



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, APRIL 25, 2022 5:30 PM**

- 1. Call to Order**
- 2. Non-Public Session RSA 91-A:3 (d) - Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**
- 3. Pledge of Allegiance**
- 4. Citizens' Forum**
- 5. Scheduled Appointments**
  - 5.1. Milford Rotary Club, Raffle Permit Application, 100 Holes of Golf
  - 5.2. Wendy Rannenbergl, Donations of benches
- 6. Administration**
  - 6.1. Administrative Updates
  - 6.2. Hiring, Director of Department of Public Works
  - 6.3. PFAS Program Discussion
  - 6.4. Church Steeple/Clock Grant Opportunities
- 7. Staff Reports**
- 8. Approvals**
  - 8.1. 2021 Elderly Tax Deferral
  - 8.2. Assessing
  - 8.3. AP, Payroll and Minutes

9. **Action Items**
10. **Old/New Business**
11. **Non-Public Session RSA 91-A:3 (a) - The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.**

### **Adjournment**

**Next Meeting: May 9, 2022**

You are invited to a Zoom webinar.

When: Apr 15, 2022

Topic: Board of Selectmen 04/25/2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89312739349>

Or Telephone: (646) 558-8656

Webinar ID: 893 1273 9349



## TOWN OF AMHERST, NH

2 Main Street  
Amherst, NH 0301  
Tel: (603) 673-6041 Fax: (603) 673-6794

### RAFFLE PERMIT APPLICATION

#### RAFFLE PERMIT NH RSA 287-A

RSA 287-A allows raffles to be conducted by charitable, religious, educational charitable, civic, veteran and fraternal organizations, or political committee or party to promote the purposes for which they are organized. Tickets shall be sold only to person 16 years of age or older. Tickets must have printed on their face, the name of the organization, date, and place of the drawing, the prize(s) to be awarded and the amount of the donation. Permits are required to be issued for raffles by the Selectmen of the Town where the drawing for the prize(s) are to be held. Raffle tickets that are sold at an event lasting 12 hours or less do not need to obtain a raffle permit.

Name of Organization: Milford Rotary Club F/B/O The Milford Rotary Club Foundation

Contact Person: Doug Knott-chair of the 100 Holes of Golf Committee E mail Address: Doug@knottslandcare.com

Where In Amherst NH will ticket sales occur? Tickets are sold by club members and others, throughout Amherst and the surrounding communities.

Date and Location of Drawing: Friday, June 17, 2022 at the Amherst County Club

Items to be raffled: Ten Cash Prizes: 1st Prize \$5,000, 2nd Prize \$2,000, 3rd Prize \$1,250, 4th Prize \$1,000, 5th Prize \$750, and 6th through 10th Prizes \$500 each

PERMIT # \_\_\_\_\_ This license is valid for the following dates: April 1, 2022 - June 17, 2022

Approved by the Amherst Board of Selectmen:

Peter Lyori, Board Chair

Tom Grella, Vice-Chair

Danielle Pray, Clerk

John D'Angelo, Member

William Stoughton, Member



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

**Title:** Administrative Updates  
**Meeting Date:** April 25, 2022

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

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



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

**Title:** Hiring, Director of Department of  
Public Works

**Department:** Administration

**Meeting Date:** April 25, 2022

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Offer letter, Slosek, E Director of DPW



**TOWN OF AMHERST**  
2 Main Street  
Amherst, NH 03031  
[www.amherstnh.gov](http://www.amherstnh.gov)  
Tel. (603) 673-6041 Fax (603) 673-4138

April 12, 2022

Mr. Eric Slosek  
7 Pinkham Ave  
Mont Vernon, NH 03057

Dear Mr. Slosek,

It is with great pleasure that the Town of Amherst offers you the position of Director of the Department of Public Works. You will be reporting to Dean Shankle Jr, Town Administrator, and your position as the Director will officially begin April 26, 2022.

This is a full-time exempt position starting at Grade 19 Step 02 or \$83,491.20 annually, paid bi-weekly. You will accrue 4 weeks of vacation over 52 weeks beginning April 26, 2022.

Please join us at the April 25<sup>th</sup>, 2022 Board of Selectmen meeting, either in person or via Zoom, when your hiring will be presented for approval by the Board.

I ask that you indicate your acceptance of our offer by replying to this email. Please contact me or Jennifer, Human Resources, if you have any questions.

Congratulation on the new position. We look forward to the continued development of the Department of Public Works under your leadership.

Sincerely,

Dean E. Shankle, Jr., Ph.D.  
Amherst Town Administrator



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

**Title:** PFAS Program Discussion  
**Meeting Date:** April 25, 2022

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

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. PFAS Filtration Rebate Conditions

### **PFAS Filtration Rebate Conditions**

1. Reimbursement of actual cost up to \$3250 for treatment of PFAS, including pretreatment necessary to reduce contaminants that would impair the PFAS filtration system.
2. Residents who currently receive Elderly, Disabled, or Blind Property Tax exemptions would be eligible for reimbursement of actual cost up to \$6500.
3. Rebates available only while funding lasts.
4. One rebate per Amherst residence.
5. Must be for owner-occupied principal residence in Amherst, NH, as declared on tax return.
6. Must be for drinking water supplied by private well and not part of a state-regulated community water system.
7. Applicant must not have received any other reimbursement for a PFAS treatment system and must not be eligible for a permanent piped replacement water supply funded by any entity.
8. Must supply before and after test results from state certified water testing lab showing PFAS levels, and levels of contaminants addressed by pre-treatment. Before test results must show exceedance of one or more NHDES AGQS or exceedances of any Maximum Contaminant Levels that may be established by USEPA for PFAS.
9. Must supply paid receipts and photos of completed installation, and filter model and serial number and/or specification sheets for media and equipment installed
10. Replacement media and other maintenance supplies and labor are not eligible for rebate.
11. Work must be done between March 3, 2021 and September 30, 2024.
12. Rebate application must be received by November 1, 2024.
13. If funds remain available at the end of the program, applicants who did not receive full reimbursement of actual costs may receive an additional reimbursement amount.



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

**Title:** Church Steeple/Clock Grant Opportunities

**Department:** Administration

**Meeting Date:** April 25, 2022

**Staff Contact:**

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** 2021 Elderly Tax Deferral  
**Meeting Date:** April 25, 2022

**Department:** Tax Collector  
**Staff Contact:** Gail Stout

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## **BACKGROUND INFORMATION:**

A 2021 Elderly Tax Deferral application is being submitted for the Boards review. This application meets the requirements for qualification under RSA 72:38-a.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

To approve and sign.

## **SUGGESTED MOTION:**

The 2021 Elderly Tax Deferral has been reviewed and it meets the requirements of RSA 72:38-a. Therefore, I move to approve and sign the 2021 Elderly Tax Deferral in the amount of \$5,221.00 for Map 002-146-027.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Elderly Tax Deferral Confidential 4 25 2022



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Assessing

**Department:** Assessing

**Meeting Date:** April 25, 2022

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Elderly Exemption**

**Item A.** The applicants have applied for an Elderly Exemption under RSA 72:39-a, which all meet the income and asset limits and qualify for the exemption.

#### **Suggested Motion:**

The Assessor has reviewed the applications for an Elderly Exemption and recommends approving. Therefore: I move to approve the Elderly Exemption for the following map and lot numbers:

#### **Map/Lot**

1. 006-046-005
2. 004-201-001
3. 006-074-008
4. 004-166-047

#### **Veteran Tax Credit**

**Item B.** I have reviewed the attached Veteran Tax Credit Applications provided and the applicants qualify for the Tax Credit under RSA 72:28 for the 2022 tax year.

#### **Suggested Motion:**

The attached applications have been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2022 for the following map and lot numbers:

1. 001-035-028

2. 004-059-029
3. 002-002-065

### **Land Use Change Tax (LUCT)**

**Item C.** Attached is a land use change tax release for Tax Map 005 Lot 059-029. The lot sold and is less than 10 acres and is not contiguous with other lots in current use under identical ownership. The Land Use Change Tax in the amount of \$30,000 represents 10% of the full and true market value of \$300,000.

#### **Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends to approve the LUCT. Therefore, I move to approve the Land Use Change Tax in the amount of \$30,000 for Tax Map 005 Lot 059-029.

### **Gravel Tax Levy**

The attached is a Gravel Tax Levy to be collected by the Tax Collector for the excavation of gravel. The Department of Revenue provides the tax per cubic yard values that are used to calculate the tax.

#### **Suggested Motion:**

Therefore, I move to approve and sign the Gravel Tax Levy for Map 002, Lot 034-007 in the amount of \$126.70.

### **Elderly Exemption Recommendations**

**Item E.** I have reviewed the attached Elderly Exemption Application, and the applicant **does not** meet the necessary requirements to qualify for the Elderly Exemption under RSA 72:39-a for tax year 2022. The applicant's total income exceeds the current limit, and it is recommended that the application be denied.

#### **Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends denying the exemption. Therefore, I move to deny the Elderly Exemption for Map 013, Lot 004-000 for the 2022 tax year.

**Item F.** I have reviewed the attached Elderly Exemption Application, and the applicant **does not** meet the necessary requirements to qualify for the Elderly Exemption under RSA 72:39-a for tax year 2022. The applicant's total assets exceed the current limit, and it is recommended that the application be denied.

#### **Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends denying the exemption. Therefore, I move to deny the Elderly Exemption for Map 005, Lot 115-001 for the 2022 tax year.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

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



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

**Title:** AP, Payroll and Minutes  
**Meeting Date:** April 25, 2022

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

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**Approvals:**

**AP1** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$215,143.59 dated April 8, 2022, subject to review and audit. (Vendors)

**AP2** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$591,501.11 dated April 12, 2022, subject to review and audit. (Vendors)

**AP3** ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$1,107.00 dated April 15, 2022, subject to review and audit. (Vendors)

**AP4~** I move to approve one (1) FY21 Payroll Manifest in the amount of \$148,260.00 dated April 21, 2022, subject to review and audit.

**Minutes**

~ I move to approve the Board of Selectmen meeting minutes of April 11, 2022.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 2022.04.11 BOS\_DRAFT



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, April 11, 2022, 6:30PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,  
2 Selectman Tom Grella, and Selectman Danielle Pray

3  
4 Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude

5

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

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

8

9 **2. Pledge of Allegiance** – led by Acting DPW Director, Eric Slosek

10

11 **3. Citizen's Forum** – none at this time

12

13 **4. Board Discussion- Board, Commission and Committee Appointments**

14

#### 14 **4.1. Appointments and reappointment for membership terming in 2022**

15

15 The Board reviewed commission/committee/board appointments/reappointments.

16

17 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to reappoint*  
18 *Chris Buchanan, Rick Katzenberg, and George Bower to the Bicycle & Pedestrian Advisory*  
19 *Committee for three-year terms, ending in 2025, and to appoint Michael Merra to a three-*  
20 *year term, also ending in 2025.*

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

22

23 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*  
24 *reappoint Rob Clemens and John Harvey to the Amherst Conservation Commission for three-*  
25 *year terms, ending in 2025, and to appoint Steve Lutz as an alternate to a three-year term,*  
26 *also ending in 2025.*

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

28

29 *A MOTION was made by Selectman Pray and SECONDED by Selectman Stoughton to*  
30 *reappoint Conor Frain and Lisa Montesanto to the Heritage Commission for three-year*  
31 *terms, ending in 2025.*

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

33

34 *A MOTION was made by Selectman Pray and SECONDED by Selectman Grella to reappoint*  
35 *Jamie Ramsay to the Historic District Commission for a three-year term, ending in 2025.*

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

37

38 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*  
39 *reappoint Bill Cassidy and Steve Mantius to the Library Trustees as alternates for one-year*  
40 *terms, ending in 2023.*

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

42

43 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
44 *reappoint Lisa Eastland, Paul Levesque, and Kathleen Holt Button to the Recreation*  
45 *Commission for three-year terms, ending in 2025.*

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

47

48 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*  
49 *reappoint Bruce Bowler to the Souhegan Regional Landfill District for a three-year term,*  
50 *ending in 2025.*

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

52

53 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
54 *reappoint William Dunn to the Trustees of the Trust Fund for a one-year term, ending in*  
55 *2023.*

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

57

58 The Board discussed the currently inactive Roads & Bridges Commission. Selectman Grella  
59 stated that he would like some time to see if this group can be revised.

60

## 61 **5. Scheduled Appointments**

### 62 **5.1 Chris Buchanan, Bicycle & Pedestrian Committee: FY2023**

#### 63 **Congressionally Directed Spending Request**

64 Chris Buchanan explained that there is a federal funding grant opportunity for infrastructure  
65 programs that is 100% federally funded, with no need for a Town match. The Bicycle and  
66 Pedestrian Advisory Committee is seeking to apply for this opportunity, with hopes to fund  
67 the School Campus project. The application will be formally submitted through Senator  
68 Shaheen's office. The Committee is seeking the Board's approval to apply for this grant.  
69 There is no obligation on behalf of the Town except that, if awarded, the funds must be  
70 expended by the end of September 2023.

71

72 In response to a question from Chairman Lyon, Chris Buchanan explained that the project  
73 name will be submitted, along with various iterations of the final budget. Senator Shaheen's  
74 office will then contact the Town directly to discuss the variety of budget tiers.

75

76 In response to a question from Selectman Stoughton, Chris Buchanan explained that the funds  
77 have to be "appropriated" by the end of September 2023. The project does not need to be  
78 completed at that time. If the project application is selected to move forward by Senator  
79 Shaheen's office, it would then go before the Senate Appropriation Committee, and then into  
80 the federal budget to be voted on. Chris Buchanan stated that he believes the outcome of this  
81 application could be known within 3-4 months.

82

83 Selectman Stoughton noted that the federal budget is usually not approved until well into the  
84 fiscal year. He asked about timing of the project if this is the case. Chris Buchanan stated that  
85 the project could be ready to be put out to bid quickly, in order to appropriate the funds.

86  
87 In response to a question from Selectman Pray, Chris Buchanan stated that there will be  
88 reporting checks on the project through the standard federal requirements. He can work on  
89 getting a better definition of “appropriate,” but asked if the Board would consider moving  
90 forward with the application in the meantime, as there is no obligation on behalf of the Town  
91 to do so.

92  
93 In response to a question from Chairman Lyon, Chris Buchanan explained that this  
94 application proposed a project that runs from the Scott Conservation land to Homestead  
95 Circle, along Boston Post Road. One of the budget iterations proposed to be submitted  
96 includes a bike/ped bridge over the river in this area. This is being submitted as an additional  
97 tier as it is an expensive portion of the project which, if approved, could be built without using  
98 any taxpayer dollars.

99  
100 In response to a question from Chairman Lyon, Chris Buchanan explained that the proposed  
101 project has been extended further northward from the original proposal due to a number of  
102 factors. One being that the feedback from a 2017 survey indicated that people would like to  
103 eventually see a connection between the schools and the Village. Extending the proposed path  
104 to the north is difficult due to the existing water crossing, which is why seeking 100% federal  
105 funds for this item is desirable.

106  
107 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D’Angelo to*  
108 *authorize the Bicycle & Pedestrian Advisory Committee’s request to apply for congressionally*  
109 *directed spending, and to allow the Town Administrator to sign all associated documents.*  
110 *Voting: 5-0-0; motion carried unanimously.*

111  
112 Chris Buchanan asked if the Committee requires the Board’s permission to hold its Amherst  
113 Street sidepath opening ceremony on May 14, 2022, at 11am.

114  
115 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D’Angelo to*  
116 *allow the Bicycle and Pedestrian Advisory Committee to hold an opening ceremony for the*  
117 *Amherst Street sidepath at Spalding Common on May 14, 2022, at 11am.*  
118 *Voting: 5-0-0; motion carried unanimously.*

## 119 **6. Administration**

### 120 **6.1 Administrative Updates**

121 Town Administrator Shankle explained that he received the results of the PFAS testing  
122 completed on Cobbler Lane. He noted that its proximity to the Fire Station could be the cause  
123 of the elevated levels of PFAS. He continues to work on the grants for ARPA funds and PFAS  
124 items for the Town.  
125

### 126 **6.2 Discussion of Board Proposed Goals**

127 *The Board tabled discussion of this item until later in the meeting.*  
128  
129

130 **7. Staff Reports**

131 **7.1 Police Station Renovation Bid**

132 Police Chief Mark Reams explained that the total project was estimated to cost \$600,000 in  
133 2018. The project was split into two phases. Phase I ended up costing \$739,000 to complete.  
134 Phase II was previously estimated to cost approximately \$200,000. The second phase was  
135 planned to be put out to bid in the spring, as there were too few builders available to bid last  
136 fall. Bids were sought from four qualified bidders, with only two submitting bids. These bids  
137 are higher than previously anticipated, \$336,000, and \$349,000. The architect for the project,  
138 Dennis Mires – The Architects, P.A., has compared the bids and finds them competitive.

139  
140 Dennis Mires explained that the economy has not yet slowed down and costs have continued  
141 to rise, especially on materials. The estimate of the project from 2018 has become clearer over  
142 time, leading to projected increases.

143  
144 Chairman Lyon noted that there are a number of options for funding the estimate for Phase II:  
145 there will be unexpended funds in the Police Department’s budget at the end of the year; there  
146 is approximately \$115,000 remaining in the Department’s Revolving Fund; the Board could  
147 vote to use impact fees toward this; or the Board could vote to use ARPA funding toward this.

148  
149 In response to a question from Selectman Grella, Chief Reams explained that both bidders  
150 stated that they could be ready to begin on the project within about two weeks. Dennis Mires  
151 stated that all necessary project materials seem to be available at this time, aside from lockers,  
152 which may have a longer lead time.

153  
154 In response to a question from Selectman D’Angelo, Chief Reams stated that this finished  
155 building should last the Department for at least the next 25-30 years.

156  
157 Board members discussed their agreement with using the Department’s funds, or impact fees,  
158 if appropriate, for this project.

159  
160 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to award the*  
161 *contract for the final phase of the police station renovation to Turnstone Corporation of*  
162 *Milford, NH, in the amount of \$336,562.*

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

164  
165 **7.2 2022 Road Construction Bids**

166 Acting DPW Director, Eric Slosek, explained that the Town received two bids this year for  
167 road work. One bid from Continental Paving, and one bid from Pike Industries. The bids were  
168 fairly close with Continental Paving having the low bid. The difference between the two bids  
169 was \$43,377.76. He worked to attempt to receive more than two bids for the road work, by  
170 reviewing the contract and RFP with an engineer.

171  
172 The road work bid comprises Horace Greeley Rd., Roberge Dr., overlay of Hubbard Rd., and  
173 overlay of the Transfer Station parking lot. The recommendation is to award the work for  
174 Horace Greeley Rd., Roberge Dr., and Hubbard Rd., to Continental Paving for the amount of  
175 \$1,488,645.67, with a contingency amount of \$213,000 (15% of HG and Roberge). If this is  
176 under-budget, the Transfer Station parking lot will be added with a change order.

177

178 In response to a question from Selectman Pray, Eric Slosek explained that the contingency is  
179 proposed because road work underground deals with certain unknowns. He reviewed the  
180 proposed contingency amount with Keach-Nordstrom.

181

182 In response to a question from Selectman Pray, Eric Slosek explained that approximately  
183 \$160,000 is being proposed to finish the already constructed portion of Amherst Street.  
184 \$125,000 of that is being used to top the pavement with a second course and is work that  
185 carries over from last year.

186

187 In response to a question from Selectman Stoughton, Eric Slosek explained that he is  
188 proposing to use the contingency funds for work at the Transfer Station, if available. This is  
189 included as part of the current bid, and he would come back before the Board for a change  
190 order before this work is undertaken.

191

192 In response to a question from Selectman Grella, Eric Slosek explained that the Transfer  
193 Station paving proposed is for a topcoat. If additional money is available, he would consider  
194 paving more of the Transfer Station as well.

195

196 In response to a question from Chairman Lyon, Eric Slosek explained that the paving  
197 proposed on Amherst Street falls under the current contract with Continental Paving, and that  
198 pricing is being honored for this portion of the bid. He noted that microsurfacing proposed for  
199 Spring Street will be part of a separate bid item.

200

201 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo that the*  
202 *2022 road work for Horace Greeley Rd., Roberge Dr, and Hubbard Rd., be awarded to*  
203 *Continental Paving for the amount of \$1,488,645.67. Further, that the DPW be authorized to*  
204 *spend up to an additional \$213,000 as contingency for said road work.*

205

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

206

### 207 **7.3 Church Steeple Bid**

208 Eric Slosek explained that the Congregational Church painted their portion of the Church last  
209 spring. At this time, the Church also received pricing to paint the Town's portion of the  
210 Church, the clock tower and steeple. This pricing was approximately \$25,000. The Town  
211 decided not to move forward at that time, and instead put its portion of the project out to bid  
212 this spring. Only one bid was received for \$76,000. He stated that he believes the companies  
213 that bid on the project last year may not have had the exact expertise needed to complete the  
214 project and that some of the pricing differences may be due to that.

215

216 The Board agreed that it would like to seek additional bids on this project. It also suggested  
217 looking into certain grants that might be applicable for this kind of work.

218

### 219 **7.4 Locality Equipment Grant**

220 Eric Slosek explained that the Governor's Office announced a new Locality Equipment  
221 Purchase Program (grant) on October 29, 2021. This program offers cities and towns a grant  
222 of up to \$50K, with a 10% Town match, for purchasing safety and emergency equipment

223 needed as a result of or in response to the health crisis and its negative effects. The DPW has  
224 identified two needs that may qualify for this grant funding.  
225 The first need is to purchase the office trailer the DPW has been renting throughout the  
226 pandemic. This trailer is 8’x40’. This office trailer provides a place for four employees to take  
227 their rest and meal periods. It has a metered electrical connection and is climate controlled  
228 with heat and air conditioning. This trailer is needed to be able to offer employees adequate  
229 social distancing during rest periods. The existing crew break area within the building at DPW  
230 is too small to accommodate the ten-person highway crew. This trailer could be used until  
231 permanent facility improvements can be made. As an alternative, this trailer could also be  
232 moved and serve as a new employee break room/office at the Transfer Station (TFS  
233 employees currently make use of a shed), or as a climate- controlled area for file storage. The  
234 price for purchasing this trailer is \$43,000, of which the Town would need to pay \$4,300  
235 (10%) under the terms of the grant. The payback period for the Town portion of this grant  
236 purchase would be 11 months as calculated by the \$400/month rental expense we are now  
237 paying.

238  
239 The second need is to purchase new electronic sign boards. The DPW used the electronic sign  
240 boards extensively during the pandemic to notify residents of Covid-19 policy changes at the  
241 Transfer Station and DPW facilities. Currently only one sign board out of three is operational.  
242 The two older sign boards need new batteries estimated to cost approximately \$3,000 for each  
243 unit. These sign boards are old, difficult to program, too large for local roadways, not easily  
244 visible during certain daylight conditions, and are simply outdated. Three prices were  
245 obtained, and new sign boards could be purchased for \$14,250 apiece. The 10% match per  
246 board would be \$1,425, or half of the cost of new batteries to repair one board.

247  
248 Town Administrator Shankle noted that the Town has until June 2, 2022, to apply for these  
249 funds, and must complete the project by December 31, 2022.

250  
251 Chairman Lyon asked that Town Administrator Shankle and Eric Slosek work together to  
252 discuss options for these funds and then come back to the Board.

## 253 254 **7.5 Park Bench Donations to the Town**

255 Eric Slosek explained that the DPW has recently received two offers for bench donations, for  
256 the Village Green and along the Amherst Street sidepath. He asked if the Board would like to  
257 comment on what style of bench donations should be accepted by the Town, the number of  
258 benches that should be accepted, and if donations should include installation costs. He stated  
259 that adding two more benches to the Green would not be a problem. He explained that  
260 installing additional benches in other areas throughout Town may increase the amount of  
261 maintenance needed. He also noted that certain residents have stated that they would not like a  
262 bench to be installed in front of their property along Amherst Street.

263  
264 Selectman Grella explained that he believes the Historic District Commission would require  
265 benches in the Village to be wooden.

266  
267 Selectman D’Angelo stated that he does not believe donated benches should be a standard  
268 style; however, the Town should also have the option to reject certain styles, if needed. He  
269 stated that, in the past, donations were for the bench itself, and the Town took care of paying

270 for the slab to place it on and installation costs. He noted that maintenance along the sidepath  
271 will already be done by the DPW, and thus benches along the path will likely not cause much  
272 additional work.

273

274 Selectman Pray stated that she believes benches donated should be of a similar style. She  
275 agreed that the Town should take care of installation and maintenance costs.

276

277 Selectman Stoughton stated that residents should be asked if they would like a bench installed  
278 in front of their property, and that these desires should be honored by the Town.

279

280 Chairman Lyon noted that he believes garbage receptacles along the Amherst Street sidepath  
281 are likely unnecessary.

282

## 283 **8. Approvals**

284

### 284 **8.1 Assessing**

285

#### 286 ***Elderly Exemption***

287

##### 287 **Item A.**

288 Our assessor has reviewed the attached Elderly Exemption Application and determined that  
289 the applicant does not meet the necessary requirements to re-qualify for the Elderly  
290 Exemption under RSA 72:39-a for tax year 2022. The applicant's total income exceeds the  
291 current limit, and it is recommended that the application be denied.

292

293 *The attached application has been reviewed by our Assessor and our Assessor recommends*  
294 *denying the exemption. Therefore, A MOTION was made by Selectman Stoughton and*  
295 *SECONDED by Selectman D'Angelo to deny the Elderly Exemption for Map 005, Lot 139-*  
296 *014 for the 2022 tax year.*

297

297 *Voting: 4-0-1; motion carried [T. Grella abstaining].*

298

##### 299 **Item B.**

300 The assessor has reviewed the attached Elderly Exemption Application and determined that  
301 the applicant does not meet the necessary requirements to qualify for the Elderly Exemption  
302 under RSA 72:39-a tax year 2022. The applicant's total income exceeds the town's limit, and  
303 therefore, does not qualify.

304

305 *The attached application has been reviewed by our Assessor and our Assessor recommends*  
306 *denying the exemption. Therefore, A MOTION was made by Selectman Stoughton and*  
307 *SECONDED by Selectman D'Angelo to deny the Elderly Exemption for Map 002, Lot 098-*  
308 *026.*

309

309 *Voting: 4-0-1; motion carried [T. Grella abstaining].*

310

##### 311 **Item C.**

312 The assessor has reviewed the attached Elderly Exemption Application and determined that  
313 the applicant does not meet the necessary requirements to qualify for the Elderly Exemption  
314 under RSA 72:39-a for tax year 2022. The applicant's total income exceeds the town's limit,  
315 and therefore does not qualify.

316

317 *The attached application has been reviewed by our Assessor and our Assessor recommends*  
318 *denying the exemption. Therefore, A MOTION was made by Selectman Stoughton and*  
319 *SECONDED by Selectman Grella to deny the Elderly Exemption for Map 010, Lot 045-000*  
320 *for the 2022 tax year.*

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

322

323 **Item D.**

324 The applicants have applied for an Elderly Exemption under RSA 72:39-a, and meet the  
325 income and asset limits and qualify for the exemption.

326

327 *The Assessor has reviewed the applications for an Elderly Exemption and recommends*  
328 *approving. Therefore, A MOTION was made by Selectman Stoughton and SECONDED by*  
329 *Selectman Grella to approve the Elderly Exemption for the following map*  
330 *and lot numbers for tax year 2022:*

331

332 *Map/Lot*

333 *1. 001-013-000-016*

334 *2. 002-104-000*

335 *3. 017-054-000*

336 *4. 002-164-022*

337 *5. 025-058-000*

338 *6. 002-009-000-006*

339 *7. 003-079-000-012*

340 *8. 002-153-000*

341

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

343

344 **Veteran Tax Credit**

345 **Item E.**

346 Our assessor has reviewed the attached Veteran Tax Credit Applications provided and  
347 determined that the applicants qualify for the Tax Credit under RSA 72:28 for the 2022 tax  
348 year.

349

350 *The attached applications have been reviewed by our Assessor and our Assessor recommends*  
351 *granting this credit. Therefore, A MOTION was made by Selectman Stoughton and*  
352 *SECONDED by Selectman Grella to approve the Veteran Tax Credit for tax year 2022 for the*  
353 *following map and lot numbers:*

354

355 *Map/Lot*

356 *1. 001-013-000-016*

357 *2. 008-049-054*

358 *3. 005-059-009*

359

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

361

362 **Service-Connected Total Disability Tax Credit**

363 **Item F.**

364 The applicant is currently receiving the Veteran tax credit and has now provided sufficient  
365 documents in order to qualify for the Tax Credit for Service-Connected Total Disability per  
366 RSA 72:35. Our assessor has reviewed the provided documents and determined that the  
367 applicant meets the necessary qualifications.

368  
369 *The attached applications have been reviewed by our Assessor and our Assessor recommends*  
370 *granting this credit. Therefore, A MOTION was made by Selectman Stoughton and*  
371 *SECONDED by Selectman Grella to approve the Service-Connected Total and Disabled Tax*  
372 *Credit for tax year 2022 for Map 011, Lot 012-031.*

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

374

### **Land Use Change Tax**

#### **Item G.**

377 Next is a land use change tax release for Tax Map 006 Lot 079-021. The lot was purchased on  
378 12/17/2021 and is less than 10 acres. The Land Use Change Tax in the amount of \$13,300  
379 represents 10% of the full and true market value of \$133,000.

380  
381 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
382 *Grella that the attached Land Use Change Tax has been reviewed by our Assessor and our*  
383 *Assessor recommends approval of the LUCT in the amount of \$13,300 for Tax Map 006*  
384 *Lot 079-021.*

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

386

#### **Intent to Excavate**

#### **Item H.**

389 The Intent to Excavate for the property shown as Map 002, Lot 034-007 on the Amherst map.

390

391 *Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman*  
392 *Grella to approve and sign the 2022 Notice of Intent to Excavate for Map 002, Lot 034-007.*

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

394

## **8.2 AP, Payroll, Minutes**

### **Payroll**

397 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
398 *approve one (1) FY21 Payroll Manifest in the amount of \$1,056.40 dated March 28, 2022,*  
399 *subject to review and audit.*

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

401

402 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
403 *approve one (1) FY21 Payroll Manifest in the amount of \$210,230.25 dated April 7, 2022,*  
404 *subject to review and audit.*

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

406

### **Accounts Payable**

408 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
409 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$32,990.30 dated March*  
410 *5, 2022, subject to review and audit. (NH DMV)*

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

412

413 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
414 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,037,685.00 dated April*  
415 *1, 2022, subject to review and audit. (Schools)*

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

417

418 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman to approve one*  
419 *(1) FY21 Accounts Payable Manifest in the amount of \$5,003.54 dated March 25, 2022,*  
420 *subject to review and audit. (Vendors)*

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

422

423 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman to approve one*  
424 *(1) FY21 Accounts Payable Manifest in the amount of \$257,425.30 dated March 29, 2022,*  
425 *subject to review and audit. (Vendors)*

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

427

428 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to*  
429 *approve one (1) FY21 Accounts Payable Manifest in the amount of \$2,649.54 dated April 1,*  
430 *2022, subject to review and audit. (Vendors)*

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

432

433 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*  
434 *approve the Board of Selectmen meeting minutes of March 28, 2022, as presented.*

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

436

## 437 **6.2 Discussion of Board Proposed Goals**

438 *The Board retook this item at this time.*

439

440 The Board reviewed a number of proposed goals.

441

442 Selectman Pray noted a goal regarding finding ways to offer senior citizens tax relief and  
443 recreational opportunities. She stated that she would like to include on the assessing report  
444 how far certain applications are from being approved based on their income.

445

446 Bill Stoughton noted that this is often not reported as a matter of privacy. The Board could  
447 likely receive a compiled list of data for this item, without revealing private information  
448 though.

449

450 Selectman Pray also noted goals regarding communicating with residents, digitizing records,  
451 advocacy for the Town in other government forums, finding ways to recognize current  
452 employees for their work, an outlook for the Finance Department, reviewing salaries for staff  
453 and Department Heads, 91A request coordination, and updating Town policies.

454

455 Selectman D'Angelo noted that he believes a number of these items have not been addressed  
456 in previous years due to the lack of a Town Human Resources Department. Chairman Lyon  
457 stated that many of the items mentioned can be worked on by the Board and existing staff.

458  
459 Selectman Stoughton reviewed his proposed goals, including establishing an impact fee  
460 spending process and criteria, reviewing, and improving the Capital Improvement Plan  
461 process, and reviewing the audiovisual situation in the Barbara Landry room.

462  
463 Chairman Lyon reviewed his proposed goals, including implementing strategic planning  
464 training for staff and board members, working with the SAU for consistent reporting of article  
465 costs on voter guides and warrants, resorting Finance Department operations, reviewing the  
466 Employee Handbook, and creating a long-range plan for the Baboosic Lake septic system.

467  
468 Selectman Grella suggested that the Town might consider adding solar systems to the Town  
469 Hall and/or at the Transfer Station. He also asked about the DPW trucks being moved to  
470 electric vehicles.

471  
472 The Board agreed to review the proposed goals on a monthly basis.

473  
474 **9. Action Items**

475 The Board reviewed its action items.

476  
477 **10. Old/New Business**

478 Bill Stoughton stated that the Planning Board heard a conceptual presentation for a new, very  
479 large warehouse, to be located on Bon Terrain Drive. This new building is proposed to be 50'  
480 high, ½ mile long on one side, and contain 25 acres under its roof. It is proposed to be located  
481 very close to Peacock Brook and abutters at the Summerfield development have concerns.  
482 This item will be heard by all of the land use boards in Town.

483  
484 Chairman Lyon stated that the Town recently lost an important member, Bill Rapf. Mr. Rapf  
485 was a teacher in the Amherst schools, along with a long-term Fire Department member and  
486 volunteer. The Board expressed its condolences to Mr. Rapf's friends and family.

487  
488 Selectman D'Angelo stated that the school boards recently met. The Amherst School Board  
489 voted on recommended measures to reach its default budget. The Souhegan School Board has  
490 not yet taken a vote on this item.

491  
492 Selectman Pray stated that she will be attending a Recreation Commission meeting tomorrow  
493 night.

494  
495 **11. Non-Public Session, RSA 91-A:3, (b) The hiring of any person as a public**  
496 **Employee**

497  
498 *A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to enter*  
499 *into Non-Public Session, per RSA 91-A:3 (b) at 8:58 pm.*  
500 *By Roll Call Lyon, aye; D'Angelo, aye; Stoughton, aye; Grella, aye; and Pray, aye: 5-0-0;*  
501 *motion carried unanimously.*

502  
503 Other persons present during Nonpublic Session: Dean Shankle  
504

505 Discussion of personnel matters/hiring. No motions were made, no votes were taken  
506 during the Nonpublic session.

507

508 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to leave*  
509 *Nonpublic session.*

510 *By Roll Call Lyon, aye; D'Angelo, aye; Stoughton, aye; Grella, aye; and Pray, aye: 5-0-0;*  
511 *motion carried unanimously.*

512

513 Public session reconvened at 10:04 pm.

514

515 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*  
516 *adjourn the meeting at 10:05pm.*

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

518

519

520 **NEXT MEETING: Monday, April 25, 2022**

521

522

523

524

525

\_\_\_\_\_  
*Selectman Danielle Pray*

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