



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, AUGUST 8, 2022 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
- 5. Administration**
  - 5.1. Administrative updates
- 6. Staff Reports**
  - 6.1. Hire of Assistant Clerk, Town Clerk's Office
  - 6.2. Hiring of EMS Personnel
  - 6.3. Hiring of Call Firefighters
  - 6.4. Lead Transfer Station Attendant Pay Grade Change
  - 6.5. Transfer Station MSGP H2O sample update
  - 6.6. TF1 Bridge Closure update
  - 6.7. SB401 Block Grant Funds update
- 7. Approvals**
  - 7.1. AP, PR and Minutes
- 8. Action Items**
- 9. Old/New Business**

**Adjournment**

**Next Meeting: August 22, 2022**

You are invited to a Zoom webinar.

When: Aug 8, 2022 06:30 PM Eastern Time

Topic: Amherst NH Board of Selectmen Meeting 08/08/2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88993787585>

Or Telephone::(646) 931-3860

Webinar ID: 889 9378 7585



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

**Title:** Administrative updates  
**Meeting Date:** August 8, 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:** Hire of Assistant Clerk, Town Clerk's Office    **Department:** Town Clerk Office

**Meeting Date:** August 8, 2022

**Staff Contact:**

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## **BACKGROUND INFORMATION:**

Chelsea Borden has been offered the position of Assistant Clerk by Town Clerk Nancy Demers. Chelsea has accepted the position. She will start on Monday August 22, 2022, with the Board's approval.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Borden, Chelsea PAR and Resume
2. Conditional Offer Letter, Chelsea Borden August 1, 2022



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

**Title:** Hiring of EMS Personnel  
**Meeting Date:** August 8, 2022

**Department:** Fire Rescue  
**Staff Contact:** Matt Conley

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### **BACKGROUND INFORMATION:**

In order to continue our part time system of providing Emergency Medical Services the way AFR does, we periodically need to add to the staff. This is also to fill the gaps with the 24/7 - 365 schedule and for the replacement of those who have moved on from employment with AFR.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

With the schedule set at 24/7 - 365 there is no change to adding another employee(s).

### **POLICY IMPLICATIONS:**

None

### **DEPARTMENT HEAD RECOMMENDATION:**

To continue with consistency of our operation, I recommend adding these applicants to our roster.

### **SUGGESTED MOTION:**

For the BOS to approve the hiring of the following applicants at the recommendation of Chief Matthew Conley:

Advanced EMT Craig Conant  
Advanced EMT Isaiah Fogg  
EMT Alayna O'Kelley

### **TOWN ADMINISTRATOR RECOMMENDATION:**

#### **ATTACHMENTS:**

1. Conant, Craig
2. Fogg, Isaiah
3. O'Kelley, Alayna



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Hiring of Call Firefighters  
**Meeting Date:** August 8, 2022

**Department:** Fire Rescue  
**Staff Contact:** Matt Conley

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## **BACKGROUND INFORMATION:**

In order to continue our call firefighter system of providing Fire Rescue services to the community, we periodically need to add to the roster.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Not expected to impact the budget.

## **POLICY IMPLICATIONS:**

None

## **DEPARTMENT HEAD RECOMMENDATION:**

To continue the consistency of our operation, I recommend adding these applicants to our roster.

## **SUGGESTED MOTION:**

For the BOS to approve the hiring of the following applicants at the recommendation of Chief Matthew Conley:

Peter Brown

Oliver Frates

James Moore

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Brown, Peter
2. Frates, Oliver
3. Moore, James



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

**Title:** Lead Transfer Station Attendant Pay Grade Change **Department:** Public Works

**Meeting Date:** August 8, 2022

**Staff Contact:** Eric Slosek

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### **BACKGROUND INFORMATION:**

There are five positions at the transfer station, including four part-time positions and one full-time position. The full-time position is the lead transfer station attendant. In April 2019, the lead attendant position was downgraded from paygrade 7 to paygrade 4. I do not believe that paygrade 4 accurately reflects the responsibilities of this position. The lead-attendant position is responsible for the daily oversight, direction, and training of the part-time attendants, and employees assigned to cover shifts at the transfer station. It is required to regularly operate the loader, a piece of light equipment, to accomplish various tasks. Light equipment operators in the highway department are paid at grade 7. This position is also responsible for calling in inventory counts and coordinating load pickups with vendors. Lastly, this position is responsible for routinely answering questions from residents, making decisions, monitoring for user permits, explaining rules to residents, and keeping up with the ever-changing solid waste industry.

I recommend that this position be restored to paygrade seven as it was prior to April 2019.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

The FY23 budget for full-time wages can accommodate hiring up to grade 7 step 2.

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to approve the paygrade change.

### **SUGGESTED MOTION:**

I move to accept the proposed change to move the Lead Transfer Station Attendant paygrade from grade four to grade seven on the Amherst full-time wage scale.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:

1. Full Time Lead Attendant Hourly Wage Comparison 8-2-2022
2. Transfer Station Lead Attendant 8-2-22



Full Time Lead Attendant Hourly Wage Comparison				
	Step 1	<b>Step 2</b>	Step 3	Step 11
Grade 4	\$19.12	\$19.51	\$19.88	\$23.30
<b>Grade 7</b>	\$22.11	<b>\$22.57</b>	\$23.03	\$26.97
(\$ Difference)	\$2.99	\$3.06	\$3.15	\$3.67
FY23 Budgeted Full-Time Hourly Wages = <b>\$22.85</b>				

Full Time Lead Attendant Annual Wage Comparison				
	Step 1	<b>Step 2</b>	Step 3	Step 11
Grade 4	\$39,770	\$40,581	\$41,350	\$48,464
<b>Grade 7</b>	\$45,989	<b>\$46,946</b>	\$47,902	\$56,098
(\$ Difference)	\$6,219	\$6,365	\$6,552	\$7,634
FY23 Budgeted Full-Time Annual Wages = <b>\$47,528</b>				

**POSITION:** TRANSFER STATION LEAD ATTENDANT

**SALARY:** GRADE 07 (FY23 - \$45,988.80 to \$56,097.60)

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

### **JOB SUMMARY**

Responsible for conducting the daily operations of the transfer station. Responsibilities include interacting with residents, answering trash and recycling questions, overseeing the work of other attendants, monitoring and clearing sorting trays (removing pollutants), operating packers, assisting senior citizens, and monitoring user permits. The Lead Attendant will provide guidance, instruction and direct the other attendants for these interactions and other routine transfer station duties and be able to perform these routine duties. This 40-hour position includes hours when the Transfer Station is closed, and the attendant is assigned to other DPW duties. This position will be responsible to respond when called in for winter operations and other DPW emergency events as needed by the department.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Buildings and Grounds Foreman unless directed otherwise by the Director of Public Works.

### **SUPERVISION EXERCISED**

This position is responsible to oversee, direct, and provide training to other employees assigned to work at the Transfer Station.

### **EXAMPLES OF ESSENTIAL DUTIES**

[Not intended to be a complete list].

- Responsible for daily operations at the transfer station. This includes routine decision making, directing other attendants, and daily inventory reporting. Maintains a current NH DES Solid Waste Operator Certificate & NH Weighmaster license.
- Interacts with and directs customers, answering facility-related questions as needed. Directs them to the supervisor when appropriate.
- Operates various pieces of equipment including front-end loader, backhoe, grass trimmers, snow blowers, skill saw, reciprocating saw, chop saw, and chainsaw. Operates CDL-B dump trucks and pickup trucks with and without plow and sander equipment.
  - a. Uses Front-end loader to push up brush piles, load composted loam, remove unwanted items from the swap-shop, snow removal, area sanding, loading overflow items into the packer, minor grading of the parking lot, turning over the compost pile, etc.
- Cover all transfer station positions, including weighmaster, when needed.
- Calls and schedules pickup of collected materials with appropriate vendors.

- During inclement winter weather events, makes accessible all areas of the facility as needed by shoveling, sanding/salting by hand, and snow blowing. Directs other attendants to do the same.
- Responsible for opening and closing the entrance and exit gates daily at the start and close of business.
- Follows and directs others to follow the Solid Waste Operating Plan. Recommends changes to operating plan to Buildings & Grounds Foreman when necessary.
- Makes recommendations for operations/facility improvements to Building & Grounds Foreman when appropriate.
- Operates during winter storm emergencies at all hours of the day or night operating plow and sander-equipped trucks/equipment. Shovels snow, and loads and spreads sand and salt on sidewalks, bridges, and steps.
- Loads and unloads heavy materials from trucks and vans, stocks materials in storage areas or at work sites.
- Performs daily vehicle/equipment safety inspections and records information in the corresponding vehicle/equipment log when using vehicles or equipment.
- Uses electronic devices daily including town provided cell phones, computers, and tablets to receive and complete assignments, receive and reply to emails, complete training, and communicate with other employees and supervisors.
- Participates in continuing education training to maintain certifications and update
- Performs other essential duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Ability to establish and maintain effective working relationships with other employees, managers, customers, and vendors, always treating others with respect.
- Ability to read and understand written instructions and technical manuals generally used in the execution of duties assigned; ability to read and interpret instructions in the form of work orders, policies, rules and regulations.
- Ability to write legibly and clearly in the completion of log sheets, forms, and other records.
- Ability to communicate professionally and effectively with customers, coworkers, managers, and vendors.
- Ability to safely and skillfully operate motor vehicles to include light and heavy-duty trucks with manual and automatic transmissions.
- Ability to skillfully operate light equipment to complete assigned tasks.
- General knowledge and ability to use computers, tablets, phones to complete assigned tasks.

## **LICENSURE AND CERTIFICATION REQUIREMENTS**

- *All licensure and certification requirements must be obtained within one (1) year from date of hire\*.*
  - NH Solid Waste Operators Certificate\*
  - NH Weighmaster's License\*
  - NH Commercial Motor Vehicle Class B Driver's License
  - NH DES Green Sno-Pro Certification
  - UNH T2 or Primex Chainsaw Certification
  - UNH T2 or Primex Flagger Certification

*\*Solid Waste Operator's Certificate and weighmaster's license required within six months from date of hire.*

## **MINIMUM QUALIFICATIONS REQUIRED**

High school diploma or GED plus two years of solid waste experience. Light equipment experience preferred. Valid CDL-B driver's license required. Ability to obtain NH weighmaster's license and solid waste operator's certificate within six months from date of hire. This position will frequently lift and/or move up to 25lbs and occasionally more than 100lbs.

## **OR**

Any combination of skills and experience that can demonstrate the ability to do the job.

## **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 from heights through use of ladders, lifts, and staging; working 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; working with power tools and other dangerous equipment requiring the operator's focus and attention.

***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 \_\_\_\_\_

Employee (Printed Name) \_\_\_\_\_

*Adopted by BOS on \_\_\_\_\_.*



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

**Title:** Transfer Station MSGP H2O sample update    **Department:** Public Works

**Meeting Date:** August 8, 2022

**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

The DPW Director will update the BOS on the latest developments regarding the transfer station stormwater sample parameter exceedences.

## **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:** TF1 Bridge Closure update  
**Meeting Date:** August 8, 2022

**Department:** Public Works  
**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

The DPW director will update the BOS with the latest information on the Thornton Ferry Rd. 1 bridge closure.

## **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:** SB401 Block Grant Funds update  
**Meeting Date:** August 8, 2022

**Department:** Public Works  
**Staff Contact:** Eric Slosek

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## **BACKGROUND INFORMATION:**

The DPW Director will update the BOS with the latest information regarding unanticipated revenue from SB401 in the form of additional municipal highway block grants, and money for maintenance and repair of municipally owned bridges.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. sb401
2. bridge funding
3. block grant funding

SB 401-FN - AS AMENDED BY THE HOUSE

03/17/2022 1062s  
03/31/2022 1269s  
03/31/2022 1293s  
4May2022... 1844h  
4May2022... 1927h

2022 SESSION

22-2934  
05/10

SENATE BILL **401-FN**

AN ACT making appropriations to the department of transportation for local highway aid and to the body-worn and dashboard camera fund, permitting the department of transportation to operate dash cameras in fleet vehicles, and relative to the duration of unemployment benefits.

SPONSORS: Sen. Bradley, Dist 3; Sen. Hennessey, Dist 1; Sen. Watters, Dist 4; Sen. Rosenwald, Dist 13; Sen. Sherman, Dist 24; Sen. Carson, Dist 14; Sen. Gray, Dist 6; Sen. Whitley, Dist 15; Sen. D'Allesandro, Dist 20; Sen. Perkins Kwoka, Dist 21; Sen. Ricciardi, Dist 9; Sen. Prentiss, Dist 5; Sen. Avard, Dist 12; Sen. Gannon, Dist 23; Sen. Cavanaugh, Dist 16; Sen. Kahn, Dist 10; Sen. Soucy, Dist 18; Rep. Umberger, Carr. 2; Rep. Wallner, Merr. 10; Rep. Tucker, Coos 5

COMMITTEE: Health and Human Services

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AMENDED ANALYSIS

This bill:

- I. Makes appropriations to the department of transportation for state bridge aid and municipal bridge aid.
- II. Makes an appropriation to the body-worn and dashboard camera fund.
- III. Permits the department of transportation to operate dash cameras in fleet vehicles.
- IV. Authorizes the department of transportation to proceed with the Dixville-Colebrook road project if certain criteria are met and make an appropriation to the department of transportation for this purpose.
- V. Specifies the duration of unemployment benefits based on the state's average unemployment rate.

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Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struckthrough~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

03/17/2022 1062s  
03/31/2022 1269s  
03/31/2022 1293s  
4May2022... 1844h  
4May2022... 1927h 22-2934  
05/10



STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty Two*

AN ACT making appropriations to the department of transportation for local highway aid and to the body-worn and dashboard camera fund, permitting the department of transportation to operate dash cameras in fleet vehicles, and relative to the duration of unemployment benefits.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 Department of Transportation; Municipal Bridges; Appropriation. There is hereby appropriated to the department of transportation the sum of \$36,000,000 for the fiscal year ending June 30, 2022, which shall be nonlapsing and expended for municipal bridges by municipalities with existing bridges. One half of the funds (\$18,000,000) shall be distributed to municipalities with municipally-owned bridges based on each municipality's total bridge deck area per department inventory, as of January 1, 2022. The other half of the funds (\$18,000,000) shall be distributed to municipalities with municipally-owned bridges based on each municipality's share of total state population based on the office of planning and development's population estimate with each municipal population in proportion to the total population of the state as of July 1, 2021. The funds to be distributed under this section shall be in addition to all other state and federal aid specifically authorized by statute. The governor is authorized to draw a warrant for said sum out of any money in the treasury not otherwise appropriated. No funds appropriated under this section shall be used to supplant locally budgeted and approved funds for bridge maintenance or construction. The funds appropriated in this section may be considered unanticipated money under RSA 31:95-b and may be accepted and expended pursuant to RSA 31:95-b, II through IV, whether or not a political subdivision has adopted the provisions of RSA 31:95-b.

2 Department of Transportation; "Apportionment A" Distributions; Appropriation. There is hereby appropriated to the department of transportation the sum of \$30,000,000 for the fiscal year ending June 30, 2022, which shall be nonlapsing and expended as additional "Apportionment A" distributions under RSA 235:23, I. The governor is authorized to draw a warrant for said sum out of any money in the treasury not otherwise appropriated. No funds appropriated under this section shall be used to supplant locally budgeted and approved funds for road maintenance or construction. The funds appropriated in this section may be considered unanticipated money under RSA 31:95-b and may be accepted and expended pursuant to RSA 31:95-b, II through IV, whether or not a political subdivision has adopted the provisions of RSA 31:95-b.

3 Body-Worn and Dashboard Camera Fund; Appropriation. The sum of \$1,000,000 for the fiscal year ending June 30, 2022, is hereby appropriated to the body-worn and dashboard camera fund established in RSA 105-D:3. The governor is authorized to draw a warrant for said sum out of any money in the treasury not otherwise appropriated. The funds appropriated in this section may be considered unanticipated money though fiscal year 2023, under RSA 31:95-b, and may be accepted and expended pursuant to RSA 31:95-b, II through IV, whether or not a political subdivision has adopted the provisions of RSA 31:95-b.

4 New Subparagraph; Highway Surveillance Prohibited; Exception for Dash Cameras in Fleet Vehicles. Amend RSA 236:130, III by inserting after subparagraph (g) the following new subparagraph:

(h) Is undertaken for safety and security by the department of transportation to operate dash cameras in its fleet. Except as otherwise provided, no video recording shall be stored longer than 3 business days. Any video recordings requested by the department of transportation or another legal entity, and retrieved prior to expiration of the 3

business days, shall be copied and retained by the department of transportation's transportation management center. The stored recording may only be used by the requesting party for a lawful purpose, including as evidence in a judicial or administrative proceeding.

5 Department of Transportation; Dixville-Colebrook Road Project. The department of transportation is authorized to proceed with the road project named Dixville-Colebrook, project number 40518, subject to the following contingencies:

- I. The department of transportation shall not commence construction on project number 40518 until such time as all approvals necessary for the road project are received and financing is secured.
- II. Financing must be sufficient for the redevelopment of the resort facility and property formerly known as "the balsams grand resort hotel" and for the commencement of commercial operations at the former resort facility.
- III. Prior to construction of project number 40518, the towns and/or county shall execute an agreement with the department, agreeing to take ownership of the road with responsibility for continuing maintenance and repairs.
- IV. Construction costs and other project costs associated with project number 40518 shall not exceed \$4,100,000. The governor is authorized to draw a warrant for the necessary sum out of any money in the treasury not otherwise appropriated, for construction costs and other project expenses. The appropriation shall be non-lapsing. Project costs shall not be charged to the highway fund.

6 New Paragraph; Unemployment Compensation; Weekly Benefit Amount. Amend RSA 282-A:25 by inserting after paragraph III the following new paragraph:

IV.(a) Notwithstanding RSA 4:45 and the maximum benefit amounts in paragraph I, for unemployment compensation claims submitted during a calendar year, the duration of benefits under this chapter shall be limited to 16 weeks, if the state's average unemployment rate is at or below 3 percent, plus one additional week for each 0.5 percent increment in the state's average unemployment rate above 3 percent, up to a maximum of 26 weeks if the state's average unemployment rate exceeds 8 percent.

(b) In this paragraph, "state average unemployment rate" shall mean the average of the 3 months for the most recent fourth calendar year quarter of the seasonally adjusted total unemployment rates as determined and benchmarked by the department of labor.

7 Effective Date.

I. Section 6 of this act shall take effect 120 days after its passage.

II. The remainder of this act shall take effect upon its passage.

LBA

22-2934

Amended 5/13/22

#### SB 401-FN- FISCAL NOTE

AS AMENDED BY THE HOUSE (AMENDMENTS #2022-1844h and #2022-1927h)

AN ACT making appropriations to the department of transportation for local highway aid and to the body-worn and dashboard camera fund, permitting the department of transportation to operate dash cameras in fleet vehicles, and relative to the duration of unemployment benefits.

FISCAL IMPACT:    ☒ State                      ☒ County                      ☒ Local                      ☐ None

STATE:	Estimated Increase / (Decrease)			
	FY 2022	FY 2023	FY 2024	FY 2025
<b>Appropriation</b>	\$67,000,000	\$4,100,000*	\$0	\$0
<b>Revenue</b>	\$0	\$0	\$0	\$0
<b>Expenditures</b>	\$0	Indeterminable Increase	Indeterminable Increase	Indeterminable Increase
<b>Funding Source:</b>	<input checked="" type="checkbox"/> General <input type="checkbox"/> Education <input checked="" type="checkbox"/> Highway <input checked="" type="checkbox"/> Other - Various Government Funds			

\*\$4,100,000 appropriation is contingent upon certain conditions. See section 5 in methodology below.

**COUNTY:**

<b>Revenue</b>	\$0	Indeterminable Increase	Indeterminable Increase	Indeterminable Increase
<b>Expenditures</b>	\$0	\$0	\$0	\$0

**LOCAL:**

<b>Revenue</b>	\$0	Indeterminable Increase	Indeterminable Increase	Indeterminable Increase
<b>Expenditures</b>	\$0	\$0	\$0	\$0

**METHODOLOGY:**

This bill includes various separate provisions. Each will be discussed in turn.

**Sections 1 through 3, State Aid Related Appropriations**

These sections make three general fund appropriations in FY 2022:

- \$36,000,000 to the Department of Transportation for the purpose of providing additional state aid to municipalities with municipally owned bridges. Of this amount, half (\$18,000,000) will be allocated based on deck area and half (\$18,000,000) will be allocated based on population. This appropriation is nonlapsing and assumed to be expended in FY 2023.
- \$30,000,000 to the Department of Transportation for the purpose of distributing additional "Apportionment A" (highway block grant) aid to municipalities. This appropriation is nonlapsing and assumed to be expended in FY 2023.
- \$1,000,000 to the body-worn and dashboard camera fund administered by the Department of Safety, to provide grants to county and local law enforcement agencies. It is indeterminable how much may be distributed to counties versus local law enforcement agencies, or in which fiscal year(s) the distributions would occur.

**Section 4, Department of Transportation Fleet Dash Cameras**

This section allows for the Department of Transportation to operate dash cameras in its fleet. The Department expects in FY 2023 it would expend \$2,500 to equip five service patrol vehicles with a camera. At this time, the Department has no strategy to outfit other vehicles in future years.

**Section 5, Relative to the "Dixville-Colebrook" Road Project (40518)**

This section provides funding to the Department of Transportation, after certain conditions and approvals have been met, for construction and project the Dixville-Colebrook road project #40518. This bill provides up to \$4,100,000 in general funds to cover construction and other project costs. Since certain conditions must be met



prior to the project commencement, it is indeterminable as to how much of, or in which fiscal years, this appropriation may be expended, however it is likely no funds would be expended until at least FY 2023.

### **Section 6, Relative to the Duration of Unemployment Benefits**

The Department of Employment Security offers the following information concerning the fiscal impact of this section:

- State Unemployment Compensation (UC) benefits are paid from the Unemployment Compensation Trust Fund ("Trust Fund"). A new provision at RSA 282-A:25 which could shorten the number of State UC benefit weeks would potentially have an impact on the Trust Fund. However, forecasting the economic impact to the Trust Fund would be speculative.
- Under current law, RSA 282-A:25, each claimant receives a specific maximum benefit amount based on their annual earnings. The benefit duration period is determined by dividing the maximum benefit amount payable by the individual's weekly benefit amount. In New Hampshire, the maximum number of weeks available is currently 26 weeks and has been since 1951. Additionally, the maximum benefit amount may be used for weeks of total or partial unemployment.
- Department statistics show the average duration of benefits claimed in NH has historically been less than 13 weeks despite 26 weeks being available. Currently, the average duration is less than 15 weeks despite the experience of the pandemic when over 175,000 citizens utilized and depended upon the unemployment program. In addition to New Hampshire's low average duration, the state also has fewer people exhaust all of the benefits that are available with less than 16% of claim filers exhausting benefits prior to the pandemic.
- The maximum weekly benefit amount in NH is \$427, and because that amount equates to only a 31% wage replacement rate for the person earning the average private sector weekly wage, it tends to act as a control for the length of time someone claims benefits.
- As a result of the historically low benefit duration, low claim exhaustion and low weekly benefit amount, New Hampshire also has one of the lowest Unemployment Insurance tax burdens in the country. Prior to the pandemic, New Hampshire had the 2nd lowest average tax burden in the country with 0.14% of total wages paid. Florida had the lowest at 0.12%.
- Prior to the pandemic during 2018 and 2019, nearly 50% of claimants filed for less than 10 weeks of unemployment benefits. However, New Hampshire had over 7,600 individuals during this two-year time period file benefits for more than 16 weeks. This bill would set the number of weeks available at 16 weeks. Of those 7,600 individuals that filed for more than 16 weeks, over 2,000 of them reported working part-time employment thus had a reduced weekly benefit amount. New Hampshire allows an individual to have part-time employment while collecting benefits thus promoting a faster attachment to the labor market which often translates to part-time employment in the hospitality and retail sectors. The wages earned from part-time employment reduce the individual's weekly benefit amount when the earnings exceed 30% of that benefit amount. However, because the weekly benefit amount is reduced by these part-time earnings, this can cause a higher number of weeks, albeit at a lower weekly benefit amount, being paid from the trust fund. Based on current law, an individual can collect partial benefits if otherwise eligible until they've reached their maximum benefit amount. Thus, part-time workers collecting partial benefits could collect for longer than 26 weeks. It is not possible to predict the behavior of individuals should this bill become law but, if we assume individuals behave reasonably, then an individual would have less incentive to seek part-time employment while filing for benefits due to the proposed cap of 16 weeks. There would be no incentive for someone to reduce their weekly benefit amount with part-time earnings when the benefit is limited to 16 weeks. This would result in less part-time employment

amongst people filing for unemployment benefits and more people simply exhausting their 16 weeks of full benefits.

- Attempting to calculate any impact to the Trust fund based on limiting part-time earners from filing for partial benefits to 16 weeks during periods of low unemployment would require hypothetical analyses including whether there would be an effect on an individual's decision to pursue part-time employment while filing for benefits. Thus, any attempt to predict the impact on the trust fund would be entirely speculative.

The Department has indicated the impact on state, county and local expenditures are "indeterminable". The proposed limit on the duration of State UC benefits and linkage to unemployment rates may result in increased costs to governmental entities through an increase in the need for welfare, SNAP benefits, and Medicaid. It is unknown how this would affect the tax rates of governmental entities as employers and the reimbursement charges to the state, county, and local governments.

It is assumed that any fiscal impact would occur after FY 2022.

**AGENCIES CONTACTED:**

Department of Transportation and Department of Employment Security

# Municipal Bridge - Funding Distribution

5/23/2022

Funding to be distributed \$36,000,000

TOWN NAME	MUNICIPAL BRIDGE COUNT	MUNICIPAL DECK AREA [SF]	POPULATION 2022 (BGA)	AREA PER CAPITA	50% by Deck Area	50% by Population	DISTRIBUTION 50% Deck Area 50% Population
Acworth	8	7,656	915	8.37	\$ 52,701	\$ 12,247	\$ 64,948
Albany	5	5,124	760	6.74	\$ 35,269	\$ 10,172	\$ 45,441
Alexandria	20	13,414	1,665	8.06	\$ 92,334	\$ 22,285	\$ 114,620
Allenstown	1	480	4,417	0.11	\$ 3,306	\$ 59,119	\$ 62,425
Alstead	6	2,677	1,988	1.35	\$ 18,425	\$ 26,608	\$ 45,033
Alton	11	4,986	5,427	0.92	\$ 34,322	\$ 72,638	\$ 106,960
Amherst	16	14,760	11,778	1.25	\$ 101,595	\$ 157,643	\$ 259,238
Andover	18	10,863	2,397	4.53	\$ 74,775	\$ 32,083	\$ 106,858
Antrim	18	19,480	2,666	7.31	\$ 134,088	\$ 35,683	\$ 169,771
Ashland	6	4,908	2,117	2.32	\$ 33,783	\$ 28,335	\$ 62,118
Atkinson	1	320	7,217	0.04	\$ 2,202	\$ 96,596	\$ 98,798
Auburn	8	4,846	5,775	0.84	\$ 33,355	\$ 77,296	\$ 110,650
Barnstead	15	13,308	4,805	2.77	\$ 91,600	\$ 64,313	\$ 155,913
Barrington	5	3,379	9,238	0.37	\$ 23,259	\$ 123,646	\$ 146,905
Bartlett	6	8,987	2,877	3.12	\$ 61,862	\$ 38,507	\$ 100,369
Bath	6	15,590	1,134	13.75	\$ 107,314	\$ 15,178	\$ 122,492
Bedford	18	9,190	23,780	0.39	\$ 63,254	\$ 318,284	\$ 381,538
Belmont	6	3,857	7,422	0.52	\$ 26,548	\$ 99,340	\$ 125,888
Bennington	4	6,862	1,499	4.58	\$ 47,230	\$ 20,063	\$ 67,293
Benton	2	2,379	379	6.28	\$ 16,373	\$ 5,073	\$ 21,446
Berlin	12	56,141	10,003	5.61	\$ 386,440	\$ 133,885	\$ 520,325
Bethlehem	2	5,857	2,643	2.22	\$ 40,318	\$ 35,375	\$ 75,693
Boscawen	2	577	4,049	0.14	\$ 3,970	\$ 54,194	\$ 58,164
Bow	5	3,783	8,015	0.47	\$ 26,040	\$ 107,277	\$ 133,317
Bradford	19	15,514	1,710	9.07	\$ 106,791	\$ 22,888	\$ 129,679
Brentwood	5	3,941	4,670	0.84	\$ 27,129	\$ 62,506	\$ 89,634
Bridgewater	7	2,538	1,119	2.27	\$ 17,473	\$ 14,977	\$ 32,451
Bristol	4	12,377	3,155	3.92	\$ 85,193	\$ 42,228	\$ 127,421
Brookfield	2	740	755	0.98	\$ 5,093	\$ 10,105	\$ 15,199
Brookline	5	4,391	5,486	0.80	\$ 30,225	\$ 73,427	\$ 103,652
Campton	10	9,997	3,449	2.90	\$ 68,815	\$ 46,163	\$ 114,978
Canaan	9	10,224	4,027	2.54	\$ 70,372	\$ 53,899	\$ 124,271



# Block Grant Aid - Funding Distribution

5/23/2022

Funding to be distributed \$30,000,000

TOWN NAME	FY 2022 TOWN A DOLLARS	FY 2022 TOWN A ADJUSTMENTS	FY 2022 TOWN A TOTAL FUNDING	% OF FY 2022 TOTAL	ADDITIONAL DISBURSEMENT
ACWORTH	\$ 73,261.21	\$ (327.20)	\$ 72,934.01	0.24%	\$71,903.35
ALBANY	\$ 33,523.82	\$ (149.72)	\$ 33,374.10	0.11%	\$32,902.48
ALEXANDRIA	\$ 73,571.77	\$ (328.58)	\$ 73,243.19	0.24%	\$72,208.16
ALLENSTOWN	\$ 77,896.54	\$ (347.90)	\$ 77,548.64	0.25%	\$76,452.77
ALSTEAD	\$ 82,962.53	\$ (370.52)	\$ 82,592.01	0.27%	\$81,424.87
ALTON	\$ 168,844.23	\$ (754.08)	\$ 168,090.15	0.55%	\$165,714.79
AMHERST	\$ 288,078.74	\$ (1,286.60)	\$ 286,792.14	0.94%	\$282,739.35
ANDOVER	\$ 87,156.08	\$ (389.25)	\$ 86,766.83	0.29%	\$85,540.69
ANTRIM	\$ 82,062.00	\$ (366.50)	\$ 81,695.50	0.27%	\$80,541.02
ASHLAND	\$ 48,248.25	\$ (215.48)	\$ 48,032.77	0.16%	\$47,354.00
ATKINSON	\$ 142,009.41	\$ (634.23)	\$ 141,375.18	0.46%	\$139,377.35
AUBURN	\$ 141,728.82	\$ (632.98)	\$ 141,095.84	0.46%	\$139,101.95
BARNSTEAD	\$ 152,298.36	\$ (680.19)	\$ 151,618.17	0.50%	\$149,475.59
BARRINGTON	\$ 195,068.73	\$ (871.20)	\$ 194,197.53	0.64%	\$191,453.24
BARTLETT	\$ 90,898.54	\$ (405.97)	\$ 90,492.57	0.30%	\$89,213.78
BATH	\$ 64,169.45	\$ (286.59)	\$ 63,882.86	0.21%	\$62,980.10
BEDFORD	\$ 501,251.34	\$ (2,238.66)	\$ 499,012.68	1.64%	\$491,960.91
BELMONT	\$ 168,897.87	\$ (754.32)	\$ 168,143.55	0.55%	\$165,767.44
BENNINGTON	\$ 38,513.31	\$ (172.01)	\$ 38,341.30	0.13%	\$37,799.48
BENTON	\$ 13,505.77	\$ (60.32)	\$ 13,445.45	0.04%	\$13,255.45
BERLIN	\$ 198,554.91	\$ (886.77)	\$ 197,668.14	0.65%	\$194,874.80
BETHLEHEM	\$ 94,111.09	\$ (420.31)	\$ 93,690.78	0.31%	\$92,366.79
BOSCAWEN	\$ 74,211.21	\$ (331.44)	\$ 73,879.77	0.24%	\$72,835.74
BOW	\$ 194,358.73	\$ (868.03)	\$ 193,490.70	0.64%	\$190,756.40
BRADFORD	\$ 77,865.24	\$ (347.75)	\$ 77,517.49	0.25%	\$76,422.06
BRENTWOOD	\$ 102,517.69	\$ (457.86)	\$ 102,059.83	0.34%	\$100,617.58
BRIDGEWATER	\$ 45,113.49	\$ (201.49)	\$ 44,912.00	0.15%	\$44,277.33
BRISTOL	\$ 80,972.72	\$ (361.64)	\$ 80,611.08	0.26%	\$79,471.93
BROOKFIELD	\$ 28,834.73	\$ (128.78)	\$ 28,705.95	0.09%	\$28,300.29
BROOKLINE	\$ 125,473.26	\$ (560.38)	\$ 124,912.88	0.41%	\$123,147.68
CAMPTON	\$ 112,328.43	\$ (501.68)	\$ 111,826.75	0.37%	\$110,246.48
CANAAN	\$ 137,530.27	\$ (614.23)	\$ 136,916.04	0.45%	\$134,981.22
CANDIA	\$ 98,307.82	\$ (439.05)	\$ 97,868.77	0.32%	\$96,485.74
CANTERBURY	\$ 82,367.15	\$ (367.86)	\$ 81,999.29	0.27%	\$80,840.52
CARROLL	\$ 24,447.49	\$ (109.19)	\$ 24,338.30	0.08%	\$23,994.36
CENTER HARBOR	\$ 34,712.89	\$ (155.03)	\$ 34,557.86	0.11%	\$34,069.51
CHARLESTOWN	\$ 134,518.69	\$ (600.77)	\$ 133,917.92	0.44%	\$132,025.47
CHATHAM	\$ 12,072.48	\$ (53.92)	\$ 12,018.56	0.04%	\$11,848.72
CHESTER	\$ 127,992.57	\$ (571.64)	\$ 127,420.93	0.42%	\$125,620.29
CHESTERFIELD	\$ 132,831.16	\$ (593.24)	\$ 132,237.92	0.43%	\$130,369.21
CHICHESTER	\$ 78,864.18	\$ (352.22)	\$ 78,511.96	0.26%	\$77,402.47
CLAREMONT	\$ 278,845.21	\$ (1,245.36)	\$ 277,599.85	0.91%	\$273,676.96
CLARKSVILLE	\$ 18,135.83	\$ (81.00)	\$ 18,054.83	0.06%	\$17,799.69
COLEBROOK	\$ 81,562.48	\$ (364.27)	\$ 81,198.21	0.27%	\$80,050.76
COLUMBIA	\$ 36,354.86	\$ (162.36)	\$ 36,192.50	0.12%	\$35,681.05
CONCORD	\$ 754,995.55	\$ (3,371.90)	\$ 751,623.65	2.47%	\$741,002.13
CONWAY	\$ 220,921.78	\$ (986.66)	\$ 219,935.12	0.72%	\$216,827.12
CORNISH	\$ 86,695.27	\$ (387.19)	\$ 86,308.08	0.28%	\$85,088.42
CROYDON	\$ 33,051.47	\$ (147.61)	\$ 32,903.86	0.11%	\$32,438.88



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP, PR and Minutes  
**Meeting Date:** August 8, 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:**

#### **Approvals:**

#### **Payroll**

**PR1~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$320,754.66 dated July 28, 2022, subject to review and audit.

**PR2~** I move to approve one (1) FY23 Payroll Manifest in the amount of \$3,607.41 dated August 4, 2022, subject to review and audit.

#### **Accounts Payable**

**AP3 ~** I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$28,820.07 dated August 2, 2022, subject to review and audit. (NH DMV)

**AP4 ~** I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$3,260,150.00 dated August 1, 2022, subject to review and audit. (Schools)

**AP5 ~** I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$689,178.85 dated August 2, 2022, subject to review and audit. (Vendors)

**AP6 ~** I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$108,621.88 dated August 2, 2022, subject to review and audit. (Vendors)

#### **Minutes**

~ I move to approve the Board of Selectmen meeting minutes of July 25, 2022.



**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. 2022.07.25 BOS\_DRAFT



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, July 25, 2022, 6:00PM

### 1. Call to Order

Chairman Peter Lyon called the meeting to order at 6:00 p.m.

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

Other persons present during Nonpublic Session: Town Administrator Dean Shankle, Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee, and Will Ludt, NPRC Commissioner

### 2. Non-Public Session

#### Non-Public Session: NH RSA 91-A: II (d) Consideration of the acquisition, sale, or lease of real or personal property.

*A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to enter into Non-Public Session per NH RSA 91-A: II (d).*

*Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

Discussion of potential future acquisition of real property interests as related to the Ten Year Plan submission. No motions were made, no votes were taken during the Nonpublic session.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to exit Non-Public Session at 6:23pm.*

*Roll Call Voting: Selectman Stoughton – aye; Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; and Chairman Lyon – aye; motion carried unanimously.*

The Board returned to public session.

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

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

### 3. Pledge of Allegiance – led by Joan Ferguson

37 **4. Citizen's Forum – none**

38  
39 **5. Resignation**

40 **5.1 Chris Hall resignation, HDC**

41  
42 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to*  
43 *accept, with regret, Chris Hall's resignation from the Historic District Commission (HDC).*  
44

45 Discussion:

46 *Selectman Grella read a statement regarding the resignation. He stated that Chris Hall went*  
47 *through the HDC process a few times as an applicant and then joined the Commission. Chris*  
48 *Hall was very thorough when reviewing all applications. Selectman Grella noted that, more*  
49 *recently, some people have moved into the Historic District with the intention of wanting to*  
50 *change the historic aspects of the buildings. While the Town has specific regulations,*  
51 *salespeople often become involved and push owners toward using the newest materials. The*  
52 *HDC has difficult decisions in front of it. He is sympathetic to Chris Hall's decision to resign*  
53 *from the HDC, endorses his reason for doing so, and believes it is a loss to the Town.*  
54

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

57 **6. Board Appointment**

58 **6.1 Appointment, Eric Doberstein**

59 Rob Clemens explained that the Souhegan River Local Advisory Committee (SoRLAC) was  
60 established under RSA 483 in 2000 to protect the Souhegan River and provide a local review  
61 of permit applications. Each town from New Ipswich to Merrimack is allowed to have three  
62 representative on the Committee. The Committee meets monthly to review applications and  
63 update the Souhegan River Watershed Management Plan. There are currently two  
64 representatives from Amherst, himself, and Rich Hart. Mr. Doberstein recently moved to  
65 Amherst and became very involved with the Souhegan River water testing program. The  
66 Watershed Management Plan will be used to inform the Amherst Master Plan and vice versa.  
67 As SoRLAC is a State organization, the Board can recommend new or reelected members to  
68 DES for final approval.  
69

70 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
71 *recommend to DES reelection of SoRLAC representative, Rich Hart, with a term ending in*  
72 *2025, and to nominate Eric Doberstein as a new representative, with a term ending in 2024.*

73 *Voting: 5-0-0; motion carried unanimously.*  
74

75 **7. Scheduled Appointments**

76 **7.1 Use of Town Common Request, Joan Ferguson, Knitting Chemo Hats**

77 Joan Ferguson explained that this request is for an event to be held on October 1, 2022, from  
78 12pm-5pm on the Town Common. Her intention is to spread the word that chemo hats are  
79 important and much appreciated. There are approximately 99 patients at Mass General each  
80 week receiving chemo. She is unclear how many people will attend the event but hopes for a  
81 good turnout.  
82

83 The Board thanked Ms. Ferguson for her proposal.

84  
85 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to  
86 approve the request to use the Town Common on October 1, 2022, from 12pm-5pm for the  
87 purpose of knitting chemo hats for cancer patients.  
88 Voting: 5-0-0; motion carried unanimously.  
89

## 90 7.2 Wendy Rannenber, Bench placement discussion

91 The Board tabled this item until later in the meeting.  
92

## 93 7.3 NHDOT Ten Year Plan, Chris Buchanan, and Will Ludt

94 Chris Buchanan, Chair of the Bicycle & Pedestrian Advisory Committee (BPAC), explained  
95 that the NHDOT Ten Year Plan is an infrastructure list of projects eligible for State and  
96 federal funding. Local Regional Planning Commissions (RPCs) select projects to be included  
97 on the list every other year. A small working group, including the Town's NRPC  
98 Commissioners and himself, met to review potential projects for inclusion. The group  
99 reviewed nine projects but is not recommending submittal of all of them.

- 100 • An area along the Bedford town line, along the Milford/Manchester railbed which was  
101 abandoned in the 1930s
- 102 • Walnut Hill to Baboosic Lake Road (this item is already in the Plan)
- 103 • Baboosic Lake Road, along Amherst Street, terminating at the end of the Amherst  
104 Street sidepath, with a midblock crossing
- 105 • Along the railbed continuing to Boston Post Road
- 106 • Continuing to Merrimack Road and to Boston Post Road at River Road
- 107 • The Souhegan Campus area project to Homestead Lane, with a spur heading under the  
108 Eversource power lines to Buck Meadow Conservation & Recreation Area
- 109 • Route 122/Merrimack Road project, creating a safer intersection  
110

111 In response to a question from Selectman Stoughton, Chris Buchanan explained that most of  
112 the proposed projects are ped/bike focused, but the Merrimack Road project is auto focused.  
113 There is one other item in the Plan which is auto focused and could have an impact on  
114 Amherst, the Route 101 safety improvements project. Other items that are auto focused  
115 usually include water crossings, and so are generally considered under State Bridge Aid.  
116

117 In response to a question from Selectman Grella, Chris Buchanan explained that Bedford has  
118 dedicated town staff seeking to purchase land to continue its portion of the sidepath extension.  
119 The Milford portion of the Amherst Street sidepath is included in federal design funding.  
120 There is a gap between the Milford Oval and the Granite Town Rail trail which is Milford's  
121 next step. Merrimack already owns two of the four parcels it needs for the extension through  
122 the town.  
123

124 In response to a question from Selectman D'Angelo, Chris Buchanan explained that being  
125 included in the Ten-Year Plan makes projects eligible for funding. If projects are not included,  
126 they may still be funded but will be considered secondarily to those listed in the Plan.  
127 Inclusion in the Plan does not obligate the Town in any way.  
128

Selectman Pray explained that the working group is recommending placing seven projects along the Greenway into the Plan, and an additional project for the Route 122/Merrimack Road intersection.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Stoughton to authorize the Town Administrator to submit the projects as outlined for inclusion in the NHDOT Ten Year Plan and sign all associated paperwork.*

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

## **8. Administration**

### **8.1 Administrative Updates**

Town Administrator Shankle explained that he received an email from Lisa Montesanto that Ciderfest is planned to be held at Lindabury Orchard on September 25, 2022, from 12pm-4pm. The Friends of the Orchard (FOTO) usually look to the Board for insurance coverage for the event, along with trash barrels from the DPW, and Fire and Police Department support.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to support Ciderfest at Lindabury Orchard on September 25, 2022, from 12pm-4pm, as outlined by the Town Administrator.*

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

Town Administrator Shankle explained that he received word last week from the State that the Thornton Ferry Road I bridge has critical deficiencies and needs to be closed until further notice. He also noted that both Town ambulances suffered technical problems last weekend and the Town was lent an ambulance from Milford to cover the issue.

### **8.2 Focused Site Investigation Bid Award Recommendation**

Town Administrator Shankle explained that the Town is required by the State to conduct a focused site investigation regarding the PFAS issue near the Fire Station. He received six bids on the RFP for this investigation and reviewed them thoroughly. He is recommending Sanborn Head at this time, as they have the most experience with this type of investigation because the State uses them for PFAS testing.

In response to a question from Selectman Pray, Town Administrator Shankle explained that the Wilcox & Barton base bid was approximately \$23,000, with an option \$6,560 for a survey which will be required by the State. He outlined other differences between the bids which led him to his recommendation.

Selectman Stoughton noted that Sanborn Head has been before the Planning Board in the past to speak to certain applications and has been very professional.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to authorize the Town Administrator to execute a contract with Sanborn Head for a focused site investigation at a cost not to exceed \$40,000.*

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

### **8.3 Update on water line extension and contract with Pennichuck**

Town Administrator Shankle explained that the draft contract has been reviewed by Town Counsel and sent to Pennichuck for their review. The contractors are currently planning to finish their piping work around December 15<sup>th</sup>. Work will be completed next spring.

In response to a question from Selectman Stoughton, Town Administrator Shankle stated that the State's rebate program for others with PFAS issues opened today. He believes the Town will be hearing a positive response regarding its grant application to the State shortly.

## **7.2 Wendy Rannenberg, Bench placement discussion – *the Board retook this item at this time***

*Selectman Grella recused himself from this item.*

Wendy Rannenberg explained that the BPAC is seeking to place benches at strategic locations along the Amherst Street sidepath. In speaking with the owners of each property, it was determined that Patrick Daniel, 130A Amherst Street, is offering his property to place one of the benches in front of. The area is completely shaded and Marty Warren, Amherst Garden Club, visited the location to consider additional shrubs and vegetation to enhance the area around the bench. She explained that she will work with DPW Director Slosek regarding the location for another bench, proposed to be placed on Spaulding Common. The bench proposed in front of Patrick Daniel's property is in memory of Carolyn Mitchell, as is another one to be placed in Buck Meadow. The bench proposed on Spaulding Common was donated by a nonprofit organization managed by Rick Katzenberg.

Chairman Lyon read a letter from David M. Albert, 128 Amherst Street, into the record.  
*Board of Selectman,*

*I am writing in regard to the bench to be placed adjacent to my property line on the Amherst Street walking path. There are many concerns with the care and upkeep along the path. Since its completion, there has been no maintenance on the green space, and trash has become a nuisance. The portion along our property has been mowed, and cleaned by me, although the snow removal has been sufficient. My concern is that if there is a bench for walkers/runners to sit, it will become a dropping point for discarded items without the placement of a trash can. If cans will be placed with the bench, then I raise further concern about the emptying of such. It is bothersome to me that property owners along the path were not notified in writing that benches could be/would be placed in this area. Information was made known to me through social media.*

Wendy Rannenberg stated that maintenance of the green space along the sidepath is the responsibility of the DPW and she believes they have always done a good job of such. It is unclear to her if there is more trash along the path now than there previously was, or if it is simply more noticeable now. She has not heard concerns from other homeowners or Patrick Daniel, who is approving of placing the bench outside his house. She explained that the owners along the sidepath were specifically told that no trash cans would be installed along the route, as they are a nuisance to maintain and could attract more trash.

Selectman D'Angelo stated that he supports the benches as proposed. The sidepath is located within the Town's right of way. Owners can choose to mow the green space, if they so



choose, and the Town plows the path as it is a walkway. It is unclear if trash along the sidepath has increased since its creation. He considers much of the abutter's letter to be hypothetical. He believes the abutter should have addressed these concerns with Patrick Daniel, as he does not seem to have the same issues.

Wendy Rannenberg noted that the bench may be located within the Town's right of way, or may be placed directly onto Patrick Daniel's property,

Selectman Pray stated that she is in general agreement with placement of the benches but believes that another location should be considered if an abutter has an issue with the proposal.

Wendy Rannenberg stated that Patrick Daniel's property is the last spot along the sidepath to place a bench. There are no other locations which make sense due to the proximity of houses to the road along the stretch and lack of trees for shade.

Selectman Stoughton explained that the bench is being proposed on one end of Patrick Daniel's property, near the driveway. The property is then mostly covered with trees across the frontage. There is a bit of space heading uphill, before coming to Mr. Albert's property. While he agrees with being sensitive to neighbor's concerns, the bench does seem to be proposed quite a distance from Mr. Albert's property and the bench location has been approved by the homeowner, Mr. Daniel.

Chairman Lyon stated that he would like for Board members to review the location, and for Wendy Rannenberg to converse with Mr. Albert before approving this item.

The Board stated that it was okay with the proposal to place a bench on Spaulding Common.

## **9. Staff Reports**

### **9.3 Streetlighting Upgrade Proposal – *the Board took up this item at this time***

DPW Director Eric Slosek explained that there are 133 streetlights in Town. The DPW has been working with Affinity LED to determine the benefits and costs of upgrading our Town street lighting to LED lighting. The total annual cost for street lighting in Amherst is \$18,403. If the Town upgraded to LED lights, as proposed by Affinity, annual costs would decrease by \$11,045, or a 60% savings, for an annual cost thereafter of \$7,358 (using June 2022 electric rates). The net project cost, including Eversource incentive, is \$41,350, with a simple payback of 3.74 years. It is important to note that, with rising electric costs, the payback period may be less. The light fixtures have a 10-year product warranty, and the labor warrant is one-year. Affinity LED has completed more than 60 streetlight conversion projects for towns and cities in NH. The neighboring towns of Mont Vernon, Merrimack, Milford, Hollis, and Wilton, to name a few, have all used Affinity to upgrade their streetlights to LED lights. He has spoken with Mont Vernon and Hollis who both spoke of having good experiences with Affinity LED.

Selectman Pray suggested putting this project out to bid.

Selectman Stoughton agreed that this is a smart project which should be put out to bid. He asked for information regarding what color temperature LEDs other towns have chosen.

Steve Lieber, Affinity LED, explained that the Town's existing lighting service contains a rent-to-own fee for each light and energy consumption. An LED tariff would be a fixed price. Switching to LEDs would see a 60% reduction in tariff and a 75% reduction in kilowatt hours.

DPW Director Slosek explained that the Town could likely fund the change to LEDs through the federal infrastructure bill, NHMA funding sources, or ARPA funds.

The Board agreed to move forward with a bidding process for this item.

### **9.1 Thornton Ferry Road I Bridge Closure**

DPW Director Slosek explained that this bridge was closed on July 15, 2022, per DES' recommendation. The DPW has been working with DES and Hoyle Tanner on next steps. The bridge is in such critical condition that temporary repairs cannot be made; the bridge either needs a temporary bypass or a complete replacement. He suggested that the Town could look into renting or purchasing a temporary bridge. This would likely cost approximately \$100,000-\$250,000. The temporary bridge could be used for other areas of Town when needed, such as Brook Road, and eventually be sold.

DPW Director Slosek noted that the State's Bridge Aid funding program will soon change. The State is trying to expedite all red bridges to have work completed by 2034. No additional bridges are being accepted into this program at this time, but the State has explained that it will accept 50 more bridges from 2027-2034. Unfortunately, some bridges in Town, such as the Brook Road bridge, will likely not qualify.

In response to a question from Selectman Stoughton, DPW Director Slosek explained that the Thornton Ferry Road I bridge is currently scheduled for construction in the summer 2024. The current maximum detour time for residents of the area is approximately 3.3 miles.

In response to a question from Chairman Lyon, DPW Director Slosek stated that a temporary bridge would be one lane only, with lights directing traffic.

The Board agreed that it would like to hear more information about a temporary bridge to rent or purchase.

### **9.2 Town Hall ERV Bid**

DPW Director Slosek explained that six companies were solicited for this project, and none submitted a bid. Northeast Climate, LLC, of Brookline, NH, was the only company to submit a proposal. The bid amount was \$49,300. With no other bids to compare it to, it is not known if this is a reasonable bid. He recommended putting this item back out to bid at this time to focus on commercial companies.

Selectman D'Angelo stated that the bid submitted, based on other project information submitted by the company, seems to be within the right order of magnitude for a project of this size. He asked about the urgency of this project. He agreed with going out to bid one more time for this item, but that, after that time, this can be seen as the low bid for the project.



The Board agreed.

### **9.3 Streetlighting Upgrade Proposal – *the Board previously discussed this item***

### **9.4 Library Update**

Amy Lapointe, Library Director, gave an update on the Library. She explained that there was trouble hiring a new Children's Room Director, but the Library is now fully staffed. The Library continues to develop its e-collections and hold a mix of in-person and virtual programs. Circulation seems to be bouncing back well since the pandemic.

### **9.5 Capital Improvement Program Procedures**

Nic Strong presented the Board with some updates to the Capital Improvement Program (CIP) procedures. The Board agreed with continuing to keep eligible Project Requests for inclusion on the CIP at a total project cost of a minimum of \$75,000 and with a reasonable expected useful life of at least five (5) years.

The Board discussed prioritizing projects within the current year's CIP. The Board agreed to try prioritizing projects into high, medium, and low (1, 2, 3) categories on a trial basis. The Board also agreed that it would like greater involvement in the CIP process upfront.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to adopt the CIP Procedures Handbook with the proposed changes, as discussed.*

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

## **10. Approvals**

### **10.1 Assessing**

#### **Disabled Exemption Recommendation**

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

The Assessor has reviewed the application for a Disabled Exemption under RSA 72:37-b and recommends denial. The Assessor has determined the application does not meet the requirements for approval, as described in more detail in the Assessor's memo.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to deny the Elderly Exemption for Map 003, Lot 035-001-041 for Tax Year 2022.*

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

#### **Current Use Application Recommendations**

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

This is an application for Current Use. Our Assessor has reviewed the application and has determined the applicant qualifies for 1.536 acres to be placed in Current Use under RSA 79-A and CUB 304.01 and recommends approval.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Current Use application for Map 005, Lot 005-002 commencing in Tax Year 2022.*

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

**Item C.**

This is an application for Current Use. Our Assessor has reviewed the application and has determined the applicant qualifies for 0.709 acres to be placed in Current Use under RSA 79-A and CUB 304.01 and recommends approval.

*Therefore, A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the Current Use application for Map 009, Lot 005 commencing in Tax Year 2022.*

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

**10.2 AP, PR, & Minutes Approval**

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$269,414.30 dated July 14, 2022, subject to review and audit.*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY22 Accounts Payable Manifest in the amount of \$33,426.31 dated July 19, 2022, subject to review and audit. (NH DMV)*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY22 Accounts Payable Manifest in the amount of \$660.52 dated July 5, 2022, subject to review and audit. (Vendors)*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Accounts Payable Manifest in the amount of \$46,865.08 dated July 19, 2022, subject to review and audit. (NH DMV)*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY22 Accounts Payable Manifest in the amount of \$135,860.17 dated July 5, 2022, subject to review and audit. (Vendors)*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Accounts Payable Manifest in the amount of \$160,949.63 dated July 6, 2022, subject to review and audit. (Vendors)*

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

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Accounts Payable Manifest in the amount of \$200.00 dated July 14, 2022, subject to review and audit. (Vendors)*

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY22 Accounts Payable Manifest in the amount of \$225,936.62 dated July 19, 2022, subject to review and audit. (Vendors)  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY22 Accounts Payable Manifest in the amount of \$124,568.32 dated July 20, 2022, subject to review and audit. (Vendors)  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Accounts Payable Manifest in the amount of \$977,260.50 dated July 20, 2022, subject to review and audit. (Vendors)  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of June 27, 2022, as submitted.  
Voting: 5-0-0; motion carried unanimously.

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of July 11, 2022, as amended.  
Voting: 5-0-0; motion carried unanimously.

The Board discussed an amendment to the previously approved meeting minutes of June 13, 2022. Selectman Pray explained that Lines 130-131 should be changed to read: "Kristen Delaney, 2 Cobbler Lane, stated that, on February 15, 2022, a representative from NH DES collected samples to evaluate the quality of her well water."

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to amend the Board of Selectmen meeting minutes of June 13, 2022, as discussed.  
Voting: 5-0-0; motion carried unanimously.

## **11. Action Items**

The Board reviewed its action items.

## **12. Old/New Business**

Selectman Stoughton explained that the Planning Board will entertain proposals regarding zoning ordinances changes from residents at its first meeting in September. At its second meeting in September, the Planning Board will consider a citizen's petition for a one-year moratorium on all building permits. This is being proposed due to a turnover in school administration and a new DPW Director. The Planning Board will be discussing these items with the school boards and Board of Selectmen.

Selectman D'Angelo stated that the Joint Facilities Advisory Committee will be meeting on August 2, 2022, to discuss Souhegan High School.

Selectman Pray explained that there will be a meeting of the Recreation Commission tomorrow evening. The group will discuss the Buck Meadow Master Plan.

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adjourn the meeting at 9:32pm.*

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

**NEXT MEETING: Monday, August 8, 2022**

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

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