Fire Rescue	Capital Reserve Funding	Cash	1	2028	2028	257,000	257,000	-	-	-	-	-	257,000
Fire Rescue	1991 Fire Engine	Cash	1	2023	2023	575,000	0	0	-	-	-	-	-
Fire Rescue	2006 Pick Up (Forestry 2)	Cash	1	2026	2026	50,000	0	-	-	-	0	-	-
Fire Rescue	2010 Ambulance	Cash	1	2023	2023	240,000	0	0	-	-	-	-	-
Fire Rescue	2003 Fire Engine	Cash	1	2028	2028	595,000	0	-	-	-	-	-	0
Fire Rescue	Tower 1	Cash	1	2027	2027	1,300,000	0	-	-	-	-	0	-
Fire Rescue	2009 Pick-Up (Car 2, Utility/Command)	Cash	1	2025	2025	55,000	0	-	-	0	-	-	-
Recreation	AMS Tennis Courts Replacement *	Cash	1	2023	2023	85,000	0	0	-	-	-	-	-
Recreation	Athletic Field Construction at Buck Meadow	Cash	1	2023	2023	370,000	185,000	185,000	-	-	-	-	-
Recreation	Community Center	Bond	20	2023	2024	8,000,000	5,000,000	-	-	367,909	367,909	367,909	367,909
Police	Police Station Renovation	Cash	1	2023	2023	750,000	0	0	-	-	-	-	-
Public Works	Transfer Station Roof	Cash	1	2023	2023	165,000	165,000	165,000	-	-	-	-	-
Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2023	2023	200,000	200,000	200,000	-	-	-	-	-
Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2024	2024	200,000	200,000	-	200,000	-	-	-	-

Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2025	2025	200,000	200,000	-	-	200,000	-	-	-
Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2026	2026	200,000	200,000	-	-	-	200,000	-	-
Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2027	2027	200,000	200,000	-	-	-	-	200,000	-
Public Works	Capital Reserve Funding Bridge Repair & Replacement	Cash	1	2028	2028	200,000	200,000	-	-	-	-	-	200,000
Schools	Capital Reserve Funding	Cash	1	2023	2023	676,260	676,260	676,260	-	-	-	-	-
Schools	Capital Reserve Funding	Cash	1	2024	2024	689,785	689,785	-	689,785	-	-	-	-
Schools	Capital Reserve Funding	Cash	1	2025	2025	703,581	703,581	-	-	703,581	-	-	-
Schools	Capital Reserve Funding	Cash	1	2026	2026	717,653	717,653	-	-	-	717,653	-	-
Schools	Capital Reserve Funding	Cash	1	2027	2027	732,006	732,006	-	-	-	-	732,006	-
Schools	Capital Reserve Funding	Cash	1	2028	2028	746,646	746,646	-	-	-	-	-	746,646
ASD	AMS Rooftop Air Handling Units	Cash	1	2024	2024	123,463	0	-	0	-	-	-	-
ASD	AMS HVAC Distribution System	Cash	1	2024	2024	579,637	0	-	0	-	-	-	-
ASD	AMS Lighting Upgrade	Cash	1	2024	2024	250,000	0	-	0	-	-	-	-
ASD	AMS Roof Replacement - Tar & Gravel	Cash	1	2024	2024	580,310	0	-	0	-	-	-	-
ASD	Clark Exterior Vinyl Walls	Cash	1	2026	2026	92,333	0	-	-	-	0	-	-
ASD	Wilkins HVAC	Cash	1	2026	2026	614,937	0	-	-	-	0	-	-
ASD	Wilkins Lighting Upgrade	Cash	1	2026	2026	614,937	0	-	-	-	0	-	-
ASD	Amherst School Building Construction	Bond	30	2023	2023	85,000,000	85,000,000	-	4,915,558	4,915,558	4,915,558	4,915,558	4,915,558
SCSD	Souhegan HS Building Construction and Renovation	Bond	15	2024	2024	17,000,000	17,000,000	-	-	1,528,999	1,528,999	1,528,999	1,528,999
ASD	AMS Roof Replacement - PVC Membrane	Cash	1	2027	2027	380,464	0	-	-	-	-	0	-
SCSD	Souhegan HS Crack-fill, Sealcoat and Re-stripe	Cash	1	2027	2027	83,236	0	-	-	-	-	0	-
ASD	AMS Movable Wall Partitions	Cash	1	2024	2024	78,831	0	-	0	-	-	-	-
SCSD	Souhegan HS Classroom Furniture	Cash	1	2024	2024	121,720	0	-	0	-	-	-	-
SCSD	Souhegan HS Turf Field Replacement	Cash	1	2026	2026	550,000	405,000	-	-	-	405,000	-	-
SCSD	Souhegan HS Science Lab Renovations	Cash	1	2023	2023	430,000	430,000	430,000	-	-	-	-	-
ASD	AMS Elevators Upgrade/Pump Station and Controller	Cash	1	2028	2028	128,520	0	-	-	-	-	-	0
ASD & SCSD	All School Buildings Radio Systems	Cash	1	2028	2028	84,811	0	-	-	-	-	-	0
ZON PROJECTS:													
Fire Rescue	Paramedic Response Vehicle			2029		50,000		-	-	-	-	-	-
BPAC	Baboosic Greenway Trail Segment			2029		470,513		-	-	-	-	-	-
New Projects								1,938,260	6,087,343	8,622,826	8,467,119	8,026,472	8,041,112
Existing Town Projects/Debt								1,672,081	746,054	20,027	0	0	0
Existing ASD Projects/Debt								217,314	213,170	209,027	204,883	195,798	191,642
Existing SCSD Projects/Debt								0	0	0	0	0	0
Total (Existing)								1,889,395	959,224	229,054	204,883	195,798	191,642
New Projects and Debt Service								1,938,260	6,087,343	8,622,826	8,467,119	8,026,472	8,041,112
Total Existing Debt Service								1,889,395	959,224	229,054	204,883	195,798	191,642
Total Tax-funded Obligation								3,827,655	7,046,568	8,851,880	8,672,002	8,222,270	8,232,754



Amherst Conservation Commission

FY23 Strategic Plan

Key Points

- ACC is following a “Conservation Plan” that guides its activities and ensures compliance with RSA 36-A
- ACC manages 2700 acres (13% of Amherst)
- ACC’s funding strategy attempts to balance expenses from its Town Budget with support from its Conservation Fund

Mission and Strategies

The Amherst Conservation Commission (ACC) protects and manages the town's biodiversity and natural resources, and promotes the public use of natural open space for low-impact outdoor recreation that is consistent with conservation.

The ACC's strategies for pursuing its mission are to:

- Influence zoning, planning and zoning adjustments
- Acquire property and development rights where appropriate for conservation
- Manage town forests
- Manage town grasslands
- Control invasive species on ACC-managed lands
- Promote low-impact outdoor recreation
- Educate citizens about Amherst's biodiversity and natural resources

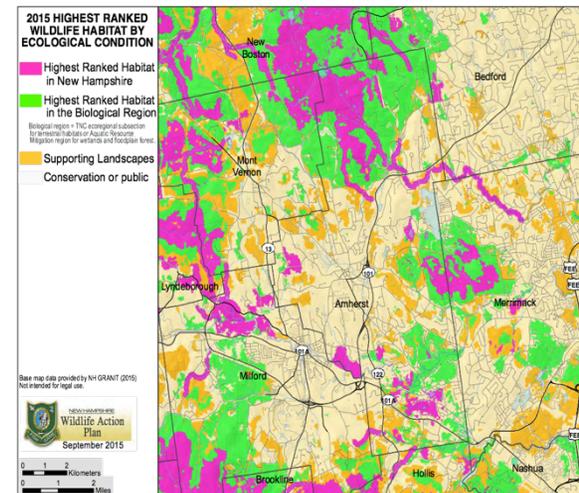
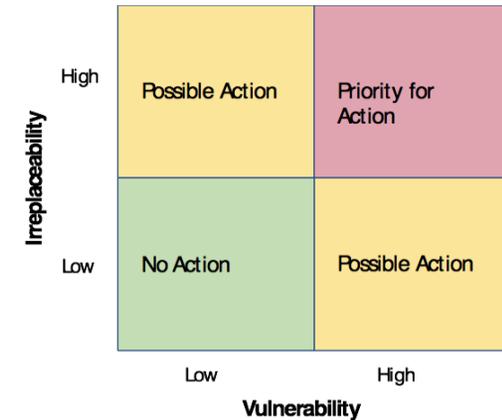
Strategy 1. Influence Zoning and Planning

- Provide input on Zoning Ordinances
- Work with Planning Board to ensure Amherst's natural resources are fully addressed in the town's Master Plan
- Advise Planning Board on conditional use permit applications for project impacting wetlands and water resources
- Review permit applications to NHDES for impacts to wetlands and shore lands



Strategy 2. Acquisitions

- Acquire properties or development rights for the purpose of conserving priority lands in town
- Conservation Fund used for acquisitions – revenue from 100% of the Land Use Change Tax (LUCT) and 100% of profits from town forests
- Prioritization scheme developed. ACC does *not* endorse generic % land target
- Utilize new Town bonding authority to acquire additional open space for conservation and public access



Strategy 3. Manage Town Forests

- ACC manages town forests. These include 10 areas, totaling 1566 acres
- Prepare updated Forest Management plan
- Management has 3 objectives:
 - a) forest health and biodiversity conservation
 - b) public recreation
 - c) revenue generation
- Significant shift to custom GIS planning application



Strategy 4. Manage Grasslands

- ACC serves as the manager of various grasslands. These include 14 areas, totaling 250 acres
- ACC has developed a management plan for each of its actively managed properties. Management addresses conservation needs set forth in NH State Wildlife Action Plan
- Work cooperatively with Rec Dept and the NH Coop Extension to develop Buck Meadow for conservation and recreational use



Strategy 5. Control Invasive Species

- ACC will seek to control invasive *plant* species throughout Amherst
 - Direct control of invasive species on ACC managed public lands
 - Collaborative control with DPW
 - Encourage private landowners to control invasives



Strategy 6. Low-impact Outdoor Recreation

- ACC promotes low-impact outdoor recreation on the lands that it manages
 - >25 miles of trails
 - Hiking, biking & X-country skiing
 - Hunting
- Major contributions of labor and materials from Amherst residents, Eagle Scout projects, and regional trails organizations (e.g. NEMBA)



Strategy 7. Public Education & Outreach

- Developed a PE&O Plan
- Includes three major objectives
 - Outreach & Engagement
 - Partnerships & Collaboratives
 - Communications & Media
- Strengthens the ACC's mission and relationships with Amherst residents



Financial Strategy

Town Budget

- Annual costs that directly affect citizen enjoyment and/or participation.
 - Infrastructure (bridges, kiosks, signage, etc)
 - Trail development and upkeep
 - Educational outreach (workshops, etc)
 - Professional development (commissioner education)
 - Administrative support
 - Invasives control planning & management

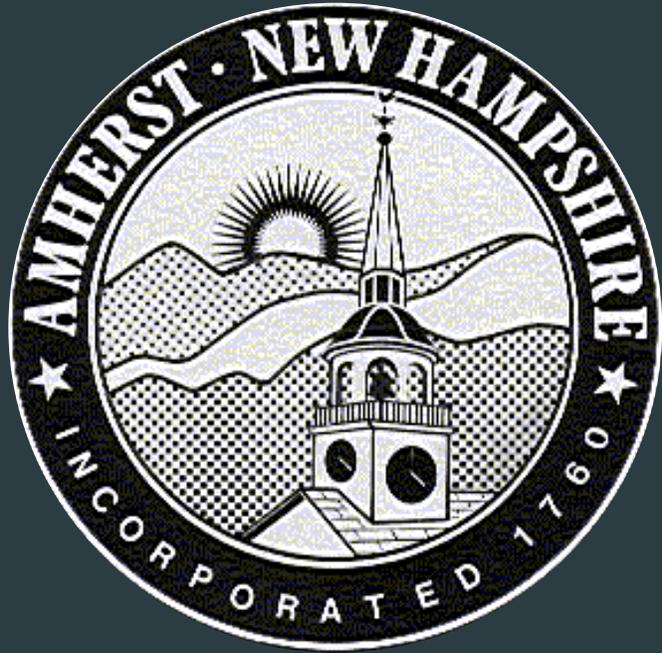
Conservation Fund

- Costs affecting flora and fauna habitat
 - Property Acquisitions
 - Surveys, Legal costs for potential acquisitions
 - Habitat improvement (planning efforts, timber harvests, mowing, etc)
 - Capital purchases (machinery, tools, etc)
 - As directed by town warrant

Budget Comparison- '21,22 Vs '23 Proposed

01-4611

	'21 Budget	'22 Budget	Proposed '23 Budget
10-1115 Wages	\$3,057.00	\$3,509.38	\$2,100.00
20-1220 Social Security	190.00	217.58	130.20
20-1225 Medicare	44.00	50.89	30.45
20-1294 Educ. Training Prof Dev	750.00	750.00	750.00
20-2482 Surveying	0	0	0
40-2483 Land Management	0	0	0
40-2484 Meadow Maintenance	0	0	0
40-2486 Water Cross Repair & Maint.	3,000.00	3,000.00	2,500.00
40-2487 Invasives Mitigation	3,000.00	3,800.00	3,800.00
40-2488 Signage	1,500.00	1,500.00	2,400.00
40-2489 Kiosk	0	0	0
50-2560 Dues & Subscriptions	1,200.00	1,200.00	1,200.00
50-2561 Educational Outreach	2,250.00	2,500.00	1,250.00
60-2625 Postage	0	0	0
Total	\$14,991.00	\$16,527.85	\$14,160.65



Department of Public Works

STRATEGIC PLAN FY23-FY26

Vision

To effectively manage the infrastructure placed in our care through efficiency and innovation, providing residents with convenient access to safe, affordable, and durable assets throughout the town.

Mission Statement

To reinvest in and upgrade our roads, bridges, municipal buildings and common grounds in compliance with all federal, state, local and historic regulations.

To continuously improve work methods and reduce cost.

To manage stormwater and solid waste in compliance with all applicable regulations.

Values Statement

- **Community first** - The cornerstones of all our decisions are built upon a foundation of integrity, professionalism and equity.
- **We rise to the challenge** - The very fabric of our team is woven with resiliency.

Notable Achievements

- Roads
- New Mechanic Garage
- DPW Parking/Drainage Improvements
- More A/C Replacements
- New Town Hall Windows
- Covid Adaptations
- Forest View Irrigation
- Mutual Aid Agreements
- Communications



Targeted Areas

Roads

- Reconstruction, Rehabilitation
- Preservation (Green Roads Green)

Buildings

Bridges

Transfer Station

Management Systems



Roads

By 2025, 68% or greater of Amherst roads will be rated good according to industry standard pavement condition index (PCI).

Road Conditions

➤ Green Roads

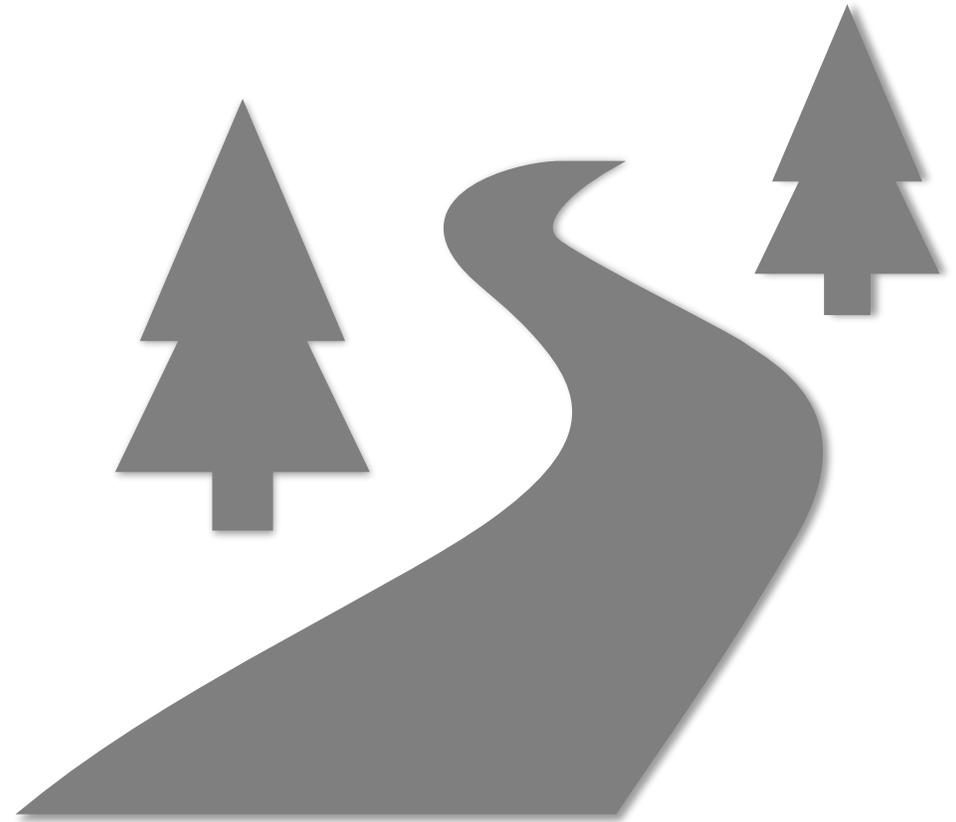
- Definition
- Progress

➤ Red Roads

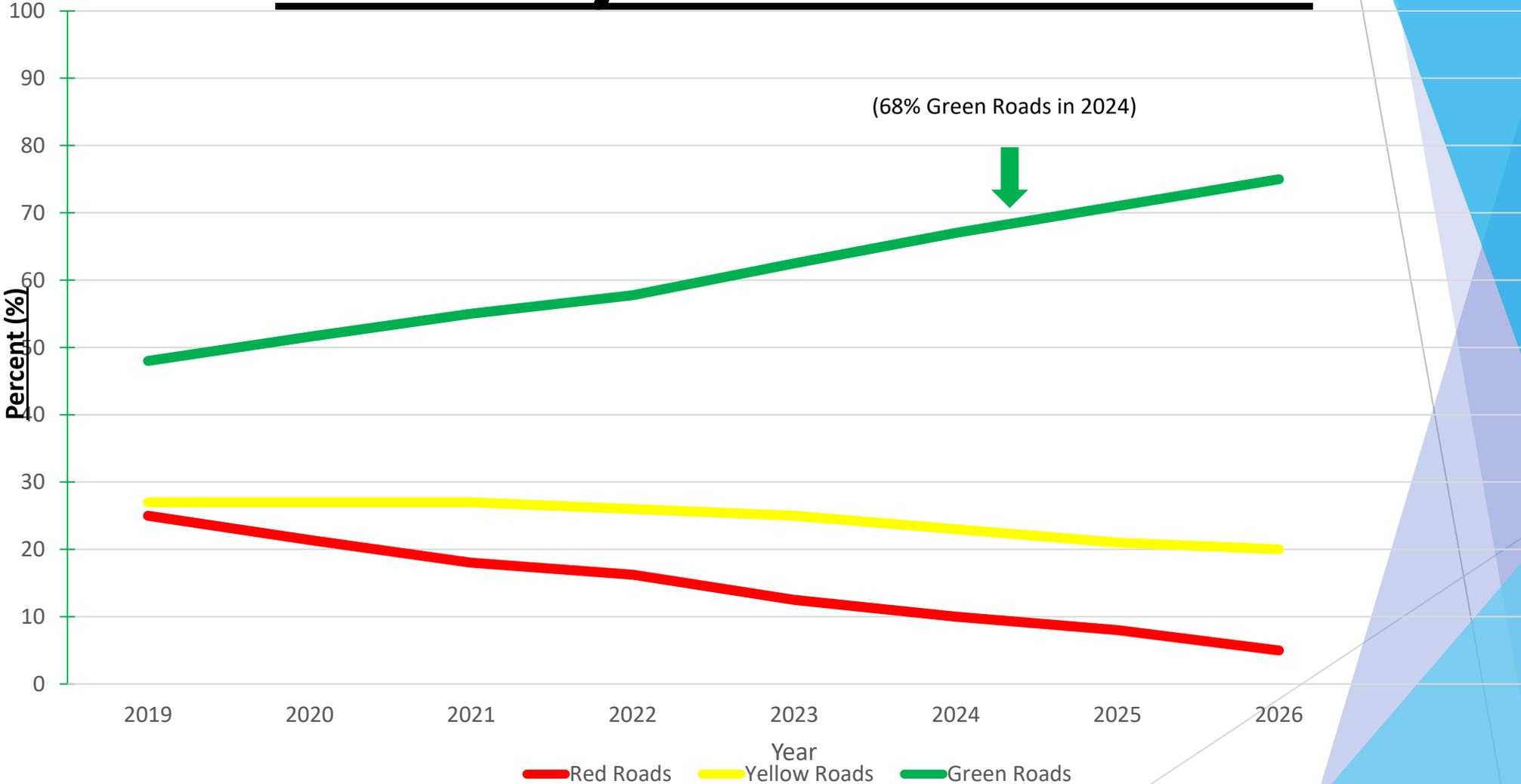
- Definition

➤ Yellow Roads

- Definition



Road System Condition



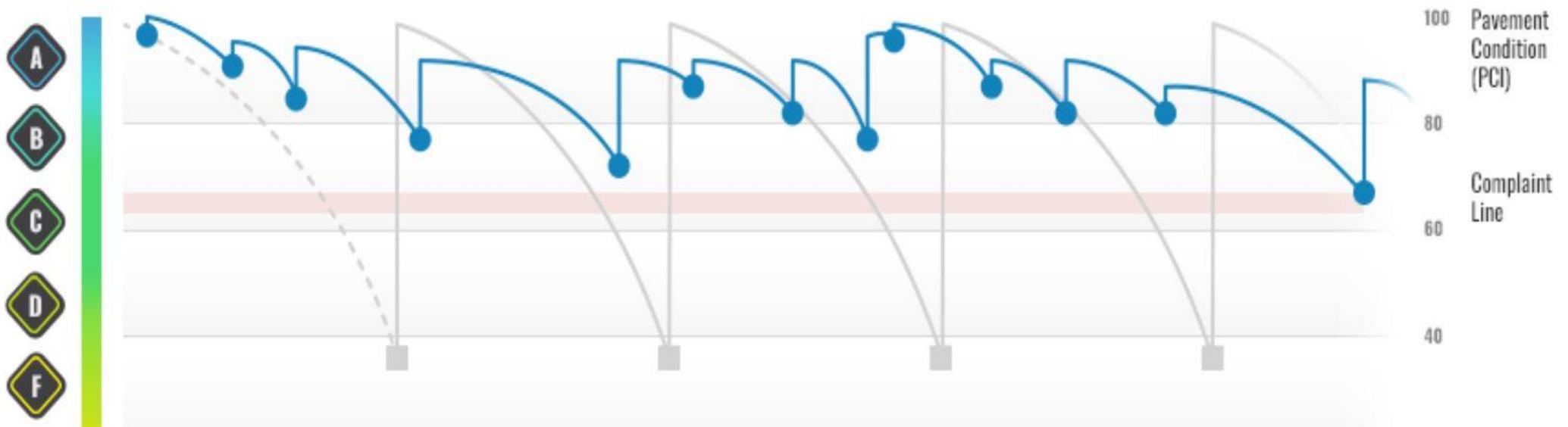
**Assumes BOS & voters continue supporting \$100K/year budget increase*



Road Preservation

The balance of dollars spent on road reconstruction & rehabilitation vs. road preservation must increasingly shift in favor of preservation over time.

Life Cycle Chart



Bridges

By 2025, five additional Amherst bridges & water crossings will be built or upgraded to last for 50+ years.



- 20 Bridges/Water Crossings
- Plan Requires \$200K / Year Through FY2026 to Reach Goal
- September 2021 NHDOT Approvals
- 485 Boston Post Road Culverts
- Spring Road Culverts



Manchester Rd. Bridge



Town Buildings

By 2025 all Amherst town buildings will be functionally sound and compliant with all appropriate regulations and codes.

Planned FY23 Work

DPW

Town
Hall

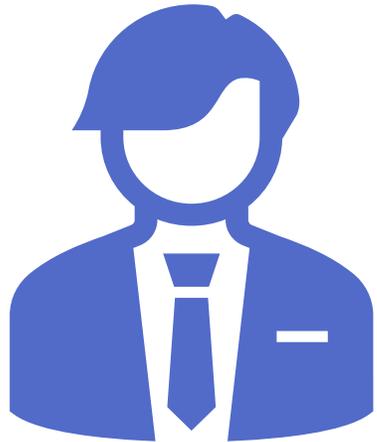
Library

Central
Fire

Buck
Meadow

HVAC All
Buildings

Transfer Station



WORKFORCE



Management Systems



Resiliency



Reduce
Paper Records



Electronic
Payments



Questions?

WELCOME TO



AMHERST, *NEW HAMPSHIRE*



ADMINISTRATION AND FINANCE

FY23 STRATEGIC PLAN

OCTOBER 2021

INTRODUCTION

This has been a difficult year for many reasons.

I believe administration and finance, like all town departments, have shown resiliency in the face of an unprecedented set of circumstances.

For the remainder of FY 22 and going into FY 23, I believe we need to remove distractions.

The goals in this plan are designed to stabilize these departments and then start the process of moving forward.

VISION STATEMENT

Our vision is that our Town government:

- is fiscally sound,
- delivers services fairly and efficiently,
- communicates effectively,
- and is recognized as a model of local governance in the State of New Hampshire.

MISSION STATEMENT

Our mission is

- to provide superior service to our residents, businesses, and visitors,
- to fairly administer the ordinances and policies within our areas of responsibility, and
- to provide the transparency in our operations that the public expects.

ADMINISTRATION GENERAL RESPONSIBILITIES

- General Town Government Operations
- Human Resources
- Communications
- Website Management
- Public Assistance/Social Service Agencies

ADMIN STRATEGIC GOAL 1: CONTINUOUS IMPROVEMENT OF SERVICE DELIVERY

- Provide staff training
- Oversee and encourage implementation of Strategic Plans town-wide (Work on KPIs)
- Proper Administration of ARPA Grant Funds

ADMIN STRATEGIC GOAL 2: IMPROVE COMMUNICATIONS AND ENGAGEMENT

- Work with BOS to develop a town-wide strategic plan
- Ensure that our social media policy is appropriate and up to date

ADMIN STRATEGIC GOAL 3: ATTRACT AND RETAIN QUALITY EMPLOYEES

- Provide a safe and welcoming workplace culture
- Provide adequate training opportunities
- Implement updated personnel policy

FINANCE GENERAL RESPONSIBILITIES

- Cashflow Management
- Accounts Payable
- Payroll
- Audits
- Bonding/ Debt/ Leasing
- GASB Requirements
- Federal/State Reporting Requirements
- Budget Management/ Forecasting

FINANCE STRATEGIC GOAL 1: ACCURACY, EFFICIENCY AND TRANSPARENCY

- Boards and Committees, Department Heads, employees and the public are provided with timely and accurate financial reports
- Achieve audits with “no material deficiencies”
- Develop “outward facing” reports on the financial software to increase transparency
- Continue internal training on software to increase usage and to improve usefulness

FINANCE STRATEGIC GOAL 2: SUSTAINABLE FINANCIAL SYSTEM

- Develop clear financial policies
- Develop financial procedures, including checklists where appropriate
- Review the present financial software and determine if it is the best fit for the town

BUDGET IMPACT SUMMARY

Administration

Initiatives	FY 21	FY22	FY23	FY24	FY25
Agenda Software	\$4,500	\$3,000	\$3,150	\$3,300 (est)	\$3,450 (est)
Budgeting/ Performance Management Software	\$7,811	\$8,045	\$8,286	\$8,535	\$8,791
Total Initiatives	\$12,311	\$11,045	\$11,286	\$11,535	\$11,791

Finance

Initiatives	FY21	FY22	FY23	FY24	FY25
Finance Software	\$45,000	\$47,000	\$49,000	\$51,000	\$53,000
Total Initiatives	\$45,000	\$47,000	\$49,000	\$51,000	\$53,000

SUMMARY

- During the current fiscal year, it is expected that we will be able to:
 - Update the Personnel Policy Handbook
 - Develop a social media policy
 - Determine the use of ARPA Grant funds and set up any related programs
- The finance department has had regular staff turnover for at least 10 years. I am hoping that making sure that we have the right policies, procedures and technology will help fix this issue once and for all.

QUESTIONS OR COMMENTS?



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

Title: Administrative updates

Department: Administration

Meeting Date: October 12, 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: Budget updates

Department: Administration

Meeting Date: October 12, 2021

Staff Contact:

BACKGROUND INFORMATION:

As we move into the budget process there are two issues that need to be discussed at this point:

1. Global Assumptions
2. Assignment of BOS members to departmental budget meetings with W&M and Department heads

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: Budget timeline

Department: Administration

Meeting Date: October 12, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Final Draft FY23 Budget Timeline

**TOWN OF AMHERST
FY23 BUDGET TIMELINE**

DATE	ACTION	DAY/TIME	PRESENTERS/PARTICIPANTS
9/13/2021	Strategic Plans presented to Board of Selectmen and Ways & Means	Monday 6:30 p.m.	Mark Reams, Police Department Gail Stout, Tax & Assessing Community Development BOS & W&M
9/27/2021	Strategic Plans presented to Board of Selectmen and Ways & Means	Monday 6:30 p.m.	Chris Buchanan, BPAC Craig Fraley, Recreation Amy Lapointe, Library Matt Conley, Fire Rescue
10/12/2021	Strategic Plans presented to Board of Selectmen and Ways & Means Discuss/Set Global Assumptions	Monday 6:30 p.m.	Dean Shankle, Administration Eric Hahn, Public Works Conservation Commission BOS & W&M
10/14-10/15	Preliminary Budget Meetings	Thursday & Friday	Town Administrator Finance Director Department Heads
10/25/2021	Draft Budget #1 Presentation Review/Discuss Warrant Articles (Titles and Amounts)	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
10/26-11/5	Individual Department Meetings	Per Schedule	Board of Selectmen Members Ways & Means Committee Members Department Heads
11/8/2021	FY Budget Draft #2 FY23 Warrant Articles Draft #1	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
11/22/2021	Discussion: Changes to FY23 Budget Changes to FY23 Warrant Articles	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
12/6/2021	Final Draft FY23 Budget Presented FY23 Warrant Articles Draft Finalized	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
1/10/2022	FY23 Budget Public Hearing	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
1/24/2022	Preparation for FY23 Deliberative Session	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members
2/9/2022	Deliberative Session	Wednesday 7:00 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
3/8/2022	Town Elections	Tuesday, All Day	



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

Title: Communications Center CRF
Expenditure

Department: Police Department

Meeting Date: October 12, 2021

Staff Contact: Mark Reams

BACKGROUND INFORMATION:

Communications Center Capital Reserve Fund Expenditure for communications network repair, and sole source vendor approval.

BUDGET IMPACT:

(Include general ledger account numbers)

Expenditure of \$33,237.27 from existing CRF of \$112,219.00

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Approve

SUGGESTED MOTION:

To approve sole the source vendor selection of 2-Way Communications, Inc., and the expenditure of \$33,237.27 from the Communications Center Capital Reserve Fund to 2-Way Communications, Inc., for radio equipment repair.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20211006104036



Memorandum

To: Board of Selectmen
Cc: Dean Shankle, TA
From: Mark O. Reams, Chief of Police
Date: October 6, 2021
Re: *Request for Communications Center CRF Expenditure*

On behalf of Amherst Public Safety Communications Center, I am requesting that the Board of Selectmen authorize the expenditure of **\$33,237.27** from the Communications Capital Reserve Fund to cover the replacement of failed microwave radio equipment in our communications link between the Amherst Police Station tower and the Pennichuck water tower located along 101A. The current fund balance is **\$112,219.00**.

As you may know, the Amherst Public Safety Communications Center operates via three interconnected microwave radio towers – one at the Amherst Police Station, one at the Pennichuck Water tower on Route 101A, and one on the grounds of the New Boston Air Force Tracking Station (NBAFTS). The microwave link between the NBAFTS and the Amherst Police Station failed one year ago and has already been replaced. Presently, the link between the Amherst Police Station and the Pennichuck Tower is failing and requires immediate replacement in order to restore our network. These failures were premature and came roughly seven years prior to any anticipated replacement date. The new equipment to be installed is more robust and has a well-established performance record and an estimated service life of at least 15 years.

In addition to the expenditure of capital reserve funds, I am asking that the Board approve this sole source vendor purchase. 2-Way Communications, Inc., has been, and remains, the sole architect and maintenance provider for our town-wide radio communications network and also for the neighboring Town of Bedford with whom the Town of Amherst partners for radio system backup.

Thank you for your consideration.

2-Way Communications Service, Inc.
19 Durham Street
Portsmouth, NH 03801



Proposal
46536
 Date: 8/20/2021

Name / Address:

Phone : 1-800-441-6288

Amherst Police Department
 175 Amherst Street
 Amherst, NH 03031

Fax :

E-mail us : sales@2-way.biz

Visit our Web Site : www.2-way.biz



P.O. No.	Terms	Rep
	Net 15	773

Qty	Item	Description	Total
		Amherst PD to Pennichuck Microwave Replacement	
1	Alliance Item	98-01010419001 - Coaxial Cable Grounding Kits for 1/4 inch and 3/8 inch Cable	26.00
2	Alliance Item	98-07009304001 - Hoisting Grip for CNT-400 cable	40.00
1	Alliance Item	98-30010194001 - 50 Ohm Braided Coaxial Cable - 75 meter	400.00
2	Alliance Item	98-C000082M001A - PTP 820G, Single Modem, Eth Only	5,600.00
1	Alliance Item	98-C180082R029A - PTP 820 RFU-C,18GHz,TR1560,ChF,Hi,19259-19710MHz	3,300.00
1	Alliance Item	98-C180082R030A - PTP 820 RFU-C,18GHz,TR1560,ChF,Lo,17699-18150MHz	3,300.00
2	Alliance Item	98-EW-E4PT82M1-WW - PTP 820G IDU (Single Modem) Extended Warranty, 4 Addl Years	584.00
2	Alliance Item	98-EW-E4PT82RC-WW - PTP820G RFU-C Extended Warranty, 4 Additional Years	770.00
2	Alliance Item	98-N000081L006A - TNC Male Right Angle for CNT-400 braided cable	51.96
2	Alliance Item	98-N000082L124A - PTP 820 Act.Key - Capacity 200M with ACM Enabled, Per Tx Chan	1,000.00
2	Alliance Item	98-N180082D031A - PTP 820 1' ANT,SP,18GHz,RFU-C TYPE&Std UBR220 Andrew	912.00
2	Alliance Item	98-WB3616H - Coaxial Cable Installation Assembly Kit (W/O LPU End Kit)	853.31
2	Alliance Item	98-WB3657 - LPU END KIT PTP800 (1 kits required per Coaxial cable)	1,050.00
1	FCC	Microwave Link Coordination	1,500.00
1	Misc. Parts	Misc Cable Management, Hardware, and Grounding	300.00
1	CLMB	Professional tower climbing service and insurances.	7,200.00
1	Comm Labor	Communications Division Labor.	2,500.00
		Subtotal	29,387.27
	TERMS 1	**Equipment Invoiced upon receipt of PO. Labor invoiced upon completion**	0.00
		Optional	
1	Spec Item	Amherst PD Structural Analysis **Invoiced upon completion of analysis**	3,850.00

Subtotal \$33,237.27

Sales Tax (0.0%) \$0.00

Total \$33,237.27

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

Signature _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Septage Agreement with Merrimack **Department:** Public Works
Meeting Date: October 12, 2021 **Staff Contact:** Eric Hahn

BACKGROUND INFORMATION:

Amherst requires a septage agreement with a waste water treatment facility. Merrimack has been utilized for this requirement and is willing and able to continue to provide the service. The attached agreement is identical to previous agreements with Merrimack Waste Water Treatment.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

This will enable the Town to follow NH RSA's.

DEPARTMENT HEAD RECOMMENDATION:

Approve the agreement

SUGGESTED MOTION:

I move to approve and sign the Merrimack - Amherst septage agreement.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021-2026 Amherst Merrimack Septage Agreement



TOWN OF MERRIMACK, NH

PUBLIC WORKS DEPARTMENT

WASTEWATER TREATMENT FACILITY

36 MAST ROAD – P.O. BOX 235 – MERRIMACK, NH 03054
PHONE: 603-883-8196 – FAX: 603-886-1513
WWW.MERRIMACKNH.GOV

SEPTAGE AGREEMENT

AGREEMENT, by and between the Town of Merrimack and the Town of Amherst for the period between January 1, 2021 and December 31, 2026. The authority to enter into this Agreement is granted under RSA 53-A.

I. SERVICE

The Town of Merrimack will accept domestic septage at its Publicly Owned Treatment Works (POTW), 36 Mast Road, Merrimack, NH from the Town of Amherst. Domestic Septage means material removed from domestic septic tanks, cesspools, holding tanks, or other sewage treatment storage units, excluding sewage sludge from public treatment works and industrial waste and any other sludge.

II. TERMS AND CONDITIONS

1. The Town of Merrimack will accept domestic septage at the wastewater treatment plant in order that the Town of Amherst may comply with the mandate RSA 485-A: 5-b.
2. Domestic septage shall be delivered to the Septage Receiving Area of the WTF by any properly licensed septage hauler who has been permitted through the Towns Industrial Pretreatment Program to use the facility.
3. The terms and conditions for dumping septage, including the times at which septage is accepted, shall be in accordance with each haulers discharge permit.
4. The amount of septage that the plant is able to accept is governed by the available capacity of the treatment works. Should quantities of septage received at the plant exceed the plant's capacity to accept it, or should the septage ever interfere with the proper operation of the facility, the Town reserves the right to refuse additional septage (RSA 486:13) for the duration of the operational difficulty.
5. As a condition of this Agreement, the Town of Amherst will continue to accept the Town of Merrimack's biosolids compost, of which septage is a component.
6. Either party reserves the right to terminate this Agreement with thirty (30) days written notice to the Town Manager.



TOWN OF MERRIMACK, NH PUBLIC WORKS DEPARTMENT WASTEWATER TREATMENT FACILITY

36 MAST ROAD – P.O. BOX 235 – MERRIMACK, NH 03054
PHONE: 603-883-8196 – FAX: 603-886-1513
WWW.MERRIMACKNH.GOV

7. This Agreement may be renewed, if such is desired by both parties, via written request to the Town Manager no later than September 30, 2026.

SIGNED:

Town of Merrimack Town Manager

By: _____

(Paul Micali, Town Manager)

Town of Amherst Selectman

By: _____

(Selectman Name, Chairman)

By: _____

(Selectman Name, Vice Chairman)

By: _____

(Selectman Name)

By: _____

(Selectman Name)

By: _____

(Selectman Name)



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Tree Care Award

Department: Public Works

Meeting Date: October 12, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

This is the second year DPW has published a tree care RFP. Unfortunately this year we only received 1 bid. DPW called the other companies following the bid opening, they all stated they have a labor shortage and could not commit to the contract.

BUDGET IMPACT:

(Include general ledger account numbers)

Three budget lines may be used within DPW. Road Maintenance, Parks and Cemeteries. Each will fully support their own service needs.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Approve the award.

SUGGESTED MOTION:

I move that Gate City Tree Service LLC be awarded the tree care contract effective today and through June 30th, 2022, and that the Town Administrator authorized to sign all related documents.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 03-22 AWARD FORM Oct 2021
2. 03-22 tree maintenance rfp
3. Tree Maintenance rfp addendum 001 for 3-22
4. 03-22 Gate City Tree

TOWN OF AMHERST

Town Department: DPW

Date: October 5, 2021

Line Item: Various Town Accounts

Budget Amount:

Bid #:03-22

Item:

Date Bid To Be Awarded: October 12, 2021

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. Gate City Tree Service LLC			Daily Bucket Truck = \$3900.00 Daily Chipper = \$3500.00 Daily Crane = 4800.00 Emergency Bucket \$600 Per hour Emergency Crane \$800.00 Per Hour
2. Souhegan Valley Tree Service Brookline NH		NO BID	
3. Pioneer Tree Service Hollis NH		NO BID	
4. Marquis Tree Service North Billerica MA		NO BID	
5. Healey Tree Works Amherst NH		NO BID	
6			

Recommend bid be awarded to: Gate City Tree Service LLC.

Signature of Town Administrator / Date

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

Town of Amherst

Department of Public Works



Invitation to Bid

#03-22

Tree Maintenance

September 2, 2021

By Eric M. Slosek

BID NUMBER 03-22
Tree Maintenance
INVITATION TO BID

The town of Amherst, Department of Public Works seeks sealed bids from qualified bidders to enter an agreement from the date of award to June 30, 2023, with a contractor for Tree Work, to include tree pruning, takedowns, general roadside brushing, and emergency tree work in Amherst as soon as possible after award. There will be aerial work assigned which may require working near and around power lines and other utilities, however this contract is not intended to maintain utility lines.

The scope of this agreement will include two types of work. ***When determining the winning bid, more weight will be given to the "scheduled tree maintenance" price.*** The two types of work include:

- 1) "Scheduled Tree Maintenance" (including take-downs) to maintain vegetation on the roadsides and canopy to an appropriate distance from and above the road within the Right-Of-Way for proper road maintenance.
- 2) "Emergency Tree Work" to remove hazardous trees quickly, safely, and efficiently in a time and manner mutually agreed upon by the town and the contractor. "Emergency Tree Work" relates to unanticipated tree hazards due to natural or unnatural causes that must be taken down quickly in the name of public safety. "Emergency Tree" shall be defined as a tree which must be taken down within 5 days or less after notice of the hazard by the town. If Emergency work cannot be scheduled in a time and manner mutually agreed upon by the Town and contractor, the Town reserves the right to solicit the Emergency Tree work from another contractor.

The bid submitted for Tree Work shall reflect "day rates" and "hourly rates" to complete tree work on various roads in town as assigned by the Director of Public Works or his designee.

For "Scheduled Tree Maintenance" the town anticipates but does not guarantee a contract value to the contractor of \$20,000 each year and maybe more. Additionally, the town will endeavor to utilize these services with a weekly minimum per occasion of use. The submitted bid for "Scheduled Tree Maintenance Day Rates" shall be calculated to include furnishing the following equipment and manpower:

- 1) Bucket Truck "Day rate" (based on 8-hour workday) for a three-man crew (with crew leader), bucket truck (60' minimum working height), and chipper.
- 2) Chipper Truck "Day rate" (based on 8-hour workday) for a three-man crew (with crew leader), chipper truck, and chipper.
- 3) Crane "Day Rate" (based on 8-hour workday) for a crane with crane operator, three-man crew (with crew leader), bucket truck (60' minimum working height), and chipper.

For "Emergency Tree Work" the town anticipates a contract value to the contractor of \$10,000 each year and maybe more. The submitted bid for "Emergency Tree Work Hourly Rates" (with a 4-hour minimum) shall be calculated to include furnishing the following equipment and manpower:

- 1) Bucket Truck "Hourly Rate" (with a 4-hour minimum) for a three-man crew (with crew leader), bucket truck (60' minimum working height), and chipper.
- 2) Crane "Hourly Rate" (with a 4-hour minimum) for a crane with crane operator, three-man crew (with crew leader), bucket truck (60' minimum working height), and chipper.

You may obtain Bidding documents, at no charge, from the Public Works office at 22 Dodge Road, Amherst New Hampshire.

Bids will be received at the Town Administrator's Office, 2 Main Street, Amherst, NH, until **11:00 AM on Wednesday, September 22, 2021**. Shortly thereafter, bids will be publicly opened and read aloud in any available office or conference room at Amherst Public Works. Bids will be taken under advisement and award will be by the Board of Selectmen at a regular board meeting.

Each bid must be accompanied by BID SECURITY, payable to the Town of Amherst, in the amount of FIVE HUNDRED DOLLARS (\$500.00)

AGREEMENT

This AGREEMENT is made September _____, 2021, BETWEEN the Owner: Town of Amherst and the Contractor: _____ for the following Project: **Tree Maintenance** on various town roads.

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

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

- 1) Invitation to Bid.
- 2) Contractor's Proposal.
- 3) General Provisions, Attachment A, dated September 2, 2021.
- 4) Specifications, Attachment B, dated September 2, 2021.
- 5) Any issued addenda.
- 6) This agreement signed by the Owner and the Contractor.
- 7) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

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

The date of commencement shall be the date of this Agreement. The Contractor shall schedule the work as soon as approved subject to adjustment by Change Order.

**ARTICLE III
CONTRACT SUM**

"Scheduled Tree Maintenance" Daily Rates:

Subject to additions and deductions by Change Order, the "Scheduled Tree Maintenance" Bucket Truck "Daily Rate" for Tree Work is:

_____ dollars \$ _____
Written

Subject to additions and deductions by Change Order, the "Scheduled Tree Maintenance" Chipper Truck "Daily Rate" for Tree Work is:

_____ dollars \$ _____
Written

Subject to additions and deductions by Change Order, the "Scheduled Tree Maintenance" Crane "Daily Rate" for Tree Work is:

_____ dollars \$ _____
Written

"Emergency Tree Work" Hourly Rates:

Subject to additions and deductions by Change Order, the "Emergency Tree Work" Bucket Truck "Hourly Rate" for Tree Work is:

_____ dollars \$ _____
Written

Subject to additions and deductions by Change Order, the "Emergency Tree Work" Crane "Hourly Rate" for Tree Work is:

_____ dollars \$ _____
Written

**ARTICLE IV
PAYMENT**

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

1. Submittals shall be for completed work only.
3. Work shall be certified, and payment made within 15 working days after inspection of work.
4. Performance-Payment Security shall not be required.

**ARTICLE V
INSURANCE**

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

**ARTICLE VI
OTHER TERMS AND CONDITIONS**

There shall be a project meeting between the Owner and the Contractor prior to start date. This ten-page Agreement entered into as of the day and year first written above (page 4).

OWNER, by its Selectmen

Peter Lyon, Chair

Dwight Brew, Vice Chair

Reed Panasiti, clerk

Thomas Grella, Member

John D'Angelo, Member

CONTRACTOR

(Signature of Company Executive)

Printed name, title and address

Telephone Number

Fax line number

General Provisions

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "*Town of Amherst Bid # 03-22 Tree Maintenance*" and ***will be received at the Town Administrator's Office, 2 Main Street, Amherst, NH, until 11:00 AM, Wednesday, September 22, 2021.***
2. Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room at the Public Works Office, 22 Dodge Rd, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.
3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.
4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.
7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.
8. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.
9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the

Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.
11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town from any and all demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".
13. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.
 - A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.
 - B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:
 - (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars (\$500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of one accident.
 - (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) for damages on account of one accident or all accidents.

- C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insureds on all policies required, except Worker's Compensation.
- D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.

- 14. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.
- 15. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.
- 16. Work on this project shall commence as soon as the Town has projects prepared and after signing of the contract and shall be completed in its entirety prior to June 30, 2023. The Town of Amherst will make every effort to have projects ready for September 2021.
- 17. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the \$500.00 security deposited with their bid.
- 18. The Contract Documents shall include the "Invitation to Bid", "General Provisions", "Specifications", "Proposal", any issued addenda, and the final executed "Contract Agreement".

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

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

- 19. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor also shall examine carefully the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.

The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor's invoice by the Town, the Town's agent shall inspect the work and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) working days of the approved amount of the invoice. Payments will be made on a bi-weekly basis and in accordance with the Town of Amherst's accounts payable schedule.

- 20. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

CHANGE ORDERS:

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

Requirements

Scenic Roads – Work may be done on Scenic Roads and therefore fall under the effect of RSA 231:158. This contract will not allow the removal of any additional trees with a woody plant circumference of fifteen or more inches at height of four feet from the ground from scenic roads, unless approved by the Amherst Planning Board and the Owner.

General Roadside "Brushing" – When performing general roadside brushing/trimming, only brush measuring less than fifteen (15) inches in circumference at a height of four feet above the ground may be cut; trees measuring fifteen (15) inches or more in circumference at four feet above the ground should not be cut unless approved by the Owner or if it is flagged to be cut (RSA 231:150). The tree canopy above the road shall be lifted to a height of sixteen feet above the road.

Stone Walls – Private property – It will be the responsibility of the contractor to return any damaged stonewalls or private property to its original state.

Abutters – **By RSA, property owners have the first right of refusal for wood.** It is customary that residents are only interested in hardwood. The town will be responsible for contacting every abutter, establishing a list of interested homeowners, and act as a liaison between contractor and property owner.

Work

Work Day – Is designated between the hours of 7AM and 5PM.

Disposal of wood waste and debris removal – It is the responsibility of the contractor for complete wood waste processing and disposal of chips.

Wetland – Some sensitive areas are adjacent to the work zone and care should be taken.

Drug and alcohol – Where required by law, all contractors, subcontractors and independents must be able to supply documentation of participation in a drug and alcohol program.

Coordination of Traffic Control – Nothing contained herein shall be construed as relieving the Contractor of any of his/her responsibilities for the protection of persons and property under the terms of the contract.

All warning signage, barricades, lights, temporary signals, and other protective devices shall meet the approval of the Amherst Director of Public Works or his designee and conform to the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, Traffic Controls for Street and Highway Construction and Maintenance Operations.

Traffic control devices shall be properly placed and in operation before starting work. When work of a progressive nature is involved, such as shearing or trailer chipping the appropriate traffic control devices shall be periodically repositioned in the advanced warning area.

Contractor is responsible for provisions for pedestrian access through the work zone.

During non-work hours, the contractor shall return the construction zone to a traveled way (subject to the approval of the Director of Public Works / Chief of Police, or their designee) and/or properly delineated using best management practices.

Qualified flag persons or when deemed necessary, uniformed traffic control officer(s) shall be utilized to provide work zones safety as specified by the Director and/or the Chief of Police to facilitate vehicle and pedestrian access and safety conditions. These services will be required where normal two-way traffic is reduced or eliminated by equipment working in the construction zone, equipment entering, leaving, or crossing roads.

The intent is to insure and maintain public safety, the need for Uniformed Traffic Control Officers shall be determined as part of the Construction Plan meeting. Police are not to serve as security guards to protect the Contractor's equipment or materials.

Driveway access will be provided within the work zone whenever street occupancy or construction activities persist for more than one working day.

For the protection of traffic, all equipment and vehicles shall be equipped with and using amber flashing or amber rotating lights visible 360 degrees if in any part of the travel lane.

Before any suspension of work including end of day work, the Contractor shall make passable and shall open to traffic such portions of the project and temporary roadways or portions thereof for the safe passage of emergency equipment to all properties.

For the purposes of definition, the limits of a construction zone will be the beginning and end of the designated project. Safety equipment shall be worn within the work/construction.



**AMHERST, NH
DEPARTMENT OF PUBLIC WORKS**

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

September 23, 2021

**ADDENDUM NO. 001
REQUEST FOR PROPOSALS NO. 03-22
“Tree Maintenance”**

Prospective bidders are hereby notified of the following changes, additions, and/or clarifications to the Bid Documents for the above captioned project titled “**Tree Maintenance**” under the provisions of “*General Provisions/Invitation to Bid.*” These changes, additions, and/or clarifications shall be incorporated in, and shall become part of, the Bid Documents.

Existing Language- “Invitation to Bid,” page 2, paragraph 3 and General Provisions Page 7, paragraph 1:

“Bids will be received at the Town Administrator’s Office, 2 Main St., Amherst NH until 11:00 A.M. Wednesday, September 22, 2021. Shortly thereafter, bids will be publicly opened in any available office or conference room and read aloud in any available office or conference room at Amherst Public Works. Bids will be taken under advisement and award will be by the Board of Selectmen at a regular board meeting.”

Change- “Invitation to Bid,” page 2, paragraph 2 and General Provisions Page 7, paragraph 1:

Language shall now read, *“Bids will be received at the Administrator’s Office, Town Offices, Amherst, NH until 11:00 A.M. Tuesday, October 5, 2021. Shortly thereafter, bids will be publicly opened and read aloud in any available office or conference room at the Town Offices, Main Street, Amherst, NH. Award will be by the Board of Selectmen at a regular board meeting.”*

This Addendum No. 001 consists of one (1) page.

**** All other terms and conditions of the Contract Documents shall remain unchanged. ****

End of Addendum No. 001

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

AGREEMENT

This AGREEMENT is made September 30th, 2021, BETWEEN the Owner: Town of Amherst
and the Contractor: Gate City Tree Service LLC for the
following Project: **Tree Maintenance** on various town roads.

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

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

- 1) Invitation to Bid.
- 2) Contractor's Proposal.
- 3) General Provisions, Attachment A, dated September 2, 2021.
- 4) Specifications, Attachment B, dated September 2, 2021.
- 5) Any issued addenda.
- 6) This agreement signed by the Owner and the Contractor.
- 7) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

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

The date of commencement shall be the date of this Agreement. The Contractor shall schedule the work as soon as approved subject to adjustment by Change Order.

**ARTICLE III
CONTRACT SUM**

"Scheduled Tree Maintenance" Daily Rates:

Subject to additions and deductions by Change Order, the "Scheduled Tree Maintenance" Bucket Truck "Daily Rate" for Tree Work is:

Thirty Nine Hundred
dollars \$ 3900
Written

Subject to additions and deductions by Change Order, the "Scheduled Tree Maintenance" Chipper Truck "Daily Rate" for Tree Work is:

Thirty Five Hundred
dollars \$ 3500
Written

Subject to additions and deductions by Change Order, the "Scheduled Tree Maintenance" Crane "Daily Rate" for Tree Work is:

See Attached Budget/HR
dollars \$ 4800 - Daily
Written

"Emergency Tree Work" Hourly Rates:

Subject to additions and deductions by Change Order, the "Emergency Tree Work" Bucket Truck "Hourly Rate" for Tree Work is:

Six Hundred
dollars \$ 600 Per Hour!
Written

Subject to additions and deductions by Change Order, the "Emergency Tree Work" Crane "Hourly Rate" for Tree Work is:

Eight Hundred
dollars \$ 800 HR!
Written

**ARTICLE IV
PAYMENT**

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

1. Submittals shall be for completed work only.
3. Work shall be certified, and payment made within 15 working days after inspection of work.
4. Performance-Payment Security shall not be required.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Seasonal Staff Wage Scale

Department: Parks & Recreation
Department

Meeting Date: October 12, 2021

Staff Contact: Craig Fraley, Eric Hahn

BACKGROUND INFORMATION:

The purpose of this document is to update the Seasonal Wage Scale to allow for better recruitment opportunities when hiring seasonal staff. This wage scale has not been updated since 2017. Since this time, seasonal staff wages have become more competitive with places that compete for the same staff the Town of Amherst is trying to hire. This has made it hard for town departments to find staff to work in the necessary positions needed for smooth operation.

BUDGET IMPACT:

(Include general ledger account numbers)

Recreation - All positions come out of the 02 Revolving fund and we will adjust our fees to make up the difference.

DPW - There is essentially no budget impact for the Drivers and Laborers - we have been using the other town wage scale. The impact for the summer help will be negligible, since we have only attracted 1 or 2 summer help employees for the past two summers.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Both Recreation and DPW recommend the acceptance of the new wage scale so hiring of seasonal staff could be more competitive with the job market.

SUGGESTED MOTION:

I move to approve the Seasonal Wage Scale effective 10/12/2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. FY22 Seasonal Pay Scale

FY22 Seasonal Wage Schedule - Recreation & DPW - Effective 10/12/2022

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
S01	Gate Guard, Concession, Camp Counselor	11.00	11.33	11.67	12.02	12.38	12.75	13.13
S02	Camp Counselor w/ college field of study	12.00	12.36	12.73	13.11	13.51	13.91	14.33
S03	Open	13.00	13.39	13.79	14.21	14.63	15.07	15.52
S04	Lifeguard	13.50	13.91	14.32	14.75	15.19	15.65	16.12
S05	Lifeguard/WSI & DPW Summer Employee, Intern, Head Gate Guard	14.00	14.42	14.85	15.30	15.76	16.23	16.72
S06	Swim Team Coach	14.50	14.94	15.38	15.84	16.32	16.81	17.31
S07	Head Lifeguard, PT Field Maint./ Outdoor leader	15.05	15.50	15.97	16.45	16.94	17.45	17.97
S08	open	15.50	15.97	16.44	16.94	17.45	17.97	18.51
S09	open	16.00	16.48	16.97	17.48	18.01	18.55	19.10
S10	open	16.50	17.00	17.50	18.03	18.57	19.13	19.70
S11	PMEC Instructor, BL Beach Assist Coord., DPW Labor	17.00	17.51	18.04	18.58	19.13	19.71	20.30
S12	open	18.00	18.54	19.10	19.67	20.26	20.87	21.49
S13	Baboosic Lake Beach Coordinator	19.00	19.57	20.16	20.76	21.38	22.03	22.69
S14	DPW Driver	20.00	20.60	21.22	21.85	22.51	23.19	23.88



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Stone wall lot lines on lot 24-11
(pocket park on Baboosic Lake)

Department: Parks & Recreation
Department

Meeting Date: October 12, 2021

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Recreation Department has had a donor come forward to pay for a small line of stone to be placed on the two lot lines on lot# 24-11. The donor is interested in placing a line of stone along both lot lines of the property mentioned above. This town owned piece of land was purchased as a small park with access to Baboosic Lake. It was meant to be used by all Town Of Amherst residents. The lot was larger before Broadway was put in. The lot has also changed in size with the changing of Baboosic Lake's shoreline. The plan to put the rocks in will help to show residents where the property boundaries are while following the rules of the original deed that states nothing can be built or erected on the property. The property lines were marked in 2020 by Meridian Land Services.

BUDGET IMPACT:

(Include general ledger account numbers)

No Impact

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Recreation recommends this as it will not cost the town any money to place. This will also be beneficial to both the users of the small park as well as the abutters to know where the property line is.

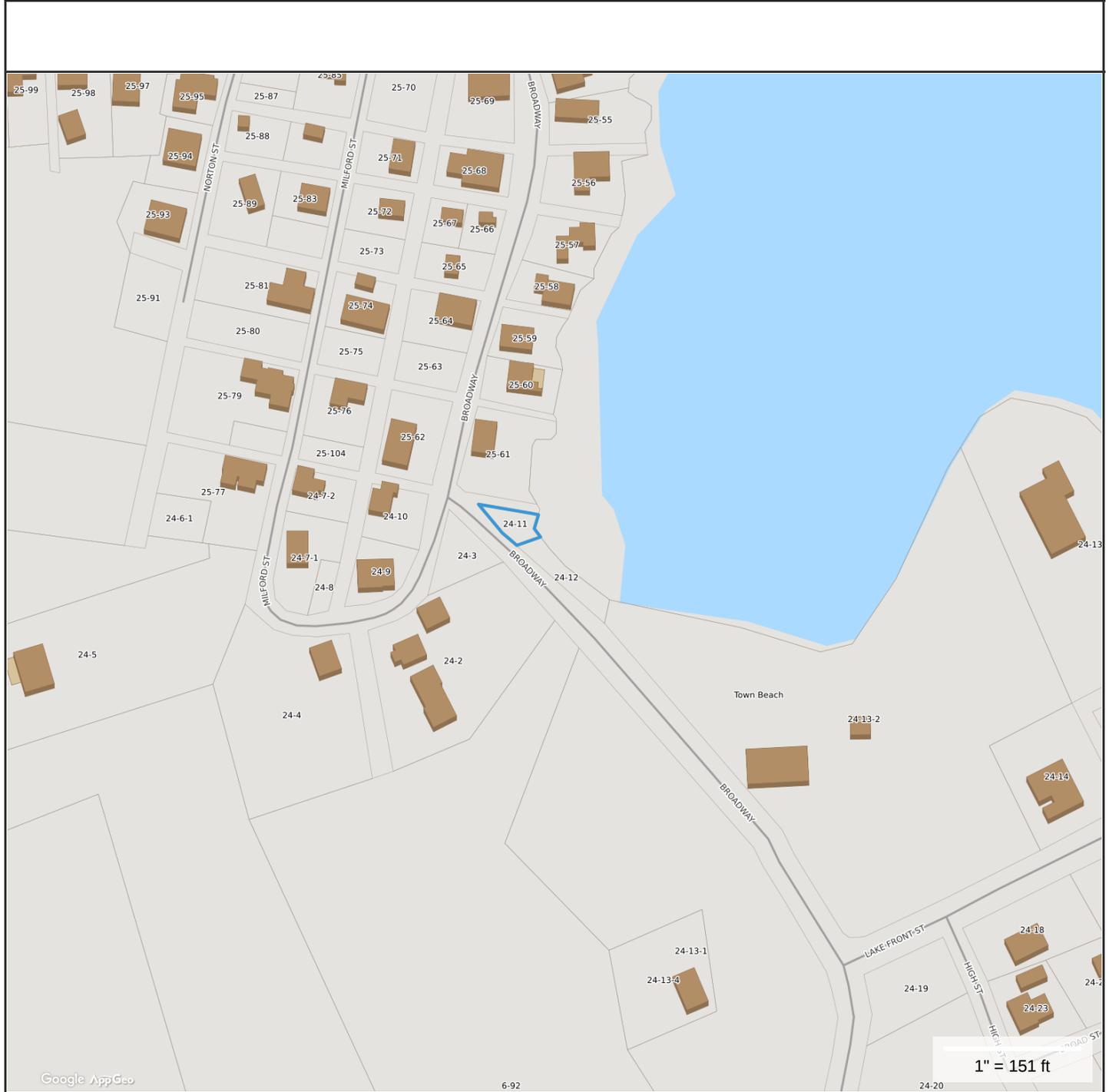
SUGGESTED MOTION:

I move we accept the donation of rocks to allow for lot lines to be shown on Lot 24-11.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 35 Broadway
2. Deed Lot 24-3 and 24-11



Property Information

Property ID 24-11|4060|13
Location 35 BROADWAY
Owner AMHERST TOWN OF



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Nashua Regional Planning Commission makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 11/16/2018
Data updated 10/25/2018

1" = 151 ft

KNOW ALL MEN BY THESE PRESENTS.

That I, Albert P. Newton of Dunstable in the Commonwealth of Massachusetts

In consideration of One hundred seventy five dollars ^{dollars} to me paid by

The Town of Amherst in the State of New Hampshire do hereby acknowledge, have given, granted, bargained, sold and conveyed, and do for and heirs, by these presents, give, grant, bargain, sell and convey unto the said

its successors heirs and assigns, forever, Two lots of land situated in Amherst in said County of Hillsborough and State of New Hampshire

on the shore and near Baboosic Lake and bounded and described as follows:

" Beginning at a point on the shore of said Lake about thirteen (13) feet from the Northeastly corner of land of William H. Colton at stake and stone: thence Northerly by the shore of said lake about forty two (42) feet to a stake and stone: thence Westerly about seventy nine (79) feet to a stake and stone: thence Southerly forty two (42) feet to a stake and stone: thence Easterly about eighty eight (88) feet to the place of beginning. Intending to convey Lot number 3 on Plan of Lots 229 Hillsborough County Records.

(2) Beginning at a stake near said Baboosic Lake about fourteen (14) feet North of the boundary of the pasture owned by W. H. Colton: thence running Northerly eighty one (81) feet to a stake and stone: said line dividing said lot from the lot land owned by Mr. Howard: thence Southerly by the line of the street called Broadway to a stake and stone fifty three (53) feet more or less: thence Northerly one hundred six (106) feet more or less to the place of beginning.

This conveyance is made subject to the following conditions: that the premises shall be used as a public park: that no intoxicating liquors shall be sold on the premises: that the Town of Amherst shall not erect or cause to be erected any buildings or structures of any sort upon the premises.

The grantor reserves for himself and his heirs the right to anchor and moor boats along the premises abutting Baboosic Lake. Meaning to convey the premises conveyed to me in deeds recorded in Vol. 601 P. 350 and Vol. 613 P. 307 of the Registry of Deeds for Hillsborough County.

To HAVE AND TO HOLD the afore-described premises, with all the privileges and appurtenances thereunto belonging to the said grantee its successors heirs and assigns, to their use and behoof forever. And I do covenant with the said grantee its successors heirs and assigns, that I and my heirs will warrant and defend the same premises to the said grantee its successors heirs and assigns forever, against the lawful claims and demands of any person or persons whomsoever.

And I, Mary C. Newton wife of said grantor in consideration aforesaid, do hereby relinquish my right of dower in the before-mentioned premises. And we, and each of us, hereby release our several rights of Homestead in said premises, under and by virtue of any law of this state.

In Witness WHEREOF We have hereunto set our hand and seal this 16th day of October in the year of our Lord, one thousand nine hundred and twelve.

Signed, sealed and delivered in presence of us: Wena S. Lawson, Robert A. French } to both. Albert P. Newton seal, Mary C. Newton seal.

STATE OF NEW HAMPSHIRE, HILLSBOROUGH, ss. October 16, 1912. Then the above named Albert P. Newton and Mary C. Newton personally appearing acknowledged the above instrument to be their free act and deed. Before me, Robert A. French, JUSTICE OF THE PEACE.

HILLSBOROUGH, ss. Received and recorded, 11:35 A.M. Oct 19, 1912. and examined by Salmon P. Ford, REGISTER.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: New Hire - Recreation Grounds Crew **Department:** Parks & Recreation
Department

Meeting Date: October 12, 2021 **Staff Contact:** Craig Fraley

BACKGROUND INFORMATION:

The Recreation Department would like to fill the open position of Recreation Grounds Crew. This position has been open since June of 2021. This position has been a very hard one to fill and we are very happy to announce that we have found a great candidate. Michael Shannon is a new resident of Amherst who has just retired from active duty in the military. Shannon was a E8 Master Sargent in the Army. During his time in the army, Shannon led a crew of 16 soldiers, training and equipment. He is looking forward to having more time with his family while working in this part-time position. Shannon will not work more than 29.5 hours per week to maintain part-time status with the town.

BUDGET IMPACT:

(Include general ledger account numbers)

This position will be paid for out of the part time maintenance budget line in the general fund.

POLICY IMPLICATIONS:

None.

DEPARTMENT HEAD RECOMMENDATION:

I recomend hiring Michael Shannon for the positon of Part Time Grounds Crew.

SUGGESTED MOTION:

I move that we hire Michael Shannon for the part time grounds crew positon.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 20211007102113

TOWN OF AMHERST PERSONNEL ACTION REQUEST

Name of Employee: Mike Shannon **Employee #:** _____

<input checked="" type="checkbox"/> NEW HIRE	<input type="checkbox"/> Probation Completion	<input type="checkbox"/> Leave without pay
<input type="checkbox"/> Bonus Pay	<input type="checkbox"/> Promotion	<input type="checkbox"/> FMLA Leave
<input type="checkbox"/> Re-Hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Suspension without pay
<input type="checkbox"/> Pay Increase	<input type="checkbox"/> Termination /Resignation	<input type="checkbox"/> Other (Please describe in text box)

Current Position: (fill in all blanks)	Change to: (fill in only changed data)
--	--

Department: <u>Recreation</u> Division: _____ Position: <u>PT - Grounds Crew</u> Category: <u>Part Time</u> Grade/Step: <u>Grade 2 Step 4</u> Account: <u>01-4520-10-1113 PT REC Maintenance</u> Account: _____ Account: _____ Account: _____ <div style="display: flex; justify-content: space-around;"> Exempt Non Exempt </div> Wages: Hourly (per hour): <u>15.05</u> Salary (per pay period): _____	Department: _____ Division: _____ Position: _____ Category: _____ Grade/Step: _____ Account: _____ Account: _____ Account: _____ Account: _____ Wages: Hourly (per hour): _____ Salary (per pay period): _____
---	---

Effective date or period of action: ~~10/13/2021~~ 10/13/2021

Reason for Action
 New Hire

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: Mike Shannon Date 10/01/2021

Original-PERSONNEL FILE copy to PAYROLL _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Approval of Plow purchase for Rec
2020 F250

Department: Parks & Recreation
Department

Meeting Date: October 12, 2021

Staff Contact: Craig Fraley

BACKGROUND INFORMATION:

The Recreation Department would like to purchase a plow for the newest truck in our fleet. This vehicle will assist with the snow removal operations at the Recreation Departments. This includes all parking lots maintained by the Recreation Department. We have gotten three quotes from boss plow dealers. We have been very happy with the two boss plows we currently have and would like to stay with Boss. The least expensive quote was Hillsboro Ford who came in at \$5,895. We recommend going with the second lowest quote from Balcom Bros. INC \$5,916. The reason for going with the second lowest bidder is the driver time and mileage to Hillsboro NH will end up making this vendor more expensive.

I recommend the plow be paid for out of the 02 Recreation Revolving Account Line 02-4520-70-2740 (New Equipment).

BUDGET IMPACT:

(Include general ledger account numbers)

No Budget impact as this will be paid for out of the 02 Recreation Revolving Account.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

I recommend this purchase as it will assist in snow removal at our facilities and also allow two trucks to be out. In the past we were using a truck and our John Deere Gator or our tractor.

SUGGESTED MOTION:

I move that we approve the purchase of the Boss Plow to be purchased from Balcom Bros. Inc, located in Milford NH. This purchase will be paid for out of the 02 Recreation Revolving Account.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. quote packet for F250 Boss Plow

TOWN OF AMHERST

Town Department: Recreation

Date: October 12, 2021

Line Item: 02-4520-70-2740

Budget Amount:

Bid #: Item: Boss Snow Plow

Date Bid To Be Awarded: October 12, 2021

VENDOR Name and Address

PRICE/UNIT

TOTAL

OTHER CONSIDERATIONS

Balcolm Bros. Inc
776 Elm Street
Milford NH 03055

\$5,916.00

Hillsboro Ford
16 Antrim Rd
Hillsboro NH 03244

\$5,895.00

DTS
1210 US Route 202
Rindge NH 03461

\$6,059.00

Recommend bid be awarded to: Balcolm Bros. Inc

Signature of Town Administrator/ Date

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



776 ELM STREET
 MILFORD, NH 03055
 WWW.BALCOMBROS.COM
 603-672-9400 Phone
 603-732-4232 Fax

Status: Quote

Quote #: q64739

Quote To: Tue 10/ 5/2021 7:00AM

Operator: ASHLEY

Terms: N30

Customer #: 1290

TOWN OF AMHERST RECREATION

Phone 603-673-6248
 Mobile 603--

2 MAIN ST
 AMHERST, NH 03031

2020 FORD F250 CREW CAB 8 FT BED

Qty	Key	Items	Replacement Cost	Status	Quote Date	Price
1	LTA10200	UC/RT3 FORD SUPER DUTY 17+	\$621.81 each	Retail		\$519.89
1	MSC25002	KIT WIRING RT3 SH2 12V FORD F250-550 20+	\$275.00 each	Retail		\$229.92
1	STB09602	CONTROL, HANDHELD, SMARTTOUCH2,STB	\$275.00 each	Retail		\$229.92
1	TRP07800	BLADE CRATE, 8-0, TRIPEDGE SUPER	\$1,655.00 each	Retail		\$1,383.73
1	TRP15060C	PLOW BOX, RT3-TRIPEDGE, SH2 SUP-DUTY	\$6,289.00 each	Retail		\$3,552.54

Quote valid for 30 days.

Roll Trap

Sales:	\$5,916.00
Subtotal:	\$5,916.00
Total:	\$5,916.00
Paid:	\$0.00
Amount Due:	\$5,916.00

Craig Fraley

From: Joe Kelly <joe@hillsboroford.com>
Sent: Tuesday, October 5, 2021 6:05 PM
To: Craig Fraley
Subject: Boss plow quote

[External Sender]:

Craig,

Here is a more formal quote for your Boss plow inquiry.

Boss 8ft Superduty tripedge plow package, includes smarthitch 2 attachment system, plow shoes, cutting edge, handheld control, LED lights. Installed onto your F250 \$5895

Let me know if you have any questions about this quote.

I have everything in stock at the time of this quote.

Currently we are scheduling out about a week away.

Let me know if you need anything else.

Thank you

--
Joe Kelly
Parts Manager
Hillsboro Ford

Craig Fraley

From: Kelsey Pedersen <kpedersen@dtsauto.com>
Sent: Wednesday, October 6, 2021 9:58 AM
To: Craig Fraley
Subject: RE: plow pricing

[External Sender]:

The 9ft straight blade in steel without down force would be \$6059.00

Kelsey Pedersen
Service Advisor | Discount Tire & Service
603 899 3269 | www.dtstire.com | [Schedule service](#)



1210 US Route 202
Rindge, NH 03461

 [Visit DTS on Facebook!](#)

From: Craig Fraley <cfraley@amherstnh.gov>
Sent: Wednesday, October 6, 2021 9:54 AM
To: Kelsey Pedersen <kpedersen@dtsauto.com>
Subject: RE: plow pricing

Hi Kelsey,
Can you please let me know how much it would be without downforce? We don't need that.
Thanks,
Craig

Craig Fraley, CPRP
Recreation Director
Amherst parks and Recreation Department
603-673-6248
[Like Us on Facebook](#)

From: Kelsey Pedersen <kpedersen@dtsauto.com>
Sent: Wednesday, September 29, 2021 3:36 PM
To: Craig Fraley <cfraley@amherstnh.gov>
Subject: plow pricing

[External Sender]:

Good afternoon,



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Payroll, AP and Minutes

Department: Finance Department

Meeting Date: October 12, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Payroll

AP1~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$224,778.38 dated October 7, 2021, subject to review and audit.

Accounts Payable

NH DMV

AP2 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$45,961.17 dated July 30, 2021, subject to review and audit.

AP3 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$30,773.69 dated July 30, 2021, subject to review and audit.

AP4 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$40,256.71 dated July 30, 2021, subject to review and audit.

AP5 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$36,042.63 dated July 30, 2021, subject to review and audit.

AP6 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$43,800.92 dated July 30, 2021, subject to review and audit.

AP7 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$35,999.95 dated July 30, 2021, subject to review and audit.

AP8 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$37,921.23 dated July 30, 2021, subject to review and audit.

AP9 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$32,677.13 dated October 5, 2021, subject to review and audit.

AP10 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$34,534.68 dated August 24, 2021, subject to review and audit.

AP11 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$35,445.68 dated August 25, 2021, subject to review and audit.

AP12 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$43,244.74 dated August 25, 2021, subject to review and audit.

SCHOOLS

AP13 ~ I move 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.

AP14 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,176,201.00 dated October 1, 2021, subject to review and audit.

VENDORS

AP15 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$463,683.23 dated September 14, 2021, subject to review and audit.

AP16 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$510,363.16 dated September 30, 2021, subject to review and audit.

AP17 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$279,399.62 dated October 1, 2021, subject to review and audit.

Minutes

~ I move to approve the Board of Selectmen meeting minutes of September 27, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.09.27 BOS_DRAFT, V2



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, September 27, 2021, 6:30PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 6:32 p.m.

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

6
7 Ways & Means Committee present: Lisa Eastland, Jim Kuhnert, Wendy Rannenberg, Mike
8 Patterson, Melanie Geysler, Lori Mix, and Diane Layton.

9
10 Also present: Town Administrator Dean Shankle and Recording Secretary Kristan Patenaude.

11
12 **2. Pledge of Allegiance** – led by Craig Fraley, Amherst Recreation Dept Director.
13 Chairman Lyon discussed the process for the evening's agenda. After hearing from members
14 of the public, it was decided that the COVID-19 Taskforce would present its update and
15 recommendations, with the public comment to be taken afterward.

16
17 **3. Citizen's Forum**

18 Linda Kaiser, 6 Manchester Road, expressed concerns regarding the speed limit on
19 Manchester Road and near her property. Chairman Lyon stated that he will review recent
20 speed counts for this area and run the data again, if need be.

21
22 Tim Kachmar, 15 Mack Hill Road, stated that he believes the Task Force recommendations
23 are fearmongering. He asked that the Board seek input from experts and citizens before acting
24 on the recommendations. He noted that, if the Board plans to approve the Task Force
25 recommendations which mainly seem to come from the CDC, there does not seem to be a
26 need for a Task Force. He stated that he believes the Town should use data more specific to
27 Amherst than the Hillsborough County data for number of COVID-19 cases.

28
29 Marc Prescott, 2 Sargent Quarry, asked why the Town would consider mandating its
30 employees to get vaccinated or wear masks. He stated that the adage 'my body, my choice,'
31 should apply and employees should have the right to choose what is best.

32
33 Tom Quinn, 30 Christian Hill Road, read a statement regarding Halloween festivities in
34 Town. He noted that outdoor activities have been shown not to contribute to the spread of
35 COVID-19. He stated that he believes the recommendations made regarding Halloween by
36 the Task Force would erode a sense of community and that there is no evidence shown to
37 defend these recommendations. He also asked how the Town would feel if Milford noted that
38 it would not like to see people from outside towns attend the Pumpkin Festival, as the

39 recommendation is worded against people from outside towns attending Amherst's Halloween
40 festivities.

41
42 Linda Kaiser noted that many older children steal candy on Halloween and asked that the
43 Board put out a plea to make Halloween for younger children specifically.

44
45 Nicole Souza, 17 Baboosic Lake Road, noted that COVID-19 is disrupting her children's' few
46 younger years. She also believes it is disrupting society as a whole. She noted that Halloween
47 festivities are a social event for the Town to come together as a community. She is concerned
48 that wearing masks obstructs people from showing a full range of emotion. She asked what
49 the Board's angle would be on disallowing Halloween festivities in Amherst. She noted that
50 the rate of children contracting COVID-19 is low.

51
52 Kelly Mullin, 48 Christian Hill Road, stated that crowds have gathered for high school
53 football games, concerts on the Green, in bars, for Red Sox games, etc., without the ability to
54 social distance and with many unmasked. She believes children should be able to trick or treat
55 outdoors and that it should be up to each family to choose what is best for them.

56
57 Dave Deysher, 5 Manchester Road, noted that the speed limit on most roads in the Village is
58 already 25mph. This does not seem to deter people from speeding at all. He asked that the
59 speed limits be enforced and that there be something done to keep the Village streets quaint
60 and appealing.

61
62 Lee Kachmar, 15 Mack Hill Road, echoed Kelly Mullin's comments. She stated that children
63 have had so much taken from them due to COVID-19; she believes canceling Halloween
64 festivities would be devastating.

65 66 **8. Staff Reports**

67 **8.1 COVID-19 Task Force Update and Recommendation**

68 Jennifer Stover stated that the Task Force addressed five recommendations. The first deals
69 with using the CDC Data Tracker for Hillsborough County for real-time data numbers. She
70 noted that many Amherst Town employees do not necessarily live in Town. The next proposal
71 is for everyone to wear masks when inside Town buildings when the County Level of
72 Community Transmission is High or Substantial and 6' of separation cannot be maintained. If
73 the Transmission Level is Moderate or Low, those unvaccinated should continue to wear
74 masks inside Town buildings, if 6' of separation cannot be maintained. She noted that people
75 should wear masks as they enter the building because it will be unclear as to how many other
76 people will be in the lobby at that time. There will be a two week wait time between switches
77 from Transmission Levels (for example, those vaccinated will no longer be required to wear
78 masks indoors two weeks after the Level of Transmission has dropped from Substantial to
79 Moderate). The Task Force also made updates to the current Health Screening Questionnaire.

80
81 Jennifer Stover noted that the Task Force is recommending that each employee submit a copy
82 of their vaccine card in order to better contact trace. If an employee does not wish to submit a
83 copy of their vaccine card, s/he will be considered unvaccinated and will need to wear a mask
84 indoors, in unable to keep 6' of separation.

85

86 Jennifer Stover noted that the Task Force is following CDC guidance, that families with
87 unvaccinated members, who cannot maintain 6' of separation from others, wear masks. It
88 would be safer to have people trick or treat within smaller neighborhood, than within the
89 Village, which can see thousands of people on Halloween.
90

91 Selectman Brew noted the following motions that he would be prepared to make:

92 A - I move that we accept the COVID-19 Taskforce's recommendation to use the CDC
93 County Tracker as guidance for mask requirements for Town buildings and public interaction.
94 Specifically, when the Covid-19 transmission levels are Red (or High) or Peach (or
95 Substantial), that everyone be required to wear a mask within Town buildings when one is
96 unable to maintain 6 feet of social distance.

97 When the Covid-19 transmission levels are Yellow (or moderate) or Blue (or Low),
98 unvaccinated people be required to wear a mask within Town buildings when one is unable to
99 maintain 6 feet of social distance.

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

102 C - I move to accept the COVID-19 Taskforce's reporting protocols for Town Employees.
103 These reporting events include exposure to Covid-19, experiencing symptoms associated with
104 Covid-19 or as a result of a positive Covid-19 test.

105 D- I move to accept the COVID-19 Taskforce's recommendation to request COVID-19
106 vaccination cards from all Town employees. Employees who chose not to share their
107 vaccination cards / status will follow the procedures for unvaccinated employees.

108 E – Halloween: I move that the BOS recommend that those considering participating in
109 Halloween Trick or Treating in Amherst, either as a trick or treater or as a homeowner, do
110 their due diligence and participate based on their own comfort level. The CDC provides
111 guidance for outdoor activities.
112

113 Selectman Grella stated that he believes the Task Force's recommendations seem adequate.
114 He noted that the Board is responsible for all Town buildings and that it makes sense to wear
115 masks indoors if one cannot socially distance. He stated that he believes Halloween should be
116 each family's choice.
117

118 Selectman D'Angelo stated that he has a problem with using the Hillsborough County data, as
119 it includes much larger cities such as Manchester and Nashua. He asked if there was a more
120 accurate way to measure the transmission levels in Amherst. He is uncomfortable with asking
121 employees for their vaccination cards and noted that it may be a HIPPA violation. He is
122 unclear as to why this protocol is necessary, as it does not do the vaccinated any good. He
123 noted that he believes making recommendations on Halloween is outside of the Task Force's
124 purview. This is a parental/family decision.
125

126 Selectman Pray asked how the Town will require people to wear masks indoors, instead of
127 just recommending they be worn. Jennifer Stover stated that it will be asked of people as they
128 walk in the door of Town buildings. Jennifer Stover noted that some employees feel more
129 comfortable with the proposed language for this recommendation. Danielle Pray noted that
130 there won't be a police presence regulating this requirement, and so it is much the same
131 request as it was before.
132

133 In response to a question from Selectman Pray, Jennifer Stover stated that the health screening
134 questionnaire has been in place since last November. Employees can do it at work or from
135 home and there are temperature takers placed around the building.

136

137 Selectman Pray noted that she has concerns regarding the vaccination card recommendation,
138 as she does not want to promote an “us versus them” mentality. She does not believe this
139 recommendation would be a benefit to anyone. Jennifer Stover noted that some employees
140 wear a mask, regardless of their vaccination status. There is no way to know why someone is
141 wearing a mask and it does not identify anyone one way or the other. Selectman Pray stated
142 that she has concerns with it as a privacy issue.

143

144 Selectman Pray noted that she believes Halloween decisions should be left up to parents and
145 that this is a community event held outdoors, which is the safest option.

146

147 Chairman Lyon stated that he would encourage families participating in Halloween to use their
148 own best judgement and discretion in doing so.

149 He noted that requesting vaccination cards from employees makes him uncomfortable.

150 Jennifer Stover noted that Primex told her the Town could request these from employees back
151 in May. Other towns and schools are doing so.

152

153 In response to a question from Selectman Brew, Jennifer Stover stated that the request for
154 vaccination cards came from Department Heads trying to best decide on work assignments for
155 their employees.

156

157 Craig Fraley stated that the Recreation Department will be holding Doors on the Green again
158 this year. The event will be held from 1-4pm and there will be sign-ups for ½ hour slots, in
159 order to better determine how much candy is needed.

160

161 Tom Quinn stated that he sees a problem with using the Hillsborough Country tracking data
162 for the Town. Jennifer Stover stated that it has been a challenge to find data for Amherst
163 specifically. She noted that the schools only track data for the children.

164

165 Linda Kaiser stated that she has an issue with no other fact pattern being presented to the
166 Board. She believes there are other competent people in Town with a medical background
167 who should be consulted over the Task Force.

168

169 Kelly Mullin stated that DHHS shows only 25 active cases in Amherst, with 3 new cases in
170 the last 7 days. However, the Hillsborough County data shows 269 active cases in
171 Manchester, 189 in Nashua, and 79 in Pelham. She is concerned with using data that is so far
172 off the Town’s count.

173

174 Tim Kachmar noted that the CDC is recommending that PCR tests not be used after the end of
175 December.

176

177 In response to a question from Selectman Brew, Selectman D'Angelo stated that he is okay
178 with requesting people to wear masks in Town buildings, but not with requiring them to do so.
179 Selectman Pray stated that her main issue comes from the request for vaccination card status.
180

181 Chairman Lyon noted that the Board can always revisit this issue if a more local data tracker
182 is found for Amherst specifically.
183

184 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo that we*
185 *accept the COVID-19 Taskforce's recommendation to use the CDC County Tracker as*
186 *guidance for mask requirements for Town buildings and public interaction.*
187 *Specifically, when the Covid-19 transmission levels are Red (or High) or Peach (or*
188 *Substantial), that everyone be required to wear a mask within Town buildings when one is*
189 *unable to maintain 6 feet of social distance. When the Covid-19 transmission levels are*
190 *Yellow (or moderate) or Blue (or Low), unvaccinated people be required to wear a mask*
191 *within Town buildings when one is unable to maintain 6 feet of social distance.*
192 *Voting: 4-1-0 (J. D'Angelo. against); motion carried.*
193

194 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella that the*
195 *Board recommend that those considering participating in Halloween Trick or Treating in*
196 *Amherst, either as a trick or treater or as a homeowner, do their due diligence and participate*
197 *based on their own comfort level. The CDC provides guidance for outdoor activities.*
198 *Voting: 5-0-0; motion carried unanimously.*
199

200 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to accept*
201 *the updates made to the Health Screening Questionnaire to keep up with current CDC*
202 *guidance.*
203 *Voting: 5-0-0; motion carried unanimously.*
204

205 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
206 *accept the COVID-19 Taskforce's reporting protocols for Town Employees.*
207 *Voting: 5-0-0; motion carried unanimously.*
208

209 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to accept the*
210 *COVID-19 Taskforce's recommendation to request COVID-19 vaccination cards from all*
211 *Town employees. Employees who chose not to share their vaccination cards / status will*
212 *follow the procedures for unvaccinated employees.*
213

214 Discussion:

215 *In response to a question from Selectman Brew, Selectman D'Angelo explained that he is*
216 *against this motion because he believes it will put peer pressure on employees to submit*
217 *vaccination cards and will carry the consequence of wearing a mask if one does not submit it.*
218 *Selectman Pray stated that she is okay with requesting vaccination cards from employees but*
219 *does not believe there should be an associated penalty for choosing not to submit one. She*
220 *does not understand how this would be practical and who would police it. Chairman Lyon*
221 *stated that he is against the motion because it makes him uncomfortable to create this*
222 *separation.*
223

224 *Voting: 1-4-0; motion failed (D. Brew in favor).*

225

226 It was discussed that the Task Force can take what it has heard from the Board and public and
227 come back with a variant of this recommendation if it chooses.

228

229 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to set*
230 *Halloween Trick or Treating in Amherst from 6pm-8pm on October 31, 2021.*

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

232

233 **4. Public Hearing**

234 **4.1 Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall hereby**
235 **give notice and announce the convening of a public hearing for the**
236 **following proposed ordinance for the purpose of regulating traffic (NH**
237 **RSA 31:39, 41:11, and 47:17): TRAFFIC SIGNS**

238

239 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to enter*
240 *into the Public Hearing, per RSA 41:14-b.*

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

242

243 There were no public comments.

244

245 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to exit the*
246 *Public Hearing.*

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

248

249 **5. Scheduled Appointments**

250 **5.1. Revaluation Update - Mike Tarello and Steve Whalen of Vision**
251 **Government Solutions**

252 Steve Whalen and Mike Tarello, of Vision Government Solutions, remotely joined the Board.
253 Mike Tarello explained that the hearing process for completed in mid-September. There were
254 approximately 300 hearings, out of 5,229 taxable properties in Town. This equates to a 5.7%
255 turnout, with 5-6% being normal. All hearings were worked out to addressed issues and
256 concerns of taxpayers. Final values were sent to the assessor on September 24, 2021 and a
257 second notice for final hearings went out today. A final appraisal document will be available
258 in approximately one month.

259

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

262 **6.1 BPAC FY23 Strategic Plan**

263 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee (BPAC) presented
264 his group's Strategic Plan. He explained that the BPAC has been working on the construction
265 of the Amherst Street sidepath, and that the voters approved the creation and funding of a
266 Multimodal Infrastructure Capital Reserve Fund (CRF) at Town Meeting. The Town has also
267 applied to several grants in order to offset costs for multimodal infrastructure. He noted that
268 the Master Plan survey indicated very strong support for multimodal infrastructure in Town.
269 The Committee continues to advocate for seizing opportunities which offer cost efficiencies,

270 appealing to external funding sources, and maximizing the impact of funding. The Committee
271 is currently seeking to advance three major projects to pursue this strategy.

272

273 Chris Buchanan stated that, for FY 2023, the BPAC plans to work with the Planning Board to
274 modernize Town road standards and implement a Complete Streets Policy consistent with the
275 Multimodal Master Plan. The group will also continue to apply for infrastructure grants and
276 advance their already established projects. He noted that, realistically, the only way to form a
277 town-wide network of safe multimodal infrastructure requires decades of gradual
278 improvements with advantageous opportunities, principally through already scheduled road
279 construction.

280

281 Chris Buchanan stated that the Committee continues to pursue easement donations as a low-
282 cost method of forming contiguous multimodal trail routes throughout Town. The Amherst
283 Street sidepath may be able to be extended by 0.7 miles from Courthouse Road to Birch Park
284 with a paved shoulder restriping scheme with NH DOTs consent. The Committee also
285 continues to support the concept of large-scale regional projects such as the Souhegan Valley
286 Rail Trail and the Baboosic Greenway. The Committee's current major projects include the
287 School Campus Sidepath project, the Village Multimodal Improvement project, and the
288 Baboosic Greenway project.

289

290 In response to a question from Chairman Lyon, Chris Buchanan explained that the strategy to
291 pursue an additional \$75,000 Warrant Article for the CRF has not changed. This could change
292 if a grant is awarded to the Town. Chris Buchanan noted that the Committee is hoping to raise
293 funds for the engineering and design of other projects before deciding how to potentially raise
294 additional funds.

295

296 In response to a question from Selectman Brew, Chris Buchanan stated that the multimodal
297 work approved for Old Manchester Road has not yet been completed because a public
298 meeting with local residents first needs to be held. Chris Buchanan stated that the Amherst
299 Street sidepath project is slated to have construction completed by the end of October.

300

301 In response to a question from Selectman Grella, Chris Buchanan explained that the area
302 between Walnut Hill and Birch Park consists of nine parcels – two of which are owned by the
303 Town, one of which the Town holds an easement on, and six of which are privately owned.

304

305 In response to a question from Lisa Eastland, Chris Buchanan stated that the plan is to raise
306 \$75,000 each year for three years in order to complete the School Campus sidepath project;
307 less will be needed if a grant is awarded. The budget forecasts are the Committee's best
308 guesses, but these numbers will become more solidified once engineering and design work is
309 completed for each project.

310

311 Mike Patterson asked about working with the schools on split funding for the School Campus
312 sidepath project. Chris Buchanan noted that this sidepath is projected to be entirely within the
313 Town's right of way, except for a small branch that will go from the tennis courts at the
314 Amherst Middle School to Boston Post Road. Chris Buchanan stated that the Committee will
315 continue to work with the schools and pursue any possible cost savings possible.

316

6.2 Amherst Parks & Recreation FY23 Strategic Plan

Craig Fraley presented his Department's Strategic Plan. He explained that the Department's FY 2023 goals include developing and managing Park & Recreation facilities available to all citizens, diversifying program offerings to serve citizens of all ages, and updating seasonal staff hiring practices to allow for increased recruitment hiring and training. He noted that the acres of land maintained by the Recreation Department continues to increase, with 65 acres being maintained as of FY21.

Craig Fraley reviewed the Department's FY22 initiatives. He explained that Phase 1 of development of the Buck Meadow Conservation and Recreation Area for usable fields and indoor space is completed. Phase 2 will look to reconfigure the existing parking lot and install fencing to put a barrier between the parking area and the Buck Meadow Condo Association. The Department will also fix rot and paint the exteriors of the Buck Meadow clubhouse. It will install new carpeting, windows and update the bathrooms on the main level of the clubhouse. Finally, it will fundraise for grooming equipment for Nordic skiing/snowshoeing. Phase 3 will take place in FY24 and will include adding additional parking on the north end of the clubhouse, grading, and installing three rectangular playing fields, installing a playground, and installing a gravel road for emergency access. Craig Fraley stated that the funding sources for this initiative include the Land Water Conservation Grant, Capital Reserve funding, usage fees, and local grants/fundraising.

Initiative 2 deals with resurfacing the AMS courts to allow for basketball use and to create a shaded picnic area by the courts to allow space for outdoor classrooms and team meeting spaces. Initiative 3 deals with updating the seasonal staff wage scale to attract more applicants and compete with current job trends. Craig Fraley explained that there has been no update to the seasonal staff wage scale since 2017 and starting positions are \$8/hour. This is not competitive with similar positions in the area. All positions on the seasonal wage scale are paid for out of the -02 revolving fund. Craig Fraley noted that initiative number 4 has been tabled, but he still believes it is important. This involves building an indoor facility to act as a Community Center for Amherst residents of all ages.

In response to a question from Selectman Pray, Craig Fraley stated that construction on the Buck Meadow playing fields will begin in 2025, once grants have been received. The playing fields are currently being used as practice fields.

The Board discussed the seasonal wage scale update request.

Selectman Grella noted that the basketball program is to be cut in half this year due to availability of space to play. Selectman D'Angelo suggested looking into vacant commercial space in Town to rent.

In response to a question from Jim Kuhnert, Craig Fraley explained that there are two funding sources for the Recreation Department – taxes and user fees. Approximately 40% of the Department's revenue is through taxes, and the other 60% is through user fees.

In response to a question from Mike Patterson, Craig Fraley stated that the proposed fence at Buck Meadow is a split rail fence, approximately 700' long. There is currently no delineation

364 between the parking lot and the condo association. He believes that the cost of this will likely
365 be borne by the Town and not the condo association.

366

367 In response to a question from Mike Patterson, Craig Fraley stated that the Department
368 normally has 46 employees, but this summer only had 38. The Department recruits local high
369 school and college students for these jobs.

370

371 **6.3 Library FY23 Strategic Plan**

372 Library Director, Amy Lapointe, presented her Department's Strategic Plan. She explained
373 that the Library's goal is connecting people, stories, and ideas. The Library's 2021 priorities
374 include continued training, maintaining access to the building, and a reopening survey to the
375 public. She noted that the Library still has contact-free materials pickup available to the
376 public. She explained that the Library recently decided to be fine free forever, as it has been
377 shown that fines are not an effective way to have Library materials returned on time. The
378 Library also recently began using physical and digital displays of materials. The Library
379 continues to host virtual programming, as well as in-person. The Library has seen the
380 retirement of three of its employees; these positions will now need to be rehired and retrained.

381

382 In response to a question from Selectman Grella, Amy Lapointe stated that the Library is
383 working with DPW to slowly change over to LED lighting.

384

385 In response to a question from Selectman Pray, Amy Lapointe noted that many libraries are
386 switching to no fines. While this is a slight loss in revenue, fines were trending downward as
387 it was.

388

389 **6.4 Fire Rescue FY23 Strategic Plan**

390 Fire Chief, Matt Conley, presented his Department's Strategic Plan. He explained that the
391 Amherst Fire Rescue goals include continuously improving the high level of service, creating
392 infrastructure stability, and continuing to meet the changing needs of the community with the
393 protection of life and property. The strategic initiatives for the first goal include maintaining
394 and continuing to grow a strong list of experienced high-quality members and offering
395 training and educational opportunities for these providers. Strategic initiatives for the second
396 goal include maintaining safe and dependable Fire Rescue vehicles through the established
397 Vehicle Replacement Program, continuously measuring the effectiveness of Department
398 resources against the needs of the community, and providing top notch emergency medical
399 care while meeting or exceeding national standards and regulations. Strategic initiatives for
400 goal three include operating the current staffing model with an eye towards the future,
401 responding safely and efficiently to best meet the national standards for response times,
402 increasing the level of compensation, and maintaining the cross-training program. He
403 explained that the rescue/EMS Department has 35 members, two ambulances and one SUV.
404 The Fire Department has 40 members, 25 of which have EMS certification. This Department
405 has 10 vehicles.

406

407 Chief Conley explained that EMS membership trends continue to decline for the Department,
408 with 39 members in 2020 reducing to 35 members for 2021. Fire membership trends continue
409 to fluctuate as a result of many influences. Falls are the leading EMS call type, with motor
410 vehicle incidents not far behind. He noted that Amherst has a better response time than the

411 eight-minute national standard, at 7 minutes 81 seconds. In terms of the Fire Department,
412 Amherst's average response time is 3 minutes quicker than the 1720 Standard of 14 minutes.

413
414 Chief Conley explained that the goals for FY22 include exploring self-funding solutions for
415 protection shortages and exploring federal grant opportunities for staffing. He noted that cross
416 use of personnel that are certified in both Fire and Rescue disciplines allow the Department to
417 meet NFPA response standards for rural zones. In the Department 25 fire service members are
418 cross trained and 24 rescue members are cross trained. Another goal for the Department is
419 increasing the level of compensation to retain quality employees. The Department also looks
420 to maintain and replace capital assets, through replacing aging apparatuses. A fourth goal
421 includes maintaining educational and community outreach programs such as Fire Explorers,
422 which is an early introduction to the field of Fire/EMS from age 14. The Department will also
423 continue working through COVID-19 by continuing to develop creative uses of technology
424 and providing PSAS through the website. COVID-19 is affecting emergency services through
425 call volume fluctuations and response delays.

426
427 In response to a question from Selectman D'Angelo, Chief Conley stated that the Department
428 has a need for staffing from 6am – 6pm Monday – Friday. This could reflect a part-time wage
429 increase of approximately \$60,000.

430
431 Selectman Pray noted that recruitment seems to be an annual issue for the Department and
432 suggested looking at other ways of recruiting.

433
434 Selectman Brew requested information regarding evaluating the cost of the Department's
435 mutual aid calls to other nearby towns, in response to the need for funds for additional
436 staffing. Chairman Lyon added that the Board would like to see information regarding
437 enhanced recruitment effort strategies.

438 439 **7. Administration**

440 **7.1 Administrative Updates**

441 Town Administrator Shankle requested that the Board look into economic development plans
442 from the towns of Bristol, Bow, and Somersville. These towns are smaller than Amherst and
443 have been successful in their plans.

444 445 **8. Staff Reports**

446 **8.1 COVID-19 Taskforce Update and Recommendation** – this was previous
447 addressed

448 449 **8.2 Updating Director of Public Works Job Description**

450 Jennifer Stover explained that, with the assistance of Eric Hahn, current DPW Director, the
451 job description for this position has been updated with current needs and practices.

452
453 The Board agreed with the update.

454 455 **8.3 Modify Seasonal Pay Scale to include DPW in grade S12**

456 It was noted that this pay scale has not been updated since 2017.

457

458 The Board discussed the pay scale with Eric Hahn. Eric Hahn requested that the pay scale be
459 modified to include S12, or that the Board give permission for him to carry on with the pay
460 scale as he has been previously.

461

462 Selectman Brew suggested that the DPW come up with an FY21 seasonal pay scale, and that
463 the Recreation Department also come up with a seasonal pay scale within the next month.
464 These two scales could eventually be integrated.

465

466 **8.4 Hiring of a Call Firefighter**

467 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella that the*
468 *Board of Selectmen approve the hiring of Alex Bonenfant as a call firefighter at the*
469 *recommendation of Chief Conley, at \$10/hour.*

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

471

472 **9. Approvals**

473 **9.1 Police Station Renovation CRF Withdrawal Request**

474 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
475 *authorize a withdrawal from the Police Station Renovation CRF of up to \$48,629.*

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

477

478 **9.2 Assessing**

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

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

482

483 *A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to approve the*
484 *All-Service Veterans' Tax Credit for tax year 2022 in the amount of \$500 for Map 004, Lot*
485 *047-001-020.*

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

487

488 **B. Timber Tax Levy & Certification**

489 The Department of Revenue provides the stumpage values that are used to calculate the tax.

490

491 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
492 *and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$513.24 for*
493 *Map 002, Lot 170-037.*

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

495

496 **C. Timber Tax Levy & Certification**

497 The Department of Revenue provides the stumpage values that are used to calculate the tax.

498

499 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
500 *approve and sign the Timber Tax Levy and Certification of Yield Tax in the amount of*
501 *\$1,459.37 for Map and Lots 010-033-000, 010-033-001, and 010-033-002.*

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

503

504 **D. Timber Tax Levy & Certification**

505 The Department of Revenue provides the stumpage values that are used to calculate the tax.
506 A *MOTION* was made by Selectman Brew and *SECONDED* by Selectman Grella to approve
507 and sign the Timber Tax Levy and Certification of Yield Tax in the amount of \$402.18 for
508 Map 003, Lot 085-000.

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

510

511 **E. MS-1 Report**

512 The 2021 MS-1 form is attached for the Board to review and sign. The assessor has reviewed
513 and approved the 2021 MS-1 Summary of Valuation.

514

515 A *MOTION* was made by Selectman Brew and *SECONDED* by Selectman Grella to approve
516 and sign the Department of Revenue MS-1 Summary of Valuation for 2021.

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

518

519 **8.3 Payroll and Minutes**

520 A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Pray to
521 approve one (1) FY21 Payroll Manifest in the amount of \$232,822.29 dated September 9,
522 2021, subject to review and audit.

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

524

525 A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Pray to
526 approve one (1) FY21 Payroll Manifest in the amount of \$231,046.97 dated September 23,
527 2021, subject to review and audit.

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

529

530 A *MOTION* was made by Selectman Pray and *SECONDED* by Selectman D'Angelo to
531 approve the Board of Selectmen meeting minutes of September 1, 2021, as presented.

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

533

534 A *MOTION* was made by Selectman Pray and *SECONDED* by Selectman D'Angelo to
535 approve the Board of Selectmen meeting minutes of September 13, 2021, as amended.

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

537

538 **10. Action Items**

539 The Board reviewed its action items.

540

541 **11. Old/New Business**

542 Selectman Brew noted that there will be a Master Plan Steering Committee meeting tomorrow
543 night. The Master Plan update website continues to be populated with associated documents.

544

545 Selectman D'Angelo stated that there will be an SAU39 Joint Facilities Advisory Committee
546 meeting on Thursday at 6pm.

547

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

551

552 A MOTION was made by Selectman Brew and SECONDED by Selectman Pray to enter into
553 Non-Public Session, pursuant to RSA 91-A:3 II (c) at 10:45pm.
554 Roll Call: Pray – aye; Brew – aye; D’Angelo – aye; Grella – aye; and Lyon – aye.
555 5-0-0; motion carried unanimously.

556
557 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Pray to exit
558 Non-Public Session at 11:22pm.
559 Roll Call: Pray – aye; Brew – aye; D’Angelo – aye; Grella – aye; and Lyon – aye.
560 5-0-0; motion carried unanimously.

561
562 No actions were taken, no motions were made during Non-Public Session.

563
564 A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Grella to
565 adjourn the meeting at 11:22pm.
566 Voting: 5-0-0; motion carried unanimously.

567
568 **NEXT MEETING: Tuesday, October 12, 2021**

569
570
571
572 _____
573 *Selectman Danielle Pray* *Date*