



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, OCTOBER 25, 2021 6:30 PM

- 1. Call to Order**
 - 2. Pledge of Allegiance**
 - 3. Citizens' Forum**
 - 4. Scheduled Appointments**
 - 5. Administration**
 - 5.1. Administrative updates
 - 5.2. Speed limit ordinance recommendations
 - 5.3. Review of FY23 budget
 - 6. Staff Reports**
 - 6.1. Light Equipment Operator Job Description - revision
 - 6.2. Transfer Station Permanent Part Time Attendant Wage Adjustment
 - 6.3. Amherst Tree Lighting 2021
 - 7. Approvals**
 - 7.1. Assessing
 - 7.2. Payroll, AP and Minutes
 - 8. Action Items**
 - 9. Old/New Business**
- Adjournment**

Next Meeting: November 8, 2021

You are invited to a Zoom webinar.

When: Oct 25, 2021 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85703478782>

Or telephone: (312) 626-6799

Webinar ID: 857 0347 8782



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

Title: Administrative updates

Department: Administration

Meeting Date: October 25, 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: Speed limit ordinance
recommendations

Department: Administration

Meeting Date: October 25, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Ordinance - Speed Limit Pettingale Walnut Hill

TOWN OF AMHERST, NH
Board of Selectmen

ORDINANCE

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:

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*

This ordinance shall take effect on October 25, 2021.

Signed this date, October 25, 2021 by the Board of Selectmen of the Town of Amherst:

Peter Lyon, Chairman

Dwight Brew, Vice Chairman

Danielle Pray, Clerk

Thomas Grella, Member

John D'Angelo, Member



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

Title: Review of FY23 budget

Department: Administration

Meeting Date: October 25, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. FY23 Draft Budget 1 10212021

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

Account Code	Account Description	FY 2021 Actual	FY 2022 Adopted	FY 2023 Budget	
<u>10 Administration</u>					
<u>4130 Executive</u>					
01-4130-10 Salaries/Insurances/Taxes					
1110	Full Time Wages	168,329	170,623	171,768	0.67%
1115	Wages, PT	3,133	4,387	4,387	0.00%
1130	Elected Officials	23,400	23,400	23,400	0.00%
1131	Moderator	1,512	900	1,512	68.00%
1140	Overtime	3,956	1	10	900.00%
1210	Health Insurance	18,432	16,995	35,105	106.55%
1211	Dental Insurance	2,120	2,223	2,760	24.13%
1220	Social Security	14,265	12,558	12,597	0.31%
1225	Medicare	3,336	2,937	2,946	0.31%
1230	Deferred	8,997	9,384	9,385	0.01%
1266	Sick Leave	4,881	3,238	3,238	#REF!
	01-4130-10	200,330	243,409	263,871	8.41%
01-4130-20 Other Employee Benefits					
1290	Longevity	0	1	1	0.00%
1294	Educ. &	95	5,000	5,000	0.00%
	01-4130-20 Other	52,126	8,239	8,239	0.00%
01-4130-30 Purchased Professional Services					
2338	Records	0	1	1	0.00%
2341	Telephone	7,284	6,025	6,025	0.00%
2342	Cable Access	9,520	21,000	21,000	0.00%
2343	Internet Service	2,315	2,400	2,400	0.00%
2374	Custodian	6,640	6,700	6,700	0.00%
2381	Outside Hire -	225	1	1	0.00%
2392	Outside Hire -	2,095	2,000	2,000	0.00%
2395	Outside Hire - IT	94,571	100,000	100,000	0.00%
	01-4130-30 Purchased	122,650	138,127	138,127	0.00%
01-4130-40 Purchased Property Services					
2410	Electricity	0	11,000	11,000	0.00%
2411	Heat	4,473	6,000	6,000	0.00%
2412	Water	0	2,600	2,600	0.00%
2430	Equip	2,329	100	100	0.00%
	01-4130-40 Purchased	6,802	19,700	19,700	0.00%
01-4130-50 Other Purchased Services					
2550	Printing	2,820	3,500	3,500	0.00%
2551	Advertising	958	1,100	1,100	0.00%
2552	Town Report	1,899	2,250	2,250	0.00%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2553	Record Binding	0	100	100	0.00%
2560	Dues &	13,446	13,700	13,700	0.00%
2565	Software License	5,102	5,300	6,750	27.36%
2581	Travel	0	400	400	0.00%
	01-4130-50 Other	24,225	26,350	27,800	5.50%
01-4130-60 Supplies					
2620	Office Supplies	1,579	2,000	2,000	0.00%
2621	Computer	2,299	1,200	1,200	0.00%
2625	Postage	3,033	5,000	5,000	0.00%
	01-4130-60 Supplies	6,911	8,200	8,200	0.00%
01-4130-70 Capital Outlay					
2740	New Equipment,	0	1	1	0.00%
	01-4130-70 Capital	0	1	1	0.00%
01-4130-80 Other Charges and Expenses					
2618	Special Events &	276	1,000	1,000	0.00%
2762	Equip Lease	4,118	4,000	4,000	0.00%
2820	Mileage	0	200	200	0.00%
2825	Meetings &	629	2,000	2,000	0.00%
	01-4130-80 Other	5,022	7,200	7,200	0.00%
	4130 Executive	418,067	451,226	473,138	4.86%

4140 Election, Reg & Vital Stats

01-4140-10 Salaries & Benefits

1110	Full Time Wages	67,286	67,516	67,517	0.00%
1111	FT Clerical/Fire	53,522	54,392	55,492	2.02%
1115	Wages, PT	0	1	0	-100.00%
1116	Part Time	0	0	25,000	#DIV/0!
1130	Elected Officials	7,786	2,496	2,496	0.00%
1140	Overtime	2,558	0	0	#DIV/0!
1210	Health Insurance	0	50,686	38,028	-24.97%
1211	Dental Insurance	0	1,975	1,532	-22.43%
1220	Social Security	0	7,986	7,986	0.00%
1225	Medicare	0	1,868	1,868	0.00%
1230	Deferred	0	6,705	6,705	0.00%
1290	Longevity	0	2,000	2,000	0.00%
	01-4140-10 Salaries &	131,151	195,626	208,624	6.64%

01-4140-20 Other Employee Benefits

1210	Health Insurance	46,281	0	0	#DIV/0!
1211	Dental Insurance	1,821	0	0	#DIV/0!
1220	Social Security	8,118	0	0	#DIV/0!
1225	Medicare	1,899	0	0	#DIV/0!
1230	Deferred	6,615	0	0	#DIV/0!
1266	Sick Leave	1,200	2,400	2,400	0.00%
1290	Longevity	1,750	0	0	#DIV/0!

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4140-20 Other	67,685	2,400	2,400	0.00%
01-4140-50 Other Purchased Services				
2551 Advertising	0	200	200	0.00%
2562 Ballot Machine	185	800	800	0.00%
2565 Software License	7,831	7,486	7,786	4.01%
01-4140-50 Other	8,015	8,486	8,786	3.54%
01-4140-60 Supplies				
2610 Supplies -	2,389	2,000	2,000	0.00%
2620 Office Supplies	7,645	2,000	2,000	0.00%
2621 Computer	2,545	1	1	0.00%
2625 Postage	4,600	4,000	4,000	0.00%
01-4140-60 Supplies	17,179	8,001	8,001	0.00%
01-4140-80 Other Charges and Expenses				
2612 Equipment	0	800	800	0.00%
2820 Mileage	0	1	1	0.00%
2825 Meetings &	440	750	750	0.00%
01-4140-80 Other	440	1,551	1,551	0.00%
4140 Election, Reg &	224,470	216,064	229,362	6.16%
4153 Legal Expense				
01-4153-30 Purchased Professional Services				
2320 Town Counsel	60,788	45,000	45,000	0.00%
2321 Collective	0	100	100	0.00%
2323 Cable	0	1	1	0.00%
01-4153-30 Purchased	60,788	45,101	45,101	0.00%
4153 Legal Expense	60,788	45,101	45,101	0.00%
4155 Personnel Administration				
01-4155-20 Employee Benefits				
1214 Short Term	22,594	20,110	20,251	0.70%
1215 Life and Disability	18,868	18,417	18,417	0.00%
1250 NH	0	6,668	6,668	0.00%
1260 Workers Comp.	144,427	176,835	176,835	0.00%
1280 Health	10,371	11,000	11,000	0.00%
01-4155-20 Employee	196,259	233,030	233,171	0.06%
4155 Personnel	196,259	233,030	233,171	0.06%
4196 Property/Liability Insurance				
01-4196-50 Other Purchased Services				
2525 Property/Liability	130,526	137,835	137,835	0.00%
2529 Insurance	0	2,000	2,000	0.00%
01-4196-50 Other	130,526	139,835	139,835	0.00%
4196 Property/Liability	130,526	139,835	139,835	0.00%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

4411 Health Administration

01-4411-10 Salaries & Benefits

1115 Wages, PT	2,000	2,000	2,000	0.00%
1220 Social Security	0	124	124	0.00%
1225 Medicare	0	29	29	0.00%
01-4411-10 Salaries &	2,000	2,153	2,153	0.00%

01-4411-20 Other Employee Benefits

1220 Social Security	114	0	0	#DIV/0!
1225 Medicare	27	0	0	#DIV/0!
1230 Deferred	90	0	0	#DIV/0!
1294 Educat. &	0	1	1	0.00%
01-4411-20 Other	230	1	1	0.00%

01-4411-60 Supplies

2610 Supplies -	0	1	1	0.00%
01-4411-60 Supplies	0	1	1	0.00%

01-4411-80 Other Charges and Expenses

2820 Mileage	0	1	1	0.00%
01-4411-80 Other	0	1	1	0.00%
4411 Health	2,230	2,156	2,156	0.00%

4583 Patriotic Purposes

01-4583-80 Other Charges and Expenses

2860 4th of July	8,000	8,000	8,000	0.00%
2861 Memorial Day	0	500	500	0.00%
01-4583-80 Other	8,000	8,500	8,500	0.00%
4583 Patriotic Purposes	8,000	8,500	8,500	0.00%

4589 Heritage Commission

01-4589-10 Salaries & Benefits

1115 Wages, PT	509	1,316	1,316	0.00%
1220 Social Security	0	82	82	0.00%
1225 Medicare	0	19	19	0.00%
01-4589-10 Salaries &	509	1,417	1,417	0.00%

01-4589-20 Other Employee Benefits

1220 Social Security	32	0	0	#DIV/0!
1225 Medicare	7	0	0	#DIV/0!
01-4589-20 Other	39	0	0	#DIV/0!

01-4589-30 Purchased Professional Services

2382 Outside Hire	0	50	50	0.00%
01-4589-30 Purchased	0	50	50	0.00%

01-4589-50 Other Purchased Services

2550 Printing	0	400	400	0.00%
01-4589-50 Other	0	400	400	0.00%

01-4589-60 Supplies

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2610 Supplies -	0	82	82	0.00%
2621 Computer	0	80	80	0.00%
01-4589-60 Supplies	0	162	162	0.00%
01-4589-80 Other Charges and Expenses				
2618 Special Events &	0	300	300	0.00%
2825 Meetings &	0	300	300	0.00%
01-4589-80 Other	0	600	600	0.00%
4589 Heritage	548	2,629	2,629	0.00%
4611 Conservation Commission				
01-4611-10 Salaries & Benefits				
1115 Wages, PT	1,910	3,509	3,509	0.00%
1220 Social Security	0	218	218	0.00%
1225 Medicare	0	51	51	0.00%
01-4611-10 Salaries &	1,910	3,778	3,778	0.00%
01-4611-20 Other Employee Benefits				
1220 Social Security	118	0	0	#DIV/0!
1225 Medicare	28	0	0	#DIV/0!
1294 Educat. &	50	750	750	0.00%
01-4611-20 Other	196	750	750	0.00%
01-4611-40 Purchased Property Services				
2486 Water Crossing	1,588	3,000	3,000	0.00%
2487 Invasives	8,799	3,800	3,800	0.00%
2488 Signage	2,906	1,500	1,500	0.00%
01-4611-40 Purchased	13,294	8,300	8,300	0.00%
01-4611-50 Other Purchased Services				
2560 Dues &	700	1,200	1,200	0.00%
2561 Bank/Credit Card	120	0	0	#DIV/0!
2564 Educational	0	2,500	2,500	0.00%
01-4611-50 Other	820	3,700	3,700	0.00%
4611 Conservation	16,220	16,528	16,528	0.00%
10 Administration	1,057,107	1,115,068	1,150,420	3.17%

15 Finance

4150 Financial Administration

01-4150-10 Salaries & Benefits

1110 Full Time Wages	133,206	143,669	137,527	-4.28%
1115 Wages, PT	3,963	811	811	0.00%
1130 Elected Officials	13,250	13,834	14,100	1.93%
1140 Overtime	3,786	1	1	0.00%
1210 Health Insurance	0	38,028	43,964	15.61%
1211 Dental Insurance	0	1,077	2,628	143.96%
1220 Social Security	0	9,998	10,225	2.26%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

1225 Medicare	0	2,339	2,391	2.26%
1230 Deferred	0	7,902	7,504	-5.04%
01-4150-10 Salaries &	154,205	217,659	219,151	0.69%
01-4150-20 Other Employee Benefits				
1210 Health Insurance	30,672	0	0	#DIV/0!
1211 Dental Insurance	1,143	0	0	#DIV/0!
1220 Social Security	9,924	0	0	#DIV/0!
1225 Medicare	2,321	0	0	#DIV/0!
1230 Deferred	6,901	0	0	#DIV/0!
1266 Sick Leave	1,735	2,945	2,945	0.00%
1294 Educat. &	0	3,847	3,847	0.00%
01-4150-20 Other	52,696	6,792	6,792	0.00%
01-4150-30 Purchased Professional Services				
2301 Auditing	23,350	19,400	19,400	0.00%
01-4150-30 Purchased	23,350	19,400	19,400	0.00%
01-4150-50 Other Purchased Services				
2560 Dues &	402	285	285	0.00%
2561 Bank/Credit Card	6,695	15,300	15,300	0.00%
2565 Software License	42,386	58,146	58,396	0.43%
01-4150-50 Other	49,483	73,731	73,981	0.34%
01-4150-60 Supplies				
2620 Office Supplies	3,720	3,350	3,350	0.00%
2621 Computer	12,993	0	0	#DIV/0!
01-4150-60 Supplies	16,713	3,350	3,350	0.00%
01-4150-80 Other Charges and Expenses				
2820 Mileage	0	1	1	0.00%
01-4150-80 Other	0	1	1	0.00%
4150 Financial	296,447	320,933	322,675	0.54%
15 Finance	296,447	320,933	322,675	0.54%

20 Tax & Assessing

4151 Tax Collecting

01-4151-10 Salaries & Benefits

1110 Full Time Wages	67,276	67,517	67,517	0.00%
1140 Overtime	2,279	4,333	4,500	3.85%
1210 Health Insurance	0	34,202	34,202	0.00%
1211 Dental Insurance	0	1,749	1,766	0.94%
1220 Social Security	0	4,594	4,477	-2.56%
1225 Medicare	0	1,075	1,047	-2.56%
1230 Deferred	0	3,713	3,713	0.00%
1290 Longevity	0	1,250	1,250	0.00%
01-4151-10 Salaries &	69,554	118,434	118,472	0.03%

01-4151-20 Other Employee Benefits

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

1210 Health Insurance	34,386	0	0	#DIV/0!
1211 Dental Insurance	1,759	0	0	#DIV/0!
1220 Social Security	4,287	0	0	#DIV/0!
1225 Medicare	1,003	0	0	#DIV/0!
1230 Deferred	3,700	0	0	#DIV/0!
1266 Sick Leave	1,599	1,000	1,500	50.00%
1290 Longevity	1,250	0	0	#DIV/0!
1294 Educat. &	0	700	700	0.00%
01-4151-20 Other	47,984	1,700	2,200	29.41%
01-4151-30 Purchased Professional Services				
2340 Banking Services	2,752	3,500	3,500	0.00%
2391 Registry Fees	438	700	700	0.00%
2393 Tax Lien & Deed	1,406	1,400	1,800	28.57%
01-4151-30 Purchased	4,596	5,600	6,000	7.14%
01-4151-50 Other Purchased Services				
2560 Dues &	20	60	60	0.00%
2565 Software License	3,611	3,604	3,604	0.00%
01-4151-50 Other	3,631	3,664	3,664	0.00%
01-4151-60 Supplies				
2620 Office Supplies	1,738	1,700	1,700	0.00%
2625 Postage	5,665	7,000	7,500	7.14%
2690 Misc. Supplies	0	1	1	0.00%
01-4151-60 Supplies	7,403	8,701	9,201	5.75%
01-4151-80 Other Charges and Expenses				
2621 Computer	0	1,000	1,200	20.00%
2743 Office Equipment	0	1	1	0.00%
2820 Mileage	35	300	300	0.00%
01-4151-80 Other	35	1,301	1,501	15.37%
01-4151-90 Other Financial Uses				
9800 P/Y	890	0	0	#DIV/0!
01-4151-90 Other	890	0	0	#DIV/0!
4151 Tax Collecting	134,093	139,400	141,038	1.18%

4152 Property Assessment & Revals

01-4152-10 Salaries & Benefits

1110 Full Time Wages	61,049	61,277	61,277	0.00%
1140 Overtime	87	208	265	27.40%
1210 Health Insurance	0	12,685	12,685	0.00%
1211 Dental Insurance	0	539	539	0.00%
1220 Social Security	0	3,952	3,955	0.09%
1225 Medicare	0	925	925	0.09%
1230 Deferred	0	3,370	3,370	0.00%
1290 Longevity	0	1,250	1,250	0.00%
01-4152-10 Salaries &	61,136	84,205	84,267	0.07%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4152-20 Other Employee Benefits

1210 Health Insurance	12,807	0	0	#DIV/0!
1211 Dental Insurance	544	0	0	#DIV/0!
1220 Social Security	4,040	0	0	#DIV/0!
1225 Medicare	945	0	0	#DIV/0!
1230 Deferred	3,358	0	0	#DIV/0!
1266 Sick Leave	1,932	1,000	1,500	50.00%
1290 Longevity	1,250	0	0	#DIV/0!
1294 Educat. &	0	400	400	0.00%
01-4152-20 Other	24,874	1,400	1,900	35.71%

01-4152-30 Purchased Professional Services

2381 Outside Hire -	0	1	1	0.00%
2382 Outside Hire	78,012	84,000	95,000	13.10%
2391 Registry Fees	122	200	200	0.00%
2394 Tax Maps	0	200	200	0.00%
01-4152-30 Purchased	78,133	84,401	95,401	13.03%

01-4152-50 Other Purchased Services

2560 Dues &	120	30	30	0.00%
2565 Software License	9,636	10,906	10,906	0.00%
01-4152-50 Other	9,756	10,936	10,936	0.00%

01-4152-60 Supplies

2620 Office Supplies	446	350	350	0.00%
2621 Computer	0	1,000	1,200	20.00%
2625 Postage	140	600	600	0.00%
2670 Books &	0	1	1	0.00%
01-4152-60 Supplies	586	1,951	2,151	10.25%

01-4152-80 Other Charges and Expenses

2743 Office Equipment	0	1	1	0.00%
2820 Mileage	0	250	250	0.00%
01-4152-80 Other	0	251	251	0.00%
4152 Property	174,485	183,144	194,906	6.42%
20 Tax & Assessing	308,579	322,544	335,944	4.15%

25 Welfare

4415 Health & Human SRVC Agencies

01-4415-30 Purchased Professional Services

2399 Health Agencies	50,000	55,000	55,000	0.00%
01-4415-30 Purchased	50,000	55,000	55,000	0.00%
4415 Health & Human	50,000	55,000	55,000	0.00%

4442 Direct Assistance (Welfare)

01-4442-10 Salaries

1115 Wages, PT	0	1	1	0.00%
01-4442-10 Salaries	0	1	1	0.00%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4442-20 Employee Benefits

1220 Social Security	0	1	1	0.00%
1225 Medicare	0	1	1	0.00%
01-4442-20 Employee	0	2	2	0.00%

01-4442-40 Purchased Property Services

2441 Rent, WGA	330	12,070	12,070	0.00%
01-4442-40 Purchased	330	12,070	12,070	0.00%

01-4442-60 Supplies

2627 Utilities, WGA	0	1,500	1,500	0.00%
2629 Medical - WGA	0	1	1	0.00%
2631 Food & Supplies -	0	1	1	0.00%
2699 Other Charges -	89	750	750	0.00%
01-4442-60 Supplies	89	2,252	2,252	0.00%

01-4442-80 Other Charges and Expenses

2890 General	0	1	1	0.00%
01-4442-80 Other	0	1	1	0.00%
4442 Direct Assistance	419	14,326	10,000	-30.20%
25 Welfare	50,419	69,326	59,326	-14.42%

30 Community Dev

4191 Planning Department

01-4191-10 Salaries & Benefits

1115 Wages, PT	2,719	2,632	2,691	2.25%
1220 Social Security	0	163	168	3.06%
1225 Medicare	0	38	39	2.62%
01-4191-10 Salaries &	2,719	2,833	2,899	2.30%

01-4191-20 Other Employee Benefits

1220 Social Security	169	0	0	
1225 Medicare	39	0	0	
01-4191-20 Other	208	0	0	

01-4191-30 Purchased Professional Services

2381 Outside Hire -	0	7,500	16,092	114.56%
2382 Outside Hire	0	1	1	0.00%
2430 Equip	0	700	715	2.14%
01-4191-30 Purchased	0	8,201	16,808	104.95%

01-4191-50 Other Purchased Services

2396 Storm Water II	0	40,000	25,000	-37.50%
2550 Printing	0	1,060	1,060	0.00%
2551 Advertising	653	951	500	-47.42%
2555 Master Plan	13,409	54,800	1	-100.00%
2560 Dues &	10,062	10,063	10,063	0.00%
01-4191-50 Other	24,124	106,874	36,624	-65.73%

01-4191-60 Supplies

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2620 Office Supplies	1,673	1,750	1,750	0.00%
2625 Postage	1,708	3,060	4,390	43.46%
01-4191-60 Supplies	3,381	4,810	6,140	27.65%
4191 Planning	30,432	122,718	62,471	-49.09%

4192 Zoning Department

01-4192-10 Salaries & Benefits

1110 Full Time Wages	249,855	259,515	262,517	1.16%
1115 Wages, PT	1,874	2,632	2,632	0.00%
1140 Overtime	149	2,800	2,800	0.00%
1210 Health Insurance	0	88,323	88,323	0.00%
1211 Dental Insurance	0	3,973	4,544	14.38%
1220 Social Security	0	16,636	16,747	0.67%
1225 Medicare	0	3,891	3,843	-1.24%
1230 Deferred	0	14,273	14,155	-0.83%
01-4192-10 Salaries &	251,878	392,043	395,560	0.90%

01-4192-20 Other Employee Benefits

1210 Health Insurance	88,695	0	0	#DIV/0!
1211 Dental Insurance	4,530	0	0	#DIV/0!
1220 Social Security	16,250	0	0	#DIV/0!
1225 Medicare	3,800	0	0	#DIV/0!
1230 Deferred	13,170	0	0	#DIV/0!
1266 Sick Leave	4,023	3,375	3,375	0.00%
1290 Longevity	0	1	1	0.00%
1294 Educat. &	1,025	4,217	5,341	26.65%
01-4192-20 Other	131,494	7,593	8,717	14.80%

01-4192-30 Purchased Professional Services

2341 Telephone	3,403	3,360	3,583	6.64%
2382 Outside Hire	0	5,850	4,350	-25.64%
01-4192-30 Purchased	3,403	9,210	7,933	-13.87%

01-4192-40 Purchased Property Services

2425 Vehicle Repairs	432	1,000	1,000	0.00%
2430 Equip	670	690	0	-100.00%
01-4192-40 Purchased	1,102	1,690	1,000	-40.83%

01-4192-50 Other Purchased Services

2550 Printing	0	3,060	3,060	0.00%
2551 Advertising	743	1,320	1,320	0.00%
2560 Dues &	980	1,134	1,134	0.00%
2565 Software License	11,978	12,311	12,550	1.94%
2615 Uniforms	90	200	200	0.00%
01-4192-50 Other	13,791	18,025	18,264	1.32%

01-4192-60 Supplies

2620 Office Supplies	375	484	484	0.00%
2625 Postage	0	1	1	0.00%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2635 Gasoline	112	275	275	0.00%
01-4192-60 Supplies	487	760	760	0.00%
01-4192-70 Capital Outlay				
2741 New Computers	0	0	1,701	#DIV/0!
01-4192-70 Capital	0	0	1,701	#DIV/0!
01-4192-80 Other Charges and Expenses				
2621 Computer	0	1	1	0.00%
2743 Office Equipment	0	1	1	0.00%
2820 Mileage	0	340	200	-41.18%
01-4192-80 Other	0	342	202	-40.94%
4192 Zoning	402,155	429,663	434,137	1.04%
30 Community Dev	432,588	552,381	496,607	-10.10%

35 Police

4210 Police Department

01-4210-10 Salaries & Benefits

1110 Full Time Wages	1,171,254	1,112,842	1,142,414	2.66%
1111 FT Clerical/Fire	64,597	61,277	61,277	0.00%
1112 Supervisor	165,961	281,775	283,546	0.63%
1115 Wages, PT	0	250	250	0.00%
1116 Part Time	0	1	1	0.00%
1119 Traffic Aids	11,205	19,469	20,279	4.16%
1140 Overtime	95,685	97,976	100,000	2.07%
1141 Overtime-Clerical	3,720	6,894	6,894	0.00%
1210 Health Insurance	0	367,791	357,514	-2.79%
1211 Dental Insurance	0	22,705	24,499	7.90%
1220 Social Security	0	6,922	6,922	0.00%
1225 Medicare	0	23,773	24,210	1.84%
1230 Deferred	0	3,370	3,370	0.00%
1235 Group II	0	487,469	551,510	13.14%
1266 Sick Leave	0	22,000	25,000	13.64%
1290 Longevity	0	15,750	20,500	30.16%
1295 Educational	0	21,250	21,250	0.00%
01-4210-10 Salaries &	1,512,421	2,551,514	2,649,435	3.84%

01-4210-20 Other Employee Benefits

1210 Health Insurance	319,946	0	0	#DIV/0!
1211 Dental Insurance	24,072	0	0	#DIV/0!
1220 Social Security	4,926	0	0	#DIV/0!
1225 Medicare	23,561	0	0	#DIV/0!
1230 Deferred	3,370	0	0	#DIV/0!
1235 Group II	432,182	0	0	#DIV/0!
1240 Education	0	1,400	1,400	0.00%
1266 Sick Leave	22,862	0	0	#DIV/0!

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

1269	Vacation Buyout-	4,406	12,000	9,000	-25.00%
1290	Longevity	17,148	0	0	#DIV/0!
1294	Educat. &	7,512	7,500	7,500	0.00%
1295	Educational	21,227	0	0	#DIV/0!
	01-4210-20 Other	881,213	20,900	17,900	-14.35%
01-4210-30 Purchased Professional Services					
2336	Blood Analysis	0	250	250	0.00%
2337	Crime Lab	1,002	1,000	1,200	20.00%
2341	Telephone	13,815	13,000	15,000	15.38%
2343	Internet Service	2,422	2,500	3,600	44.00%
2350		248	1,500	1,500	0.00%
2374	Custodian	10,031	11,225	11,500	2.45%
2380	Uniform Cleaning	5,077	4,300	4,800	11.63%
	01-4210-30 Purchased	32,595	33,775	37,850	12.07%
01-4210-40 Purchased Property Services					
2410	Electricity	0	19,800	19,800	0.00%
2411	Heat	1,455	5,720	2,400	-58.04%
2412	Water	0	1,900	1,900	0.00%
2425	Vehicle Repairs	20,179	16,000	20,000	25.00%
2429	Radio	4,212	7,000	7,000	0.00%
2440	Equipment	2,329	1,860	3,200	72.04%
2442	Office Equip	150	0	0	#DIV/0!
	01-4210-40 Purchased	28,325	52,280	54,300	3.86%
01-4210-50 Other Purchased Services					
2550	Printing	555	1,200	1,200	0.00%
2551	Advertising	231	500	500	0.00%
2560	Dues &	985	800	1,000	25.00%
2565	Software License	13,751	15,200	15,200	0.00%
2580	Public Relations	505	750	750	0.00%
	01-4210-50 Other	16,027	18,450	18,650	1.08%
01-4210-60 Supplies					
2614	Ammunition &	3,972	3,500	5,000	42.86%
2615	Uniforms	10,154	9,500	10,000	5.26%
2620	Office Supplies	3,899	2,500	2,600	4.00%
2621	Computer	20,748	18,000	12,000	-33.33%
2625	Postage	419	1,800	1,800	0.00%
2635	Gasoline	17,049	39,000	41,000	5.13%
2643	Film	0	100	100	0.00%
2653	Tools &	2,209	1,800	2,000	11.11%
2654	Tires	6,567	7,500	8,000	6.67%
2660	Vehicle Supplies	601	800	800	0.00%
2670	Books &	715	1,200	1,200	0.00%
	01-4210-60 Supplies	66,333	85,700	84,500	-1.40%
01-4210-70 Capital Outlay					

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2740 New Equipment,	7,493	7,500	7,800	4.00%
2750 Furniture and	8,812	500	500	0.00%
2760 New Vehicles	71,128	67,315	70,000	3.99%
2761 Motorcycle Lease	0	1	4,600	459900.00%
01-4210-70 Capital	87,432	75,316	82,900	10.07%
01-4210-80 Other Charges and Expenses				
2811 Prisoner Care	0	25	25	0.00%
2825 Meetings &	1,836	1,500	1,500	0.00%
01-4210-80 Other	1,836	1,525	1,525	0.00%
4210 Police	2,626,181	2,839,460	2,947,060	3.79%

4414 Animal Control

01-4414-40 Purchased Property Services

2430 Equip	0	1	1	0.00%
01-4414-40 Purchased	0	1	1	0.00%

01-4414-60 Supplies

2619 Dog Emergency	729	400	400	0.00%
01-4414-60 Supplies	729	400	400	0.00%
4414 Animal Control	729	401	401	0.00%
35 Police	2,626,910	2,839,861	2,947,461	3.79%

40 Comm Center

4299 Public Safety Communications

01-4299-10 Salaries & Benefits

1110 Full Time Wages	238,936	252,616	255,466	1.13%
1114 PT Wages &	0	0	-0	#DIV/0!
1115 Wages, PT	20,627	20,862	21,250	1.86%
1140 Overtime	15,693	21,442	20,820	-2.90%
1210 Health Insurance	0	140,635	149,494	6.30%
1211 Dental Insurance	0	2,611	5,926	126.93%
1220 Social Security	0	18,523	18,897	2.02%
1225 Medicare	0	4,332	4,419	2.01%
1230 Deferred	0	8,824	8,824	0.00%
1290 Longevity	0	500	1,250	150.00%
01-4299-10 Salaries &	275,257	470,345	486,344	3.40%

01-4299-20 Other Employee Benefits

1210 Health Insurance	140,252	0	0	#DIV/0!
1211 Dental Insurance	5,841	0	0	#DIV/0!
1220 Social Security	16,627	0	0	#DIV/0!
1225 Medicare	3,888	0	0	#DIV/0!
1230 Deferred	8,237	0	0	#DIV/0!
1266 Sick Leave	5,786	3,332	6,000	80.07%
1290 Longevity	500	0	0	#DIV/0!

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

1294 Educat. &	495	0	0	#DIV/0!
01-4299-20 Other	181,626	3,332	6,000	80.07%
01-4299-30 Purchased Professional Services				
2341 Telephone	7,114	6,000	7,500	25.00%
2343 Internet Service	2,216	3,000	3,100	3.33%
2350	200	750	750	0.00%
2430 Equip	1,055	1,250	1,250	0.00%
01-4299-30 Purchased	10,585	11,000	12,600	14.55%
01-4299-40 Purchased Property Services				
2440 Equipment	0	1,295	1,800	39.00%
01-4299-40 Purchased	0	1,295	1,800	39.00%
01-4299-50 Other Purchased Services				
2560 Dues &	345	350	350	0.00%
2565 Software License	6,001	7,500	7,000	-6.67%
01-4299-50 Other	6,346	7,850	7,350	-6.37%
01-4299-60 Supplies				
2615 Uniforms	1,256	1,700	1,700	0.00%
2620 Office Supplies	480	500	500	0.00%
2621 Computer	2,822	2,500	3,000	20.00%
2625 Postage	0	50	50	0.00%
01-4299-60 Supplies	4,557	4,750	5,250	10.53%
01-4299-80 Other Charges and Expenses				
2612 Equipment	447	1,000	1,000	0.00%
2820 Mileage	0	1	1	0.00%
01-4299-80 Other	447	1,001	1,001	0.00%
4299 Public Safety	478,819	499,573	520,345	4.16%
40 Comm Center	478,819	499,573	520,345	4.16%

45 Fire Rescue

4215 Rescue

01-4215-10 Salaries & Benefits

1115 Wages, PT	514,920	519,680	519,680	0.00%
1140 Overtime	4,507	4,404	5,000	13.53%
1220 Social Security	0	32,493	32,564	0.22%
1225 Medicare	0	7,599	7,616	0.22%
01-4215-10 Salaries &	519,427	564,176	564,859	0.12%

01-4215-20 Other Employee Benefits

1220 Social Security	32,205	0	0	#DIV/0!
1225 Medicare	7,531	0	0	#DIV/0!
1294 Educat. &	2,248	2,000	3,000	50.00%
1296 Supplemental	3,524	3,600	4,000	11.11%
01-4215-20 Other	45,508	5,600	7,000	25.00%

01-4215-30 Purchased Professional Services

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2305 Amb Billing	23,830	33,124	31,000	-6.41%
2341 Telephone	7,103	6,900	7,200	4.35%
01-4215-30 Purchased	30,934	40,024	38,200	-4.56%
01-4215-40 Purchased Property Services				
2425 Vehicle Repairs	8,922	9,000	10,000	11.11%
2429 Radio	0	2,500	5,000	100.00%
2430 Equip	2,387	4,000	4,000	0.00%
01-4215-40 Purchased	11,308	15,500	19,000	22.58%
01-4215-50 Other Purchased Services				
2560 Dues &	315	315	315	0.00%
01-4215-50 Other	315	315	315	0.00%
01-4215-60 Supplies				
2615 Uniforms	1,840	1,400	1,700	21.43%
2621 Computer	416	1,000	1,000	0.00%
2625 Postage	2	100	100	0.00%
2635 Gasoline	547	935	935	0.00%
2636 Diesel Fuel	3,304	7,150	6,000	-16.08%
2680 ALS Supplies	5,275	4,500	5,000	11.11%
2685 Oxygen	1,218	1,400	1,400	0.00%
2686 BLS Supplies	4,232	5,100	5,100	0.00%
2690 Misc. Supplies	344	400	400	0.00%
01-4215-60 Supplies	17,177	21,985	21,635	-1.59%
01-4215-70 Capital Outlay				
2740 New Equipment,	0	1	1	0.00%
01-4215-70 Capital	0	1	1	0.00%
01-4215-80 Other Charges and Expenses				
2820 Mileage	0	100	100	0.00%
01-4215-80 Other	0	100	100	0.00%
4215 Rescue	624,669	647,701	651,110	0.53%

4220 Fire

01-4220-10 Salaries & Benefits

1110 Full Time Wages	100,039	99,775	100,428	0.65%
1111 FT Clerical/Fire	83,760	85,738	87,444	1.99%
1112 Supervisor	78,780	81,245	82,888	2.02%
1114 PT Wages &	10,425	11,165	11,165	0.00%
1115 Wages, PT	74,120	101,500	92,100	-9.26%
1210 Health Insurance	0	29,681	45,262	52.50%
1211 Dental Insurance	0	3,211	2,461	-23.35%
1220 Social Security	0	6,985	6,402	-8.34%
1225 Medicare	0	5,583	5,446	-2.44%
1234 Group II	0	88,251	88,252	0.00%
1290 Longevity	0	750	750	0.00%
01-4220-10 Salaries &	347,124	513,883	522,598	1.70%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4220-20 Other Employee Benefits

1210 Health Insurance	30,915	0	0	#DIV/0!
1211 Dental Insurance	3,197	0	0	#DIV/0!
1220 Social Security	5,085	0	0	#DIV/0!
1225 Medicare	5,386	0	0	#DIV/0!
1230 Deferred	6	0	0	#DIV/0!
1235 Group II	79,498	0	0	#DIV/0!
1266 Sick Leave	7,872	4,817	4,817	0.00%
1290 Longevity	750	0	0	#DIV/0!
1294 Educat. &	3,073	7,000	7,000	0.00%
1296 Supplemental	3,524	3,600	4,000	11.11%
01-4220-20 Other	139,304	15,417	15,817	2.59%

01-4220-30 Purchased Professional Services

2341 Telephone	7,554	7,700	7,700	0.00%
2343 Internet Service	3,040	3,081	3,081	0.00%
2350	801	2,500	2,500	0.00%
2351 Vaccinations	0	1	1	0.00%
2374 Custodian	3,156	3,156	3,156	0.00%
01-4220-30 Purchased	14,551	16,438	16,438	0.00%

01-4220-40 Purchased Property Services

2410 Electricity	0	13,650	13,650	0.00%
2411 Heat	8,342	8,500	8,500	0.00%
2412 Water	0	4,700	4,700	0.00%
2425 Vehicle Repairs	12,324	18,000	18,000	0.00%
2430 Equip	5,842	4,000	6,000	50.00%
01-4220-40 Purchased	26,507	48,850	50,850	4.09%

01-4220-50 Other Purchased Services

2560 Dues &	5,929	6,100	6,100	0.00%
01-4220-50 Other	5,929	6,100	6,100	0.00%

01-4220-60 Supplies

2610 Supplies -	1,286	2,500	2,500	0.00%
2615 Uniforms	2,072	2,000	2,000	0.00%
2616 Protective	21,184	21,940	21,940	0.00%
2620 Office Supplies	500	2,000	2,000	0.00%
2621 Computer	4,867	3,466	4,500	29.83%
2624 Education &	1,498	1,500	1,500	0.00%
2625 Postage	257	300	300	0.00%
2635 Gasoline	2,256	3,700	3,700	0.00%
2636 Diesel Fuel	1,668	4,399	3,339	-24.10%
2651 Breathing	24,532	25,000	25,000	0.00%
2652 Radios and	7,556	8,000	12,000	50.00%
2653 Tools &	15,048	15,000	15,000	0.00%
2654 Tires	1,637	3,000	3,000	0.00%
01-4220-60 Supplies	84,361	92,805	96,779	4.28%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4220-80 Other Charges and Expenses

2762 Equip Lease	0	1,273	1,273	0.00%
2820 Mileage	42	300	300	0.00%
01-4220-80 Other	42	1,573	1,573	0.00%
4220 Fire	617,819	695,066	710,155	2.17%

4290 Emergency Management

01-4290-50 Other Purchased Services

2560 Dues &	8,500	8,500	9,553	12.39%
01-4290-50 Other	8,500	8,500	9,553	12.39%

01-4290-80 Other Charges & Expenses

2612 Equipment	0	1	1	0.00%
01-4290-80 Other	0	1	1	0.00%
4290 Emergency	8,500	8,501	9,554	12.39%
45 Fire Rescue	1,250,988	1,351,268	1,370,819	1.45%

50 Public Works

4194 General Government Buildings

01-4194-10 Salaries & Benefits

1110 Full Time Wages	60,035	61,561	63,019	2.37%
1140 Overtime	249	1,998	2,042	2.23%
1210 Health Insurance	0	24,063	24,063	0.00%
1211 Dental Insurance	0	938	1,037	10.52%
1220 Social Security	0	4,063	4,130	1.65%
1225 Medicare	0	950	966	1.65%
1230 Deferred	0	3,386	3,389	0.09%
1290 Longevity	0	950	950	0.00%
01-4194-10 Salaries &	60,284	97,908	99,595	1.72%

01-4194-20 Other Employee Benefits

1210 Health Insurance	25,582	0	0	#DIV/0!
1211 Dental Insurance	997	0	0	#DIV/0!
1220 Social Security	3,863	0	0	#DIV/0!
1225 Medicare	903	0	0	#DIV/0!
1230 Deferred	3,302	0	0	#DIV/0!
1266 Sick Leave	1,289	1,020	1,020	0.00%
1290 Longevity	1,000	0	0	#DIV/0!
01-4194-20 Other	36,936	1,020	1,020	0.00%

01-4194-30 Purchased Professional Services

2374 Custodian	0	1	1	0.00%
2397 Town Clocks	500	750	750	0.00%
01-4194-30 Purchased	500	751	751	0.00%

01-4194-40 Purchased Property Services

2410 Electricity	74,953	1	1	0.00%
------------------	--------	---	---	-------

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2412	Water	13,187	1	1	0.00%
2430	Equip	87,674	125,000	135,000	8.00%
2433	Alarms	12,979	7,000	8,000	14.29%
2434	Common Lighting	469	600	600	0.00%
2451	Outside Hire	20,828	17,000	20,000	17.65%
	01-4194-40 Purchased	210,091	149,602	163,602	9.36%
01-4194-50 Other Purchased Services					
2545	Trash Removal	1,373	1,800	1,800	0.00%
	01-4194-50 Other	1,373	1,800	1,800	0.00%
01-4194-60 Supplies					
2630	Maintenance	4,576	4,000	4,500	12.50%
	01-4194-60 Supplies	4,576	4,000	4,500	12.50%
	4194 General	313,760	255,081	271,268	6.35%
<u>4311 Public Works Administration</u>					
01-4311-10 Salaries & Benefits					
1110	Full Time Wages	233,165	239,038	241,135	0.88%
1115	Wages, PT	22,858	27,636	21,934	-20.63%
1116	Part Time	0	14,419	14,419	0.00%
1140	Overtime	1,568	1,061	1,083	2.07%
1210	Health Insurance	0	32,209	32,209	0.00%
1211	Dental Insurance	0	3,499	1,400	-59.97%
1220	Social Security	0	17,808	17,465	-1.93%
1225	Medicare	0	4,165	4,145	-0.49%
1230	Deferred	0	13,147	13,378	1.76%
1290	Longevity	0	750	750	0.00%
	01-4311-10 Salaries &	257,591	353,732	347,918	-1.64%
01-4311-20 Other Employee Benefits					
1210	Health Insurance	32,267	0	0	#DIV/0!
1211	Dental Insurance	4,070	0	0	#DIV/0!
1220	Social Security	18,216	0	0	#DIV/0!
1225	Medicare	4,260	0	0	#DIV/0!
1230	Deferred	12,865	0	0	#DIV/0!
1266	Sick Leave	5,279	4,320	4,320	0.00%
1290	Longevity	750	0	0	#DIV/0!
1294	Educat. &	933	3,000	3,000	0.00%
	01-4311-20 Other	78,641	7,320	7,320	0.00%
01-4311-30 Purchased Professional Services					
2310	Engineering	11,265	7,500	12,500	66.67%
2341	Telephone	6,328	5,500	5,500	0.00%
2343	Internet Service	2,530	3,500	3,500	0.00%
2374	Custodian	2,210	2,600	2,600	0.00%
2396	Storm Water II	1,651	2,500	2,500	0.00%
	01-4311-30 Purchased	23,984	21,600	26,600	23.15%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4311-40 Purchased Property Services

2410 Electricity	0	12,500	13,500	8.00%
2411 Heat	4,550	7,500	6,300	-16.00%
2412 Water	0	1,068	1,068	0.00%
2430 Equip	2,940	9,000	9,000	0.00%
01-4311-40 Purchased	7,490	30,068	29,868	-0.67%

01-4311-50 Other Purchased Services

2551 Advertising	222	1,500	1,500	0.00%
2560 Dues &	5,145	3,000	3,000	0.00%
01-4311-50 Other	5,366	4,500	4,500	0.00%

01-4311-60 Supplies

2620 Office Supplies	3,604	3,000	3,500	16.67%
2621 Computer	5,867	2,000	2,000	0.00%
2625 Postage	292	300	300	0.00%
01-4311-60 Supplies	9,763	5,300	5,800	9.43%

01-4311-70 Capital Outlay

2750 Furniture and	974	1,500	1,500	0.00%
01-4311-70 Capital	974	1,500	1,500	0.00%

01-4311-80 Other Charges and Expenses

2820 Mileage	0	1	1	0.00%
01-4311-80 Other	0	1	1	0.00%
4311 Public Works	383,810	424,021	423,507	-0.12%

4312 Department of Public Works

01-4312-10 Salaries & Benefits

1110 Full Time Wages	526,100	554,029	555,840	0.33%
1113 Part Time Wages	0	0	26,767	#DIV/0!
1115 Wages, PT	29,964	56,376	25,187	-55.32%
1140 Overtime	54,298	93,363	94,507	1.23%
1210 Health Insurance	0	202,231	238,263	17.82%
1211 Dental Insurance	0	7,762	11,288	45.42%
1220 Social Security	0	44,214	43,952	-0.59%
1225 Medicare	0	10,340	10,279	-0.59%
1230 Deferred	0	25,764	27,098	5.18%
1290 Longevity	0	6,500	3,750	-42.31%
01-4312-10 Salaries &	610,362	1,000,579	1,036,931	3.63%

01-4312-20 Other Employee Benefits

1210 Health Insurance	204,431	0	0	#DIV/0!
1211 Dental Insurance	10,459	0	0	#DIV/0!
1220 Social Security	38,310	0	0	#DIV/0!
1225 Medicare	8,960	0	0	#DIV/0!
1230 Deferred	23,467	0	0	#DIV/0!
1266 Sick Leave	2,481	2,860	2,860	0.00%
1290 Longevity	4,500	0	0	#DIV/0!

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4312-20 Other	292,606	2,860	2,860	0.00%
01-4312-30 Purchased Professional Services				
2350	2,866	2,800	2,800	0.00%
01-4312-30 Purchased	2,866	2,800	2,800	0.00%
01-4312-40 Purchased Property Services				
2425 Vehicle Repairs	59,797	85,000	85,000	0.00%
2429 Radio	888	1,200	1,200	0.00%
2430 Equip	75,711	57,000	57,000	0.00%
2431 Facility	3,163	2,000	4,000	100.00%
2435 Fuel Tank Apron	0	1	1	0.00%
2443 Pennichuck	225,382	300,000	250,000	-16.67%
2450 Line Stripe	680	29,000	29,000	0.00%
2451 Outside Hire	92,395	90,000	90,000	0.00%
2452 Equip	2,260	7,000	6,000	-14.29%
2453 Fuel Tank	2,847	1,100	1,100	0.00%
2461 Street Sweeping	10,560	7,000	7,000	0.00%
2463 Catch Basin	23,950	12,500	12,500	0.00%
2470 Tree Care	17,688	15,000	15,000	0.00%
01-4312-40 Purchased	515,321	606,801	557,801	-8.08%
01-4312-60 Supplies				
2610 Supplies -	39,595	33,000	33,000	0.00%
2615 Uniforms	18,552	19,500	19,500	0.00%
2616 Protective	12,839	9,000	9,000	0.00%
2620 Office Supplies	137	0	0	#DIV/0!
2626 Oil & Grease	7,143	6,000	6,000	0.00%
2635 Gasoline	9,178	14,999	14,999	0.00%
2636 Diesel Fuel	35,021	50,000	50,000	0.00%
2653 Tools &	19,982	7,500	8,000	6.67%
2654 Tires	5,872	6,000	6,000	0.00%
2662 Salt	104,110	120,000	130,000	8.33%
2663 Sand	0	10,000	7,500	-25.00%
2665 Gravel	26,209	12,000	12,000	0.00%
2666 Calcium Chloride	25,536	27,000	27,000	0.00%
2668 Cold Patch	0	2,500	1,200	-52.00%
2684 Guardrails	11,131	7,000	7,000	0.00%
2687 Signs & Misc.	15,004	11,000	11,000	0.00%
01-4312-60 Supplies	330,309	335,499	342,199	2.00%
01-4312-70 Capital Outlay				
2730 Road	40,271	100,000	100,000	0.00%
2735 Road Rebuild	1,192,099	1,300,000	1,400,000	7.69%
2740 New Equipment,	147,170	140,000	140,000	0.00%
2762 Equip Lease	136,044	46,500	46,500	0.00%
01-4312-70 Capital	1,515,584	1,586,500	1,686,500	6.30%
01-4312-90 Other Financial Uses				

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

9800 P/Y	95,527	0	0	#DIV/0!
01-4312-90 Other	95,527	0	0	#DIV/0!
4312 Department of	3,362,576	3,535,039	3,629,091	2.66%

4316 Street Lighting

01-4316-40 Purchased Property Services

2414 General Street	18,952	23,607	20,000	-15.28%
2415 Warning Lights	2,276	2,200	2,300	4.55%
2416 Traffic Signals	2,552	1,300	2,600	100.00%
01-4316-40 Purchased	23,780	27,107	24,900	-8.14%
4316 Street Lighting	23,780	27,107	24,900	-8.14%

4324 Landfill Department

01-4324-10 Salaries & Benefits

1110 Full Time Wages	44,878	45,677	45,698	0.05%
1115 Wages, PT	72,282	84,850	96,566	13.81%
1140 Overtime	7,534	3,722	0	-100.00%
1210 Health Insurance	0	34,202	34,202	0.00%
1211 Dental Insurance	0	1,749	1,766	0.94%
1220 Social Security	0	8,415	8,536	1.44%
1225 Medicare	0	1,968	1,997	1.43%
1290 Longevity	0	750	750	0.00%
01-4324-10 Salaries &	124,694	181,334	189,514	4.51%

01-4324-20 Other Employee Benefits

1210 Health Insurance	34,826	0	0	#DIV/0!
1211 Dental Insurance	1,782	0	0	#DIV/0!
1220 Social Security	7,443	0	0	#DIV/0!
1225 Medicare	1,741	0	0	#DIV/0!
1266 Sick Leave	574	727	727	0.00%
1294 Educat. &	600	500	600	20.00%
01-4324-20 Other	46,965	1,227	1,327	8.15%

01-4324-30 Purchased Professional Services

2341 Telephone	1,265	1,250	1,300	4.00%
2343 Internet Service	3,278	2,400	3,300	37.50%
01-4324-30 Purchased	4,543	3,650	4,600	26.03%

01-4324-40 Purchased Property Services

2410 Electricity	7,184	7,866	7,200	-8.47%
2412 Water	759	750	800	6.67%
2420 Waste disposal	96,536	97,000	97,000	0.00%
2431 Facility	5,577	3,850	8,000	107.79%
2451 Outside Hire	16,191	11,000	11,000	0.00%
2452 Equip	180	0	0	#DIV/0!
01-4324-40 Purchased	126,426	120,466	124,000	2.93%

01-4324-50 Other Purchased Services

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2551 Advertising	0	1	1	0.00%
2560 Dues &	9,006	8,400	9,400	11.90%
2561 Bank/Credit Card	751	2,700	1,000	-62.96%
2563 Weighmaster	384	600	600	0.00%
01-4324-50 Other	10,141	11,701	11,001	-5.98%
01-4324-60 Supplies				
2664 Landfill Waste Oil	4,314	2,500	2,500	0.00%
2687 Signs & Misc.	1,671	950	1,800	89.47%
2688 Tire removal	1,378	1,500	1,500	0.00%
2690 Misc. Supplies	842	0	0	#DIV/0!
01-4324-60 Supplies	8,205	4,950	5,800	17.17%
4324 Landfill	320,975	323,328	336,242	3.99%

4326 Sewage Collection & Disposal

01-4326-30 Septic

2341 Telephone	0	10,000	10,000	0.00%
2343 Internet Service	0	9,000	9,000	0.00%
2444 Monitoring	0	4,800	4,800	0.00%
01-4326-30 Septic	0	23,800	23,800	0.00%

01-4326-40 Septic

2344 Septage	0	4,800	4,800	0.00%
2410 Electricity	0	9,000	9,000	0.00%
2430 Equip	0	4,500	4,500	0.00%
01-4326-40 Septic	0	18,300	18,300	0.00%

01-4326-80 Septic

2612 Equipment	0	1	1	0.00%
2821 Baboosic Lake	0	4,500	4,500	0.00%
01-4326-80 Septic	0	4,501	4,501	0.00%

01-4326-90 Accum. Deprec. Septic

1611 Depreciation -	0	1,403	1,403	0.00%
1612 Depreciation -	0	3,187	3,187	0.00%
1613 Depreciation -	0	4,347	4,347	0.00%
1614 Depreciation -	0	4,818	4,818	0.00%
01-4326-90 Accum.	0	13,755	13,755	0.00%
4326 Sewage	0	60,356	60,356	0.00%

4522 Parks

01-4522-10 Salaries & Benefits

1115 Wages, PT	10,333	9,700	0	-100.00%
1140 Overtime	165	1	1	0.00%
1220 Social Security	0	601	0	-100.00%
1225 Medicare	0	141	0	-100.00%
01-4522-10 Salaries &	10,498	10,443	1	-99.99%

01-4522-20 Other Employee Benefits

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

1220 Social Security	651	0	0	#DIV/0!
1225 Medicare	152	0	0	#DIV/0!
01-4522-20 Other	803	0	0	#DIV/0!
01-4522-40 Purchased Property Services				
2430 Equip	224	500	500	0.00%
2451 Outside Hire	0	500	500	0.00%
01-4522-40 Purchased	224	1,000	1,000	0.00%
01-4522-60 Supplies				
2610 Supplies -	935	350	350	0.00%
2613 Fertilizer & Lime	991	1,000	1,000	0.00%
01-4522-60 Supplies	1,926	1,350	1,350	0.00%
01-4522-80 Other Charges & Expenses				
2612 Equipment	163	650	650	0.00%
01-4522-80 Other	163	650	650	0.00%
4522 Parks	13,614	13,443	3,001	-77.68%
50 Public Works	4,418,514	4,638,376	4,748,366	2.37%

55 Landfill District

4323 Souhegan Regional Landfill

01-4323-30 Purchased Professional Services

2307 Souhegan	277,740	388,000	437,855	12.85%
01-4323-30 Purchased	277,740	388,000	437,855	12.85%
4323 Souhegan	277,740	388,000	437,855	12.85%
55 Landfill District	277,740	388,000	437,855	12.85%

60 Cemetery

4195 Cemeteries

01-4195-10 Salaries & Benefits

1110 Full Time Wages	4,437	3,274	3,349	2.29%
1115 Wages, PT	10,949	22,922	2,700	-88.22%
1140 Overtime	600	1,126	1,181	4.83%
1210 Health Insurance	0	1,280	1,280	0.00%
1211 Dental Insurance	0	50	50	0.60%
1220 Social Security	0	1,634	444	-72.80%
1225 Medicare	0	382	104	-72.80%
1230 Deferred	0	180	180	0.09%
1290 Longevity	0	51	51	0.00%
01-4195-10 Salaries &	15,985	30,898	9,339	-69.78%

01-4195-20 Other Employee Benefits

1210 Health Insurance	92	0	0	#DIV/0!
1211 Dental Insurance	5	0	0	#DIV/0!
1220 Social Security	991	0	0	#DIV/0!

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

1225 Medicare	232	0	0	#DIV/0!
1230 Deferred	244	0	0	#DIV/0!
01-4195-20 Other	1,563	0	0	#DIV/0!
01-4195-40 Purchased Property Services				
2410 Electricity	668	790	850	7.59%
2412 Water	648	350	700	100.00%
2430 Equip	2,680	1,900	2,500	31.58%
2432 Headstone	0	100	100	0.00%
2451 Outside Hire	12,967	2,700	25,000	825.93%
2470 Tree Care	0	450	450	0.00%
01-4195-40 Purchased	16,963	6,290	29,600	370.59%
01-4195-50 Other Purchased Services				
2560 Dues &	1,373	1,040	3,500	236.54%
01-4195-50 Other	1,373	1,040	3,500	236.54%
01-4195-60 Supplies				
2610 Supplies -	5,110	3,275	5,000	52.67%
2667 Loam	0	1	1	0.00%
01-4195-60 Supplies	5,110	3,276	5,001	52.66%
01-4195-80 Other Charges & Expenses				
2612 Equipment	0	250	200	-20.00%
01-4195-80 Other	0	250	200	-20.00%
4195 Cemeteries	40,994	41,754	47,640	14.10%
60 Cemetery	40,994	41,754	47,640	14.10%

65 Library

4550 Library

01-4550-10 Salaries & Benefits

1110 Full Time Wages	442,125	451,192	442,707	-1.88%
1115 Wages, PT	94,889	156,411	151,391	-3.21%
1210 Health Insurance	0	126,380	160,553	27.04%
1211 Dental Insurance	0	4,487	8,362	86.38%
1220 Social Security	0	38,177	36,834	-3.52%
1225 Medicare	0	8,928	8,614	-3.52%
1230 Deferred	0	24,816	22,200	-10.54%
1290 Longevity	0	2,500	1,500	-40.00%
01-4550-10 Salaries &	537,014	812,890	832,161	2.37%

01-4550-20 Other Employee Benefits

1210 Health Insurance	127,951	0	0	#DIV/0!
1211 Dental Insurance	6,981	0	0	#DIV/0!
1220 Social Security	34,350	0	0	#DIV/0!
1225 Medicare	8,034	0	0	#DIV/0!
1230 Deferred	22,452	0	0	#DIV/0!
1266 Sick Leave	7,900	5,658	8,058	42.42%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

1290	Longevity	2,500	0	0	#DIV/0!
1294	Educat. &	204	300	300	0.00%
	01-4550-20 Other	210,371	5,958	8,358	40.28%
01-4550-30 Purchased Professional Services					
2339	Technical	0	1	1	0.00%
2341	Telephone	2,855	3,960	2,800	-29.29%
2343	Internet Service	5,833	4,092	5,800	41.74%
2374	Custodian	11,400	15,000	15,000	0.00%
2395	Outside Hire - IT	5,203	4,500	5,000	11.11%
	01-4550-30 Purchased	25,291	27,553	28,601	3.80%
01-4550-40 Purchased Property Services					
2410	Electricity	0	8,220	8,220	0.00%
2411	Heat	8,064	7,900	8,975	13.61%
2412	Water	0	1,950	1,950	0.00%
2430	Equip	0	250	250	0.00%
	01-4550-40 Purchased	8,064	18,320	19,395	5.87%
01-4550-50 Other Purchased Services					
2560	Dues &	1,055	1,200	1,200	0.00%
2565	Software License	42,029	45,000	45,000	0.00%
2581	Travel	0	1	1	0.00%
	01-4550-50 Other	43,084	46,201	46,201	0.00%
01-4550-60 Supplies					
2620	Office Supplies	7,060	6,500	7,000	7.69%
2625	Postage	446	1,500	500	-66.67%
2630	Maintenance	0	0	5,000	#DIV/0!
2670	Books &	96,714	100,000	103,000	3.00%
	01-4550-60 Supplies	104,219	108,000	115,500	6.94%
01-4550-70 Capital Outlay					
2720	Building	1,905	0	0	#DIV/0!
2740	New Equipment,	2,636	1	1	0.00%
	01-4550-70 Capital	4,540	1	1	0.00%
01-4550-80 Other Charges and Expenses					
2612	Equipment	0	500	500	0.00%
2618	Special Events &	10,674	16,000	16,000	0.00%
2621	Computer	14,851	10,000	10,000	0.00%
2820	Mileage	0	500	300	-40.00%
2825	Meetings &	0	1,700	1,700	0.00%
	01-4550-80 Other	25,524	28,700	28,500	-0.70%
	4550 Library	958,107	1,047,623	1,078,717	2.97%
	65 Library	958,107	1,047,623	1,078,717	2.97%

70 Recreation

4520 Recreation Department

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

01-4520-10 Salaries & Benefits

1110 Full Time Wages	137,836	140,654	146,306	4.02%
1112 Supervisor	112,512	114,109	114,609	0.44%
1113 Part Time Wages	5,479	25,000	0	-100.00%
1115 Wages, PT	0	0	23,900	#DIV/0!
1140 Overtime	0	711	2,057	189.31%
1210 Health Insurance	0	57,552	44,895	-21.99%
1211 Dental Insurance	0	3,599	3,166	-12.02%
1220 Social Security	0	17,606	17,542	-0.36%
1225 Medicare	0	4,117	4,102	-0.36%
1230 Deferred	0	14,012	14,009	-0.02%
1290 Longevity	0	1,000	500	-50.00%
01-4520-10 Salaries &	255,827	378,361	371,087	-1.92%

01-4520-20 Other Employee Benefits

1210 Health Insurance	45,147	0	0	#DIV/0!
1211 Dental Insurance	3,715	0	0	#DIV/0!
1220 Social Security	17,892	0	0	#DIV/0!
1225 Medicare	4,251	0	0	#DIV/0!
1230 Deferred	13,513	0	0	#DIV/0!
1266 Sick Leave	3,691	2,500	3,700	48.00%
1290 Longevity	500	0	500	#DIV/0!
01-4520-20 Other	88,708	2,500	4,200	68.00%

01-4520-30 Purchased Professional Services

2341 Telephone	6,978	7,356	7,356	0.00%
2343 Internet Service	2,442	2,640	3,840	45.45%
2374 Custodian	1,250	1,300	1,300	0.00%
01-4520-30 Purchased	10,670	11,296	12,496	10.62%

01-4520-40 Purchased Property Services

2410 Electricity	0	11,682	11,682	0.00%
2411 Heat	5,211	5,000	6,000	20.00%
2412 Water	0	340	340	0.00%
2425 Vehicle Repairs	3,950	4,000	4,000	0.00%
2431 Facility	7,997	8,000	10,000	25.00%
01-4520-40 Purchased	17,158	29,022	32,022	10.34%

01-4520-50 Other Purchased Services

2545 Trash Removal	975	1,400	1,400	0.00%
2551 Advertising	53	400	400	0.00%
2565 Software License	739	888	888	0.00%
2615 Uniforms	923	1,400	1,000	-28.57%
01-4520-50 Other	2,689	4,088	3,688	-9.78%

01-4520-60 Supplies

2610 Supplies -	0	750	750	0.00%
2612 Equipment	1,295	0	0	#DIV/0!
2620 Office Supplies	704	800	800	0.00%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

2625 Postage	27	100	100	0.00%
2635 Gasoline	3,382	8,000	8,000	0.00%
2636 Diesel Fuel	923	2,800	2,400	-14.29%
01-4520-60 Supplies	6,331	12,450	12,050	-3.21%
01-4520-70 Capital Outlay				
2762 Equip Lease	10,880	12,153	1,353	-88.87%
01-4520-70 Capital	10,880	12,153	1,353	-88.87%
01-4520-80 Other Charges and Expenses				
2653 Tools &	2,353	1,000	2,500	150.00%
2820 Mileage	0	1	1	0.00%
2825 Meetings &	1,467	1,500	1,500	0.00%
01-4520-80 Other	3,819	2,501	4,001	59.98%
01-4520-90 Other Financial Uses				
2612 Equipment	0	0	13,000	#DIV/0!
01-4520-90 Other	0	0	13,000	#DIV/0!
4520 Recreation	396,082	452,371	453,897	0.34%
70 Recreation	396,082	452,371	453,897	0.34%

75 Principal

4711 Principal - L-T Bonds & Notes

01-4711-90 Other Financial Uses

2210 Road	306,000	306,000	306,000	0.00%
2211 Road	50,000	0	0	#DIV/0!
2214 Road	200,000	200,000	200,000	0.00%
2215 Road	200,000	200,000	200,000	0.00%
2216 Road	400,000	400,000	400,000	0.00%
9502 Septic Loan -	0	11,900	11,900	0.00%
9503 Septic Loan -	0	11,380	11,380	0.00%
9504 Septic Loan -	0	8,647	8,647	0.00%
01-4711-90 Other	1,156,000	1,137,927	1,137,927	0.00%
4711 Principal - L-T	1,156,000	1,137,927	1,137,927	0.00%
75 Principal	1,156,000	1,137,927	1,137,927	0.00%

80 Interest

4721 Interest L-T Bonds & Notes

01-4721-90 Other Financial Uses

2210 Road	36,547	29,254	29,254	0.00%
2211 Road	1,503	0	0	#DIV/0!
2214 Road	13,540	9,000	9,000	0.00%
2215 Road	17,164	12,660	12,660	0.00%
2216 Road	55,264	45,946	45,946	0.00%
01-4721-90 Other	124,019	96,860	96,860	0.00%

Expenditure Line Item Budget Grouped by Department, DRA

Town of Amherst

Fiscal Year 2023

50-4721-36 Interest L-T Bonds & Notes

6002	Septic Loan	0	750	750	0.00%
6003	Septic Loan	0	1,802	1,802	0.00%
6004	Septic Loan	0	1,258	1,258	0.00%
50-4721-36	Interest L-T	0	3,810	3,810	0.00%
4721	Interest L-T	124,019	100,670	100,670	0.00%
80	Interest	124,019	100,670	100,670	0.00%

99 Other

4999 Other Miscellaneous Government

01-4999-20 Other Miscellaneous Government

1211	Dental Insurance	305	0	0	#DIV/0!
01-4999-20	Other	305	0	0	#DIV/0!
4999	Other	305	0	0	#DIV/0!
99	Other (Health	305	0	119,268	#DIV/0!
Report Total		13,873,618	14,877,676	15,337,956	3.09%



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Light Equipment Operator Job
Description - revision

Department: Public Works

Meeting Date: October 25, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

The current Light equipment Operator Job Description is from 2001. DPW desires to update it to include: Change supervision given from “none” to others as assigned, Minor spelling/grammar corrections, Added computer skills, reporting on vehicle/equipment logs, and beaver dam maintenance to skills section, Updated certifications section and min. quals.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

Follow Town Policy guidance for updating documents periodically.

DEPARTMENT HEAD RECOMMENDATION:

Approve the updated job description

SUGGESTED MOTION:

I move to accept the updated DPW Light Equipment Operator job description as presented effective today, October 25th, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. LEO Job Description draft 10-19-21
2. Light Equipment Operator 2001

LIGHT EQUIPMENT OPERATOR / TRUCK DRIVER

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

JOB SUMMARY

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

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

May be assigned to oversee, direct, and/or provide training to driver/laborers, temporary summer-seasonal employees, and/or employees of the same or other job classifications.

EXAMPLES OF ESSENTIAL DUTIES

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

understand and follow oral instructions; ability to effectively and professionally communicate with the general public.

LICENSURE AND CERTIFICATION REQUIREMENTS

- NH Commercial Motor Vehicle Class B Driver's License

Must obtain within six (6) months of hire:

- Solid Waste Facility Operator Certification

Must obtain within one (1) year of hire:

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

MINIMUM QUALIFICATIONS REQUIRED

- High School diploma or equivalent;
- Three (3) years' experience in the operation and routine servicing of commercial trucks and light construction equipment;
- Three (3) years' experience in road and site work construction; **OR** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS

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

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

Employee Signature _____ Date _____

*Adopted August 2001
Revised October 2021*

Amherst, NH
August, 2001

LIGHT EQUIPMENT OPERATOR/TRUCK DRIVER

JOB SUMMARY

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

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

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

- 1) Regularly operates one or more of the following pieces of light equipment: dump truck, backhoe, front-end loader, tractor, chipper, etc. When not engaged in equipment operation performs various skilled and semi-skilled tasks essential to public works operations.
- 2) Makes minor field repairs and adjustments to equipment; reports need for major repairs to Lead Foreman or Director.
- 3) Operates trucks during road maintenance and construction jobs hauling aggregate material such as cold patch, gravel, sand, hot top and stone.
- 4) Operates during winter storm emergencies at all hours of the day or night, plow and sander equipped trucks and other snow and ice management equipment; such as loaders and tractors. Shovels snow and loads and spreads sand and salt on sidewalks, bridges and steps; thaws and clears culverts.
- 5) Mows roadside grass, weeds, and brush, rakes and packs leaves and debris, trims limbs, and cuts downed limbs with power equipment, such as mowers, trimmers, chain saws and chippers or with hand tools.
- 6) Loads and unloads heavy materials from trucks and vans; stocks materials in storage areas or at work sites.
- 7) Installs traffic signs as described in the MANUAL on UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.). Installs guardrails and work zone safety equipment, may perform flagging operations in work zones.
- 8) Digs trenches, moves material by hand with buckets and wheelbarrows; uses air and hydraulic equipment for breaking asphalt and concrete, sandblasting and drilling.
- 9) Places and rakes to grade using wheelbarrow and hand tools hot bituminous asphalt and other pavement treatments such as cold patch, and tack coats.
- 10) Assists in the maintenance and repairs of bridges to include painting, chipping and removing, installs and cleans culverts and other drainage systems; installs and cleans catch basins, and ditches.
- 11) Services and performs minor routine maintenance on heavy and light duty trucks, light equipment and potable power equipment and hand tools.

- 12) Performs other essential duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

LICENSURE AND CERTIFICATION REQUIREMENTS

NH Commercial Motor Vehicle Driver's License, Class B.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or equivalent; plus three (3) years experience in the operation and routine servicing of commercial trucks and light construction equipment, and in road and site work construction; **OR** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS

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

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



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Transfer Station Permanent Part
Time Attendant Wage Adjustment

Department: Public Works

Meeting Date: October 25, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

The Transfer Station currently has 2 permanent part time attendant vacancies. One position has been vacant since January 2020 despite continual postings. The second vacancy just occurred. The position(s) have been back filled using DPW Highway Staff. On the current payscale these positions are Grade 2 and not attracting any candidates. DPW proposes that the Perm. Part Time Attendant pay be moved from Grade 2 to Grade 3 by inserting "Part Time Transfer Station Attendants" into the Grade 3 description box.

BUDGET IMPACT:

(Include general ledger account numbers)

\$11,716 annually. FY22 vacancies will fund the increase for the balance of the current FY and the same amount has been added to the FY23 proposed budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Consider approving the wage adjustment.

SUGGESTED MOTION:

I move that the Part Time Transfer Station employees be moved from grade 2 to grade 3 on the Town Wage Scale, effective October 31, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

I am concerned that moving positions up a grade not because of a change in responsibility but rather to increase wages is not the proper way to use a grade/ step chart.

ATTACHMENTS:

1. FY22 Wage Scale adjusted for Transfer Station

FY22 PAY SCALE	1.5 Percent COLA Adjustment	EFFECTIVE 7/1/21 TO 6/30/22																							
		GRADE	POSITIONS	step 1		step 2		step 3		step 4		step 5		step 6		step 7		step 8		step 9		step 10		step 11	
				Fiscal Year	FY21	FY22	FY21	FY22	FY21																
1	Library Page	11.22	11.39	11.44	11.61	11.66	11.83	11.90	12.08	12.13	12.31	12.38	12.57	12.63	12.82	12.88	13.07	13.14	13.34	13.40	13.60	13.67	13.88		
2	PT REC Maintenance, PT Labor	14.18	14.39	14.46	14.68	14.75	14.97	15.05	15.28	15.35	15.58	15.66	15.89	15.96	16.20	16.28	16.52	16.62	16.87	16.95	17.20	17.29	17.55		
3	Library Assistant, Technical Services Librarian, Dispatch Trainee, PT Police Officer	17.46	17.72	17.82	18.09	18.18	18.45	18.52	18.80	18.90	19.18	19.28	19.57	19.67	19.97	20.06	20.36	20.46	20.77	20.87	21.18	21.29	21.61		
4	Laborer/Truck Driver	18.11	18.38	18.48	18.76	18.84	19.12	19.23	19.52	19.61	19.90	20.00	20.30	20.40	20.71	20.81	21.12	21.23	21.55	21.65	21.97	22.07	22.40		
5	PT Secretary, Administrative Fire Lieutenant	19.58	19.87	19.97	20.27	20.37	20.68	20.78	21.09	21.21	21.53	21.63	21.95	22.06	22.39	22.49	22.83	22.94	23.28	23.40	23.75	23.88	24.24		
6	Department Assistant, Assessing Technician, Dispatcher, Secretary	20.57	20.88	20.96	21.27	21.39	21.71	21.82	22.15	22.26	22.59	22.71	23.05	23.17	23.52	23.61	23.96	24.10	24.46	24.57	24.94	25.06	25.44		
7	Light Equipment Operator	20.95	21.26	21.38	21.70	21.81	22.14	22.25	22.58	22.70	23.04	23.15	23.50	23.60	23.95	24.06	24.42	24.56	24.93	25.05	25.43	25.55	25.93		
8	Police Assistant, Dispatch Coordinator, Rec. Maint. Foreman	21.60	21.92	22.03	22.36	22.47	22.81	22.92	23.26	23.38	23.73	23.85	24.21	24.32	24.68	24.82	25.19	25.32	25.70	25.83	26.22	26.35	26.75		
9	Light Equip/Mechanic	21.80	22.13	22.25	22.58	22.68	23.02	23.13	23.48	23.59	23.94	24.06	24.42	24.55	24.92	25.04	25.42	25.54	25.92	26.05	26.44	26.57	26.97		
10	Heavy Equipment Operator	22.00	22.33	22.45	22.79	22.89	23.23	23.36	23.71	23.83	24.19	24.30	24.66	24.80	25.17	25.29	25.67	25.79	26.18	26.30	26.69	26.83	27.23		
11	Buildings and Grounds Foreman, Senior Heavy Equipment Operator, Rec. Program Coordinator	22.44	22.78	22.89	23.23	23.35	23.70	23.81	24.17	24.29	24.65	24.79	25.16	25.29	25.67	25.78	26.17	26.29	26.68	26.82	27.22	27.35	27.76		
12	Executive Assistant, PT Building Inspector, Accountant, Deputy Town Clerk	23.80	24.16	24.28	24.64	24.78	25.15	25.26	25.64	25.76	26.15	26.28	26.67	26.81	27.21	27.34	27.75	27.87	28.29	28.46	28.89	29.02	29.46		
13	Fire Inspector, Comm. Center Supervisor, FT Bldg. Inspector	24.99	25.36	25.49	25.87	26.01	26.40	26.52	26.92	27.05	27.46	27.60	28.01	28.14	28.56	28.70	29.13	29.28	29.72	29.86	30.31	30.47	30.93		
14	Town Clerk, Tax Collector, Library Dept. Head, DPW Working Foreman	26.21	26.60	26.76	27.16	27.30	27.71	27.85	28.27	28.41	28.84	28.99	29.42	29.55	29.99	30.14	30.59	30.74	31.20	31.37	31.84	31.98	32.46		
15	Zoning Administrator	28.93	29.36	29.52	29.96	30.11	30.56	30.70	31.16	31.30	31.77	31.94	32.42	32.58	33.07	33.24	33.74	33.89	34.40	34.57	35.09	35.27	35.80		
16	Clerk of Works (Roads)	30.38	30.84	31.00	31.47	31.61	32.08	32.24	32.72	32.88	33.37	33.54	34.04	34.21	34.72	34.91	35.43	35.59	36.12	36.30	36.84	37.04	37.60		
17	Assessor, Police Lieutenant, Captain Fire Rescue	33.50	34.00	34.17	34.68	34.86	35.38	35.54	36.07	36.26	36.80	37.00	37.56	37.73	38.30	38.48	39.06	39.26	39.85	40.04	40.64	40.84	41.45		
18	Deputy Chief, Assistant DPW Director	36.06	36.60	36.77	37.32	37.52	38.08	38.27	38.84	39.04	39.63	39.81	40.41	40.61	41.22	41.42	42.04	42.25	42.88	43.10	43.75	43.94	44.60		
19	DPW Director, Police Chief, Fire Chief, Library Director, Community Development Director, Finance Director, Recreation Director	38.77	39.35	39.55	40.14	40.34	40.95	41.13	41.75	41.96	42.59	42.79	43.43	43.66	44.31	44.54	45.21	45.41	46.09	46.33	47.02	47.26	47.97		
20	Town Administrator	43.20	43.85	44.06	44.72	44.94	45.61	45.84	46.53	46.77	47.47	47.70	48.42	48.65	49.38	49.61	50.35	50.61	51.37	51.62	52.39	52.65	53.44		



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Amherst Tree Lighting 2021
Meeting Date: October 25, 2021

Department: Administration
Staff Contact: Jennifer Stover

BACKGROUND INFORMATION:

The COVID 19 Taskforce has been asked to consider the safety of Amherst Tree Lighting, scheduled for December 10, 2021. This consideration is limited to the outdoor event that is scheduled for the Town Common.

Michelle Arbogast, the Chair of the Amherst Tree Lighting, suggests the following:

In general, you do not need to wear a mask in outdoor settings. In areas with high numbers of COVID-19 cases, consider wearing a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.

We have to consider both the audience and performers.

- *Audience - we can recommend families stay 6 feet apart from non-family members and wear a mask if closer than 6 feet (but realizing that we won't be able to enforce that). If there isn't a lot of snow on the ground, then we have a lot of space to gather in. If there is a lot of snow on the ground, then we would need the DPW's help in clearing a large space.*
- *Performers - about half are single individuals, so I feel they can perform without an issue. I would want to talk to the groups and ask them what they have been doing in outdoor settings. We might have to allow fewer performers on stage or ask them to sing with masks.*

The Taskforce agrees with the motion made by the Board of Selectmen on September 27th, in consideration of Halloween and Trick or Treating and reiterates that same statement: That participants do their due diligence and participate based on their own comfort level. The CDC provides guidance for outdoor activities.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

We recommend that those considering participation in the Amherst Tree Lighting activities on the Town Green do their due diligence and participate based on their own comfort level. The CDC provides guidance for outdoor activities.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: October 25, 2021

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Land Use Change Tax

Item A.

Attached is a Land Use Change Tax release for Tax Map 006 Lot 026-000. A new residence was recently constructed on the parcel which disqualified 2 acres from current use. The Land Use Change Tax in the amount of \$15,000 represents 10% of the full and true market value of \$150,000.

Suggested Motion:

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends to approve. Therefore, I move to approve the Land Use Change Tax in the amount of \$15,000 for Tax Map 006 Lot 026-000.

Item B.

Attached is a land use change tax release for Tax Map 005 Lot 059-020. The lot was purchased on 10/12/2021 and is less than 10 acres and is no longer contiguous with the same owner. The Land Use Change Tax in the amount of \$27,500 represents 10% of the full and true market value of \$275,000.

Suggested Motion:

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends to approve the LUCT in the amount of \$27,500 for Tax Map 005 Lot 059-020.

Veteran Tax Credit

Item C.

I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2022 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for the year 2022 in the amount of \$500 for Map 001, Lot 012-000-000-021.

Item D.

I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2022 tax year.

Suggested Motion:

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for the year 2022 in the amount of \$500 for Map 003, Lot 086-028.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 6-26-0 LUCT MEMO CONFIDENTIAL
2. 5-59-20 LUCT MEMO CONFIDENTIAL
3. Vet 1-12-00-000-21 Memo CONFIDENTIAL
4. 3-86-28 Vet Memo CONFIDENTIAL



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Payroll, AP and Minutes

Department: Finance Department

Meeting Date: October 25, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

AP1~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$228,166.90 dated October 21, 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 \$38,362.72 dated October 18, 2021, subject to review and audit.

AP3 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$37,316.45 dated October 18 2021, subject to review and audit.

VENDORS

AP4 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$353,021.00 dated October 14, 2021, subject to review and audit.

Minutes

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

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.10.12 BOS_DRAFT b



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, October 12, 2021, 6:30PM

1 **1. Call to Order**

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

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

6
7 Ways & Means Committee present: Mike Parisi – Chair, Lisa Eastland, Jim Kuhnert, Wendy
8 Rannenber, Mike Patterson, Lori Mix, Melanie Geysler (remote), Bill Loscocco, and Diane
9 Layton.

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

12
13 **2. Pledge of Allegiance** – led by Eric Slosek, Deputy DPW Director.

14
15 **3. Public Hearing**

16 **3.1 Pursuant to RSA 41:14-b, the Amherst Board of Selectmen shall**
17 **hereby give notice and announce the convening of a public hearing for**
18 **the following proposed ordinance for the purpose of regulating traffic**
19 **(NH RSA 31:39, 41:11, and 47:17): TRAFFIC SIGNS**

20 *A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to enter into*
21 *Non-Public Session, pursuant to RSA 41:14-b.*

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

23
24 Chairman Lyon noted that this is the second of two public hearings required per State statute.
25 At the next meeting, the Board will address a decision on this item.

26
27 There was no public comment at this time.

28
29 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to exit*
30 *Non-Public Session.*

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

32
33 **4. Citizen's Forum** – none

34
35 **5. Interviews Fourth of July Committee**

36 **5.1 Applications and letters of interest from: Christine Grayson,**
37 **Timothy Kachmar, Mary Katherine Lockwood, and Deb Polatchek**

38 Chairman Lyon stated that the Fourth of July Committee is a five-person committee, with two
39 remaining members, Kim Ayers, and Peter Giannakopoulos. There are three vacancies, and
40 the Board has received four applications. The Board will hear a short introduction from each
41 applicant and ask any questions needed.
42

43 Christine Grayson stated that she has lived in Amherst for 11 years. She has served on the
44 Fourth of July Committee for three years in the past. She has also been involved with the
45 Amherst School District Ways & Means Committee, for the PTA as the Vice President,
46 Community Council, and with the Joint Facilities Advisory Committee. She is now looking to
47 branch out a do more beyond the school groups. She had a lot of fun in the past helping to
48 plan the Fourth of July events and would like to continue now in a higher capacity.
49

50 Tim Kachmar stated that he has lived in Amherst for 10 years. He believes the Fourth of July
51 is one of the most important holidays for this country. He is a Veteran and believes it is
52 important to have a Veteran on the Committee. He has been involved with the Master Plan
53 Steering Committee and the Zoning Board of Adjustment. He would bring a line of critical
54 thinking to the Committee.
55

56 Mary Katherine Lockwood stated that she has been a worker bee for the Fourth of July
57 Committee for the past 20 years. She previously helped to sell Italian ice at the event and
58 noted that the dessert sold for \$2 in 2001 and has continued to cost the same. She believes it is
59 important to keep the holiday affordable to all those in Amherst and to keep it financially
60 sustainable for the Town. She is also the longest serving member of the Amherst Fire Rescue
61 Department. She has lived in Amherst for over 30 years.
62

63 Deb Polatchek joined the Board via Zoom. She stated that she moved to NH from NY 7 years
64 ago. When she moved to Amherst, she joined the Fourth of July Committee. She has been a
65 lifetime volunteer dedicated to community engagement and bringing in people from all ages
66 to events. She has previously been the President of the Historical Society, head of the
67 Committee for the schools' oral history project, a member of the Special Education PTA, and
68 a college professor. She has enjoyed being part of the Fourth of July Committee and would
69 like to continue in a larger role.
70

71 Selectman Brew noted that, prior to last year, there was not a formal Fourth of July
72 Committee, but rather a large group of volunteers with various leaders. Approximately one
73 year ago, the Board and this large group agreed it would be best to formalize this this
74 arrangement. As it would not be practical to have a group of 30 people to appoint to the
75 Committee, the Board agreed to form a Steering Committee of five individuals. This Steering
76 Committee does not rule unilaterally, but instead works with the other involved volunteers.
77

78 Selectman Brew noted that, while he does believe new blood can add value to existing groups,
79 he is leading towards nominating the three applicants who have experience on the Committee.
80 He would also like to formalize the two existing members and nominate each member to a
81 specific term (1, 2, or 3 years).
82

83 Selectman Pray noted the importance of having the voice of a Veteran for the Committee.
84

85 Chairman Lyon explained that the Board appoints the five-person Steering Committee, which
86 then seeks out volunteers. Veterans are welcome to volunteer for the group.

87
88 Ms. Lockwood stated that the larger informal Committee involved Veteran participation in the
89 past. The group also works closely with Veteran organizations. The group, in the past, has
90 been largely made up of women who often bring their husbands who occasionally are
91 Veterans.

92
93 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
94 *nominate Peter Giannakopoulos to a 3-year term, Kim Ayers to a 3-year term, Christine*
95 *Grayson to a 2-year term, Deb Polatchek to a 2-year term, and Katherine Lockwood to a 1-*
96 *year term to the Fourth of July Committee.*

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

98

99 **6. Scheduled Appointments**

100 **6.1 Gretchen Pyles, Boy Scout Troop #613, Use of Town Common 10/31/21**

101 Gretchen Pyles stated that the Boy Scouts generally have held a fundraiser on the Green on
102 Halloween.

103

104 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
105 *approve the request of Scout Troop #613 to use the Green on October 31, 2021, from 3pm-*
106 *9pm.*

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

108

109 **6.2 Shannon Chandley, Amherst Villagers, Request for the Use of Town** 110 **Common 10/20/21**

111 Shannon Chandley stated that this meeting of the Villagers will include family-friendly music
112 from Ramblin' Richard. This will include approximately 18-25 members of the Villagers and
113 others that come to the Green at that time.

114

115 It was mentioned that the Villagers should contact the DPW regarding potential electricity
116 needs for the event.

117

118 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
119 *approve the request of the Amherst Villagers to use the Green on October 20, 2021, from 9am*
120 *– 12pm.*

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

122

123 **6.3 Pastor John Nuxoll, Christ's Church, Request for the Use of Town** 124 **Common 10/23/21**

125 Pastor Nuxoll stated that this event is to be a family-friendly, community building event.

126

127 Selectman Brew noted that applicants, in the future, may want to include possible rain dates.

128

129 It was mentioned that Christ's Church should also contact the DPW regarding potential
130 electricity needs for the event.

131

132 A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to
133 approve the request of Christ's Church to use the Green on October 23, 2021, from 3:30pm-
134 6:30pm.
135 Voting: 5-0-0; motion carried unanimously.

137 **6.4 Steve Coughlan, Capital Improvement Plan (CIP) and Spreadsheet**

138 Steve Coughlan, Chair of the CIP Committee, explained that the group is made up of
139 Selectman D'Angelo, Selectman Pray (BOS Alternate), an Amherst School Board member, a
140 Souhegan School Board member, an SAU representative, a member of the Planning Board,
141 and a citizen representative. Per the statute, the charge of the group is to speak with Town
142 Departments and the schools regarding potential CIP projects for the next five-year period.
143 The group meets with a representative from each Department to present this schedule. This
144 has been organized into a spreadsheet that is being presented to the Board. He noted that the
145 CIP is a snapshot in time and that any project listed within is subject to change at any time.
146 None are yet reality and will not be, unless voted in by the citizens.

147
148 There was discussion regarding the bottom-line amount for each fiscal year and if the
149 spreadsheet uses the old or new tax rate, in order to determine the potential price per average
150 household.

151
152 Steve Coughlan stated that, outside of the two large, proposed expenditures for the schools,
153 the other numbers are mostly within the existence of the annual flow of expenditures.
154 Selectman D'Angelo stated that the Committee debated using the old tax rate and decided not
155 to due to the potential change when the new tax rate is determined. He also explained that the
156 proposed existing debt for the Town in 2023 noted in the CIP Plan is approximately \$1.7M.
157 Two years later this appears to drop to \$0. This change in debt will not pay for the proposed
158 new school project but will make a small dent in it for taxpayers. Selectman D'Angelo stated
159 that he believes the CIP and Master Plan should be tied together, and this year's CIP seems to
160 do that.

161
162 Selectman Pray noted that this is the first CIP that includes projects from the Bicycle &
163 Pedestrian Advisory Committee.

164
165 Chairman Lyon explained that the CIP is a tool to help the Town understand what expenses
166 may be proposed in the future.

167 **7. Strategic Plan Presentations FY23: Conservation Commission, DPW, 168 Administration/Finance**

169 **7.1 Conservation Commission FY23 Strategic Plan**

170
171 Rob Clemens, Chair of the Amherst Conservation Commission (ACC) presented the
172 Commission's Strategic Plan for FY23. He explained that the ACC is a volunteer organization
173 that was established by an RSA. There are seven full members and four possible alternate
174 positions; one of each is currently open. The ACC manages 2700 acres of land in Amherst, or
175 approximately 13% of the Town. The first ACC strategy is to influence zoning and planning
176 in Town to ensure Amherst's natural resources are fully addressed. The ACC's second
177 strategy involves acquiring properties or development rights for the purpose of conserving
178

179 priority lands in Town. The ACC uses the Conservation Fund for acquisitions, which is
180 funded through 100% of the Land Use Change Tax (LUCT) and proceeds from timber
181 harvesting Town forests. The ACC manages 10 areas, totaling 1,566 acres of forest in
182 Amherst. It also manages various grasslands throughout Town, totaling 250 acres. The ACC
183 seeks to control invasive plant species through direct control, collaboration with the DPW,
184 and encouragement of private landowners. The ACC also promotes low-impact recreation on
185 the trails it manages. The ACC recently developed a Public Education & Outreach Plan to
186 help strengthen relationships with Amherst's residents. The ACC is proposing a slight
187 reduction in its FY23 budget.

188
189 In response to a question from Selectman Grella, Rob Clemens stated that the new bridge in
190 Lindabury Orchard is an Eagle Scout project being sponsored by the ACC.

191
192 Selectman D'Angelo stated that the ACC seems to be looking for more educational outreach
193 opportunities yet cut its budget in half for that very item. Rob Clemens explained that the
194 ACC has found that the level of effort needed for outreach is not as demanding as previously
195 thought. The ACC will look to spend more time on outreach through social media and its new
196 website, instead of by purchasing posters.

197
198 Selectman D'Angelo asked about previously passed Warrant Article 32, Open Space
199 Acquisition. He asked if the ACC will be considering lands that contain wetlands or steep
200 slopes that cannot be developed anyway. Rob Clemens explained that there is no need to
201 focus on these lands as a priority. These lands may still be important but are less likely to be
202 threatened. Acquiring lands that are contiguous to other Town-owned properties is important,
203 and if these happen to come with wetlands or steep slopes, that is okay. Rob Clemens noted
204 that there are also a number of privately owned properties in Town that owners do not wish to
205 see developed. It is important to help these owners with support to the extent the ACC can
206 with the bonding authority received through the Warrant Article.

207
208 Selectman Brew asked about the tie-in between the ACC and the programs run at Peabody
209 Mill Environmental Center (PMEC). Rob Clemens stated that the ACC coordinates closely
210 with the Recreation Department but realized that the Department has a better capacity to run
211 these programs.

212
213 In response to a question from Mike Patterson, Rob Clemens stated that the FY23 ACC
214 budget is proposed at approximately \$14,000. A reduction of approximately \$2,000 from the
215 previous year. Rob Clemens explained that the ACC's revenues come from gifts to the Gift
216 Account, and LUCT funds for the Conservation Fund.

217
218 Mike Patterson asked if the ACC manages any properties that block right of ways for private
219 properties. Rob Clemens stated that he is not aware of any.

220
221

7.2 DPW FY23 Strategic Plan

222 Eric Slosek, Deputy DPW Director, presented the Department's Strategic Plan. He
223 highlighted some of the DPW's notable achievements for the year, including the
224 reconstruction of a number of roads, a new mechanic's garage, new Town Hall windows, and
225 mutual aid agreements with Milford and Mont Vernon to deal with potential shortages during

226 winter months. He explained that one of the DPW's targeted areas is to have 68% or greater
227 of Amherst roads be rated good according to industry standard pavement condition index by
228 2025. The Town is currently in year three of the proposed Road Plan. The Town is currently
229 slightly ahead of the Road Plan schedule and the DPW is suggesting focusing on keeping
230 green roads green, to preserve the money already invested in them. This will require more
231 frequent treatments but less money overall. Another one of the DPW's targeted areas is to
232 have five additional Amherst bridges and water crossings be built or upgraded to last for 50+
233 years by 2025. The Town has twenty bridges/water crossings, and this plan will require
234 \$200,000 a year through FY2026 in order to reach the goal. The DPW is currently looking
235 into a culvert at 485 Boston Post Rd. Without attention, this culvert will fail, and the road
236 could see a closure within the next several years. The DPW plans to fix this culvert next year.
237 The DPW plans to have all Amherst Town buildings functionally sound and compliant with
238 all appropriate regulations and codes by 2025. Eric Slosek explained that the Transfer Station
239 currently has two vacant positions, each for 29.5 hours per week. One of these positions has
240 been vacant since January 2020. The DPW has done everything it can think of to try to attract
241 applicants but many that have previously applied found higher paying jobs elsewhere. The
242 DPW is currently considering either raising the wage for these positions or replacing both
243 part-time positions with one full-time position. The DPW would prefer to pursue the latter
244 option. This would be a greater expense to the Town as a benefited position but would cut
245 back the hours per week from 59 to 40. The DPW is also pursuing reducing paper records and
246 accepting electronic payments.

247
248 Chairman Lyon encouraged the DPW to work with the Town Administrator to come up with
249 exact numbers for the proposed part time to full time position switch. It can then come back
250 before the Board.

251
252 In response to a question from Selectman D'Angelo, Eric Slosek stated that it was hoped that
253 the mechanic's garage would be completed by now but there has been a shortage of supplies.
254 It is still hoped that this project will be completed this fall.

255
256 In response to a question from Selectman Pray, Eric Slosek stated that the mutual aid
257 agreement took effect this past winter. This agreement has not yet been used by any of the
258 towns involved. This is a winter season agreement only. There is no cost to the Town for this
259 agreement.

260
261 Selectman Brew stated that it is good to see progress on the Town buildings, bridges, and
262 roads. He explained that the plan for Town bridges lasts through 2026 and for roads lasts
263 through 2025. At that time a revised plan will be needed to address additional roads and
264 bridges.

265
266 In response to a question from Selectman Brew, Eric Slosek stated that the DPW has
267 previously considered looking at outsourcing trash collection around Town and will
268 reconsider it.

269
270 In response to a question from Selectman Grella, Eric Slosek stated that the DPW is aware of
271 a stream crossing on Northern Blvd and would like to have Hoyle Tanner evaluate it in the
272 future.

273

274 In response to a question from Jim Kuhnert, Eric Slosek stated that the DPW does a lot of
275 research on road paving and does occasionally try newer technology. Eric Slosek noted that
276 the DPW knows it needs to address red roads in town, but it is more cost efficient to address
277 yellow roads first instead of focusing all energy on red roads.

278

279 Mike Patterson suggested the DPW look into compressing the Transfer Center's operating
280 hours in order to deal with its labor shortage.

281

282 **7.3 Administration/Finance FY23 Strategic Plan**

283 Town administrator Shankle presented the Administration/Finance Department Strategic Plan.
284 He stated that the first strategic goal for Administration is continuous improvement of service
285 delivery, including providing staff training and proper administration of ARPA grant funds.

286 The second strategic goal involves improving communication and engagement. The
287 Department looks to work with the Board to develop a town-wide Strategic Plan. A third goal
288 for the Department is to attract and retain quality employees. Town Administrator Shankle
289 stated that the first goal for the Finance Department is accuracy, efficiency, and transparency.
290 The second goal is to obtain a sustainable financial system. He explained that during the
291 current fiscal year, the Department's plan is to update the Personnel Policy Handbook,
292 develop a social media policy, and determine the use of ARPA grant funds and set up any
293 related programs. Town Administrator Shankle noted that the current Finance Director has
294 resigned, and the Town will be looking again to fill this position.

295

296 In response to a question from Selectman Pray, Town Administrator Shankle stated that he
297 would like to have a new Finance Director in place before changing the currently used finance
298 software. The issue is that Amherst is currently the only one in the State using this software
299 and it might, thus, be difficult to hire someone experienced in using it.

300

301 In response to a question from Selectman Pray, Town Administrator Shankle stated that he
302 will be working with Municipal Resources Incorporated (MRI) to search for a new Finance
303 Director. MRI will also be helping to fill-in for the Finance Director position to make sure the
304 Finance Department is doing all that needs to be done in the interim.

305

306 Selectman Brew noted the importance of people attending the first public forum for updating
307 the Master Plan. The first public forum will take place on November 15, 2021, at 6:30 PM at
308 the Amherst Middle School cafeteria. Public input on the Master Plan update could help shape
309 many of the items within the Administration's Strategic Plan.

310

311 Selectman D'Angelo stated that he does not believe the new finance system should be chosen
312 based on the new Finance Director appointed, but he is also not adverse to trying a new
313 system.

314

315 Jim Kuhnert suggested that there are outside companies that could support these Departments
316 with policies, training, etc. Town Administrator Shankle stated that some of these items are

317 done in-house but the Town may need to use an outside company for things such as new
318 finance policies.

319 **8. Administration**

320 **8.1 Administrative Updates**

321 Town Administrator Shankle presented his updates.
322

323 **8.2 Budget Updates**

324 The Board discussed the upcoming Department Head meetings. The Police Department
325 meeting will include Selectman Brew and Selectman Grella. The DPW meeting will include
326 Selectman Brew and Selectman Pray. The General Government meeting will include
327 Selectman Brew and Selectman Pray. The Community Development meeting will include
328 Selectman Pray and Select D'Angelo. The Fire Department meeting will include Selectman
329 Grella and Chairman Lyon. The Recreation Department meeting will include Selectman
330 D'Angelo and Chairman Lyon. The Library meeting will include Selectman D'Angelo and
331 Chairman Lyon.
332

333 **8.3 Budget Timelines**

334 Town Administrator Shankle stated that he has contracted with former Finance Director,
335 Cheryl Eastman, to help with the GovMax software.
336

337 Chairman Lyon stated that the Board will need to discuss global assumptions, which include a
338 cost-of-living increase, assumed increases to utilities and fossil fuels, and insurance rates. He
339 has asked DPW Director Eric Hahn to draft potential numbers for the utilities and fossil fuels.
340 The cost-of-living increase will be determined by the Board, and insurance numbers should be
341 known shortly.

342 **9. Staff Reports**

343 **9.1 Communications Center CRF Expenditure**

344 Chief Reams explained that this request is to authorize a sole source bid for a
345 Communications Center expenditure. This will replace a failed microwave link. There are
346 three towers in Town. One was recently replaced due to short service life, and this same
347 equipment was found on the link between the Station and the Pennichuck tower, which now
348 needs to be replaced. The new link has been found to have a longer service life of anywhere
349 from 15-30 years.
350

351 In response to a question from Selectman Brew, Chief Reams stated that he believes there is
352 still enough money left in the CRF to absorb this cost.
353

354 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
355 *the sole source vendor selection of 2-Way Communications, Inc., and the*
356 *expenditure of \$33,237.27 from the Communications Center Capital Reserve Fund to*
357 *2-Way Communications, Inc., for radio equipment repair.*
358 *Voting: 5-0-0; motion carried unanimously.*
359

360 **9.2 Septage Agreement with Merrimack**

361 Eric Hahn stated that this agreement expands upon the dates of a previous agreement. By
362 RSA, the Town must provide a place for septage to go, and Merrimack has both the capacity
363 and desire to take it from Amherst. This is at no cost to the Town.

364

365 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
366 *and sign the Merrimack - Amherst septage agreement.*

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

368

369 **9.3 Tree Care Award**

370 Eric Hahn stated that there were not as many bid responses for this project as he had hoped.
371 He called all previous bidders for this project, and none have the current labor to support the
372 contract. One vendor bid on this project and the bid is in line with the competitive bids
373 received last time. The total cost for this project previously was approximately \$20,000.

374

375 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray that Gate*
376 *City Tree Service LLC be awarded the tree care contract effective today and through June*
377 *30th, 2022, and that the Town Administrator authorized to sign all related documents.*

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

379

380 **9.4 Seasonal Staff Wage Scale**

381 Eric Hahn explained that his winter on-call staff was previously paid using the full-time wage
382 scale. The new seasonal staff wage scale reflects the ranges offered to staff. These staff
383 members are on-call and receive no other benefits.

384

385 Craig Fraley (remote), Recreation Director, explained that the revised wage scale will make
386 positions more desirable. The proposed scale increases the Step 1 wage by approximately \$3
387 for each step.

388

389 The Board discussed the preferred time to give seasonal staff the anticipated COLA increase,
390 usually done on July 1st. Craig Fraley stated that most of his staff would be approximately 1/3
391 of the way through their work period at that time and that he would prefer for them to get the
392 COLA on May 1st. He noted that none of his seasonal staff are paid of the General Fund; they
393 are paid out of the Recreation -02 Revolving Account. The Board agreed that the COLA
394 increases could be set for July 1st and that Craig Fraley could come back with requests for an
395 earlier COLA increase date, if needed.

396

397 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
398 *approve the Seasonal Wage Scale effective 10/12/2021; any future COLA increases will be*
399 *applied July 1st.*

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

401

402 **9.5 Stone Wall Lot Lines on Lot 24-11 (Pocket Park on Baboosic Lake)**

403 Craig Fraley explained that Amherst resident, Bill Widmer, is working to make this pocket
404 park better for community use. He is requesting to place small stone walls/piles on the
405 boundary lines of this site to better define it. The issue is that the docks next door to this lot
406 have begun to intrude on it. Mr. Widmer is willing to donate the funds to create these piles
407 and this will not break any of the rules listed in the deed for the lot.

408

409 In response to a question from Chairman Lyon, Craig Fraley stated that the encroachment
410 issue with the docks is located in the water and the Town has no say over this area. It is a DES
411 issue and DES has stated they are too busy to deal with the issue.

412

413 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to accept*
414 *the donation of rocks to allow for lot lines to be shown on Lot 24-11.*

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

416

417 **9.6 New Hire – Recreation Grounds Crew**

418

419 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
420 *recomend hiring Michael Shannon for the positon of Part Time Grounds Crew.*

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

422

423 **9.7 Approval of Plow Purchase for Rec 2020, F250**

424 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
425 *approve the purchase of the Boss Plow to be purchased from Balcom Bros. Inc, located in*
426 *Milford NH. This purchase will be paid for out of the 02 Recreation Revolving Account.*

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

428

429 **10. Approvals**

430

10.1 Payroll, AP, & Minutes

431 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
432 *approve one (1) FY21 Payroll Manifest in the amount of \$224,778.38 dated October 7, 2021,*
433 *subject to review and audit.*

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

435

436 **NH DMV**

437 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
438 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$45,961.17 dated July 30,*
439 *2021, subject to review and audit.*

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

441

442 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
443 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$30,773.69 dated July 30,*
444 *2021, subject to review and audit.*

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

446

447 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*
448 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$40,256.71 dated July 30,*
449 *2021, subject to review and audit.*

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

451

452 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
453 approve one (1) FY21 Accounts Payable Manifest in the amount of \$36,042.63 dated July 30,
454 2021, subject to review and audit.
455 Voting: 5-0-0; motion carried unanimously.

456
457 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
458 approve one (1) FY21 Accounts Payable Manifest in the amount of \$43,800.92 dated July 30,
459 2021, subject to review and audit.
460 Voting: 5-0-0; motion carried unanimously.

461
462 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
463 approve one (1) FY21 Accounts Payable Manifest in the amount of \$35,999.95 dated July 30,
464 2021, subject to review and audit.
465 Voting: 5-0-0; motion carried unanimously.

466
467 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
468 approve one (1) FY21 Accounts Payable Manifest in the amount of \$37,921.23 dated July 30,
469 2021, subject to review and audit.
470 Voting: 5-0-0; motion carried unanimously.

471
472 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
473 approve one (1) FY21 Accounts Payable Manifest in the amount of \$32,677.13 dated October
474 5, 2021, subject to review and audit.
475 Voting: 5-0-0; motion carried unanimously.

476
477 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
478 approve one (1) FY21 Accounts Payable Manifest in the amount of \$34,534.68 dated August
479 24, 2021, subject to review and audit.
480 Voting: 5-0-0; motion carried unanimously.

481
482 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
483 approve one (1) FY21 Accounts Payable Manifest in the amount of \$35,445.68 dated August
484 25, 2021, subject to review and audit.
485 Voting: 5-0-0; motion carried unanimously.

486
487 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
488 approve one (1) FY21 Accounts Payable Manifest in the amount of \$43,244.74 dated August
489 25, 2021, subject to review and audit.
490 Voting: 5-0-0; motion carried unanimously.

491
492 **Schools**

493 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
494 approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,176,201.00 dated
495 August 31, 2021, subject to review and audit.
496 Voting: 5-0-0; motion carried unanimously.

497

498 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
499 approve one (1) FY21Accounts Payable Manifest in the amount of \$3,176,201.00 dated
500 October 1, 2021, subject to review and audit.
501 Voting: 5-0-0; motion carried unanimously.

502

503 **Vendors**

504 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
505 approve one (1) FY21 Accounts Payable Manifest in the amount of \$463,683.23 dated
506 September 14, 2021, subject to review and audit.
507 Voting: 5-0-0; motion carried unanimously.

508

509 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
510 approve one (1) FY21 Accounts Payable Manifest in the amount of \$510,363.16 dated
511 September 30, 2021, subject to review and audit.
512 Voting: 5-0-0; motion carried unanimously.

513

514 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
515 approve one (1) FY21 Accounts Payable Manifest in the amount of \$279,399.62 dated
516 October 1, 2021, subject to review and audit.
517 Voting: 5-0-0; motion carried unanimously.

518

519 A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to
520 approve the Board of Selectmen meeting minutes of September 27, 2021, as amended.
521 Voting: 5-0-0; motion carried unanimously.

522

523 **6. Action Items**

524 The Board reviewed its action items.

525

526 **7. Old/New Business**

527 Selectman D'Angelo stated that the Joint Facilities Advisory Committee continues to refine
528 the project scope for the new school project. The currently proposed project is estimated to
529 cost \$82M.

530

531 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to
532 adjourn the meeting at 9:52pm.

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

534

535 **NEXT MEETING: Monday, October 25, 2021**

536

537

538

539

540

Selectman Danielle Pray

Date