



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, AUGUST 22, 2022 6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Public Hearing

- 3.1. Unanticipated Funds: State of NH Grants, Block Grants and Body Cam Grant

4. Citizens' Forum

5. Board Discussions

- 5.1. Invasive Species discussion with ACC
5.2. Discussion of petition for Building Moritorium

6. Scheduled Appointments

- 6.1. Christa Tsechrintzis, Habitat for Humanity, 7 Thornton Ferry Road I
6.2. Wendy Rannenberg, Bike Ped Committee: Approval of plaques for donated benches and bench placement at 130A Amherst Street and Spalding Field.
6.3. Bike Ped Committee update

7. Administration

- 7.1. Calendar DRAFTS: 2023 Holiday Calendar, BOS Meeting Calendar and FY24 Budget Timeline DRAFT
7.2. Cable TV Franchise Agreement
7.3. Administrative Updates

8. Staff Reports

- 8.1. Communication Center CRF Withdrawal Request
- 8.2. Transfer Station Loader Bid
- 8.3. Hiring of a Call Firefighter

9. Approvals

- 9.1. Town Common Use Application, Christ's Church Second Annual Food Family Fun Event
- 9.2. Assessing
- 9.3. Baboosic Lake Community Septic Warrants
- 9.4. AP, PR and Minutes

10. Action Items

11. Old/New Business

Adjournment

Next Meeting: September 12, 2022

You are invited to a Zoom webinar.

When: Aug 22, 2022 06:30 PM Eastern Time (US and Canada)

Topic: Amherst NH Board of Selectmen meeting 08/22/2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84754478158>

Or Telephone: 646 -931- 3860

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

NOTICE OF PUBLIC HEARING

**Barbara Landry Meeting Room, Town Hall – 2 Main Street
Monday August 22, 2022 6:30 PM**

Pursuant to RSA 31:95-b: III (a), the Amherst Board of Selectmen shall hold a public hearing in conjunction with its scheduled meeting for the purpose of accepting unanticipated money from the State of NH. From the Dept of Transportation Block Grant, the State Highway Aid amount is \$282,739.35 and the Municipal Bridge Aid is \$259,238. From the State of NH Dept of Safety/Dept of Justice, the Body Worn and Dashboard Camera Grant, the amount is \$50,000.

All interested citizens are invited to attend the meeting.

Town of Amherst NH
Community Development Department
Community Development Office
Nicola Strong

We would greatly appreciate your distribution of this to the planning board.

To: Planning Board
From: Concerned Amherst citizens
Date: May 26, 2022
Re: Recommendation for Temporary Moratoria Pursuant to RSA 674:23
Petitioner: Darla Vaughn, et al., (group of at least 25 registered voters)

The petitioning citizens of Amherst request that the Planning Board and legislative body of the Town of Amherst adopt an ordinance establishing a moratorium on the issuance of building permits for new single-family or multi-family housing and the granting of site plan and subdivision approvals for a period of one year. The request is forward-looking where applications that have been approved prior to the date of any ordinance adopted based on these findings are exempt from a proposed ordinance.

We have concerns and are seeing warnings that the town and school administrative management teams will be unable to thoroughly estimate and accommodate the growing town and school population. The most significant warning sign is administrative staff turnover which means loss of business and town knowledge. Recent resignations of high profile and functional administrative staff requires lead time for staff to understand forecasts, financials, and operations. Critical open positions and changes in school administration noted in the school administrative unit 39 (SAU #39) website include the resignation of the SAU #39 superintendent, SAU #39 Business Administrator, Amherst Middle School Principal, multiple administration/assistant principal leadership positions at the Souhegan High School and Clark-Wilkins Elementary. Concerns co-exist with changes in significant town administration positions including the Town of Amherst DPW director's retirement. The positions are critical to school and town operations and forecasting that require thoughtful analysis and management of budgets to correctly administer and manage the school and town operations appropriately. It is in the interest of the community that we allow these new highly important resources the time to adapt to the positions without the additional pressures of student costs, classroom sizing and budget overruns induced by town housing expansion.

We all have been affected by the increasing cost of living, the town budgets are going to feel these pressures similarly and their operational budgets require careful management and understanding to stay ahead of this. A review of the impact fees should be considered and adjusted for the overall cost structures as expenses have increased.

The Amherst Master Plan is currently under review as it is outdated. The Amherst citizens and the town deserve a recent update to accommodate population and demographic changes in southern NH. The plan updates should be complete before the building resumes.

Petition signatures start on page 2.

Name	Street Address
Ant Ugo	42 Thornton Ferry Rd 1
Darla Vaughn	42 Thornton Ferry Rd 1
Anne S. Edsgrill	1 Ravine Rd
Tiffany Remy	1 Ravine Rd
Shirley Remy	3 Ravine Rd
[Signature]	3 Ravine Rd
[Signature]	40 Thornton Ferry Rd 1
Lisa Jones	40 Thornton Ferry Rd 1
My OR	35 THORNTON FERRY RD I
Pauline Ahmed	35 Thornton Ferry Rd I
DAVID SCHMIDT	34 Thornton
Stacy Mayhall	9 Lyndeborough Rd
Linda C. [Signature]	10 Roberge Dr
Lo Ray	135 Amherst Str. #21
Walter J. [Signature]	5 Carriage Rd
Dana [Signature]	Highland Dr., Amherst 5/26/2022
SARAH W. HOGAN	135 AMHERST ST AMHERST NH 5/26/2022
[Signature]	135 AMHERST ST AMHERST NH 5/26/2022
Eric C. [Signature]	16 Edgewood Run Amherst NH
[Signature]	112 Boston Post Rd Amherst
Peg Bennett	8 Bloody Brook Rd
Kristin Dep	Holly Hill Dr
Jacqueline Marshall	13 Pinnacle Rd

Jim Marshall
~~22-4-88~~ Rafaela Durao

8 Thornton Ferry Rd I
38, Thornton Ferry Rd. I

38, Thorton Ferry Rd. I



WHO IS HABITAT FOR HUMANITY?

Habitat for Humanity is a global nonprofit housing organization founded in 1976 and operating in local communities across all 50 states in the U.S. and in approximately 70 countries.

Habitat's vision is a world where everyone has a decent, safe place to live.

Greater Nashua Habitat for Humanity was founded in 1994 and serves 14 communities in Southern NH including Nashua, Hudson, Pelham, Windham, Merrimack, Hollis, Amherst, Milford, Greenville, Wilton, Lyndeborough, Mason, Brookline and Mont Vernon.

GNHFFH's primary mission is to create affordable home ownership opportunities for families in our local communities.

Our current project is a duplex on Paxton Terrace with two single mother Veteran families moving in this fall.



HABITAT FAQ'S

- **Are Habitat for Humanity houses free?**

- Habitat partner families receive an affordable mortgage based on their income. The selected family also invests 350 hours of their own labor, called sweat equity, working alongside volunteers and other Habitat homeowners.

- **How does Habitat for Humanity Homeownership work?**

- Families in need of decent, affordable housing apply for homeownership with their local Habitat for Humanity.
- GNHFH family selection committee chooses homeowners based on three criteria:
 - The applicant's level of need.
 - Their willingness to partner with Habitat.
 - Their ability to repay a mortgage through an affordable payment plan.

GNHFH PARTNER FAMILIES



EMPOWERING OUR FAMILIES

Greater Nashua Habitat for Humanity recognizes that successful homeownership is a process, not an event, and our commitment to our partner families does not end when we hand over the keys to their new home.

Our current and future wrap-around services will ensure our families are successful community members. Some of these services include financial literacy education, home ownership classes, an internal Family Support Committee, and a new external Family Resource Group devised of local community members to support the family long-term.

WHY AMHERST

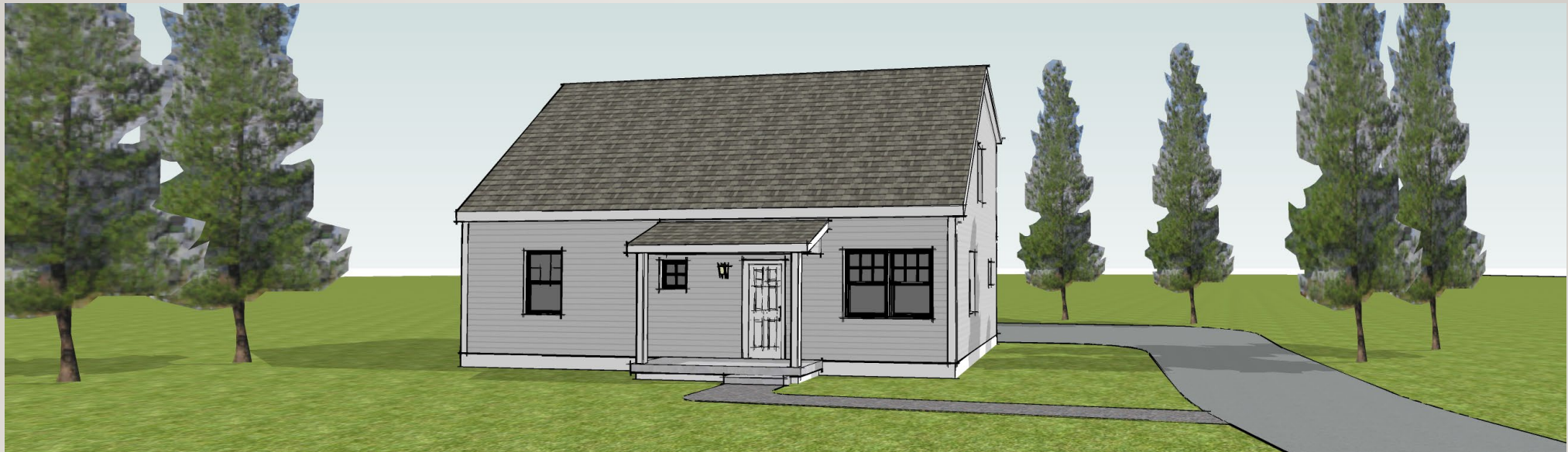
With a majority of our Partner Family applicants being families with school-aged children, we feel Amherst would be a premier location to raise a family. With the Amherst School District being ranked within the top 20 % of all districts in NH, we feel our families would embrace the opportunity to be part of this community.

Greater Nashua Habitat for Humanity currently receives support from many Amherst residents as individual donors as well as local churches and corporate partners. We feel the Amherst community believes in our mission and is ready to welcome us into the beautiful town.

OUR VISION IN AMHERST

1: Respect Amherst's historic architecture and the neighboring properties.

- “Has that home always been there?”



OUR VISION IN AMHERST

2: Affordability through Energy Efficiency

- Insulation, air-tightness, and efficient systems that far exceed current building codes.
- All-electric property, ready for a solar array and electric vehicle charger.
- Targeted 50 % reduction in monthly energy expenses (\$ 125 - \$20 0 savings), with net-zero annual energy use if a solar array is installed.
- Bonus Benefit: Improved indoor air quality (allergies, controlled humidity) through efficient ventilation.

COMMUNITY INVOLVEMENT

Greater Nashua Habitat for Humanity brings the community together through Corporate Team Builds, Women's Builds, Church Group Builds, and Individual Builds.



AMHERST RAIL TRAIL COEXISTENCE

Exploring possible multi-use solution collaboration with
Amherst Rail Trail Bike Path Trailhead

Consulting with Chris Buchanan, Chair of the Bicycle and Pedestrian Advisory Committee

Preliminary potential land share options



THANK YOU

Greater Nashua Habitat for Humanity

10 Clinton Drive, PO Box 697

Hollis, NH 03049

603-882-0295

www.nashuahabitat.org

From: [Jennifer Stover](#)
To: [Jennifer Stover](#)
Subject: FW: Plaques for memorial benches
Date: Thursday, August 04, 2022 7:37:00 AM

From: Wendy Rannenberg <wendyrannenberg@gmail.com>
Sent: Sunday, July 31, 2022 10:18 PM
To: Dean Shankle <dshankle@amherstnh.gov>
Cc: bos <bos@amherstnh.gov>; Craig Fraley <cfraley@amherstnh.gov>
Subject: Plaques for memorial benches

[External Sender]:

This is the wording for the two plaques.

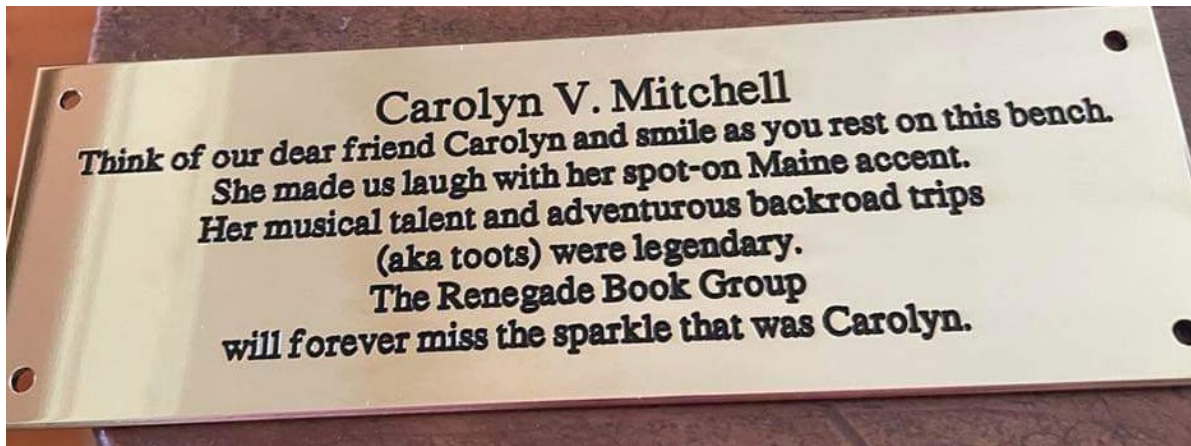
For the bench at Buckmeadow:

"Come Sit and Relax

In Memory of Carolyn Vaughan Mitchell
April 12, 1942 - September 2, 2021

She Deeply Loved this Community"

For the bench on Amherst Street:



I do not yet have information about the bench at Joshua's park.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Calendar DRAFTS: 2023 Holiday Calendar, BOS Meeting Calendar and FY24 Budget Timeline DRAFT

Department: Administration

Meeting Date: August 22, 2022

Staff Contact:

BACKGROUND INFORMATION:

The proposed 2023 Holiday Schedule follows the Employee Policy Handbook policy 305.

The Draft of the BOS Meeting Calendar includes the following adjustments to the typical 2nd and 4th Monday schedule:

- February adjusted for NH school vacation schedule and Feb 20 Presidents' Day
- April adjusted for NH school vacation schedule
- October adjusted for October 9 Columbus Day
- November adjusted to avoid BOS meetings that would follow a Friday holiday (Veterans' Day and the day after Thanksgiving).
- December adjusted to hold two meetings and avoid the day after Christmas.

The FY24 Budget timeline follows the schedule from FY23.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve the 2023 Town Holidays for the Town of Amherst as proposed.

I move to approve the 2023 BOS Meeting calendar as proposed.

I move to approve the FY24 Budget Timeline as proposed.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2023 DRAFT Holiday Schedule
2. 2023 BOS Meeting Calendar, DRAFT V2
3. FY24 Budget Timeline DRAFT

Per section 305 of the Employee Policy handbook, the following are identified Town of Amherst Holidays:

<u>Town Holidays</u>	<u>2022 Approved</u>	<u>2023 DRAFT</u>	
New Year's Day	Friday Dec 31, 2022	Monday Jan 2, 2023	
Martin Luther King Jr./ Civil Rights Day	Monday Jan 17, 2022	Monday Jan 16, 2023	
Presidents' Day	Monday Feb 21, 2022	Monday Feb 20, 2023	
Memorial Day	Monday May 30, 2022	Monday May 29, 2023	
Independence Day	Tuesday July 4, 2022	Tuesday July 4, 2023	
Labor Day	Monday Sep 5, 2022	Monday Sep 4, 2023	
Columbus Day	Monday Oct 10, 2022	Monday Oct 9, 2023	
Veterans' Day	Thursday Nov 11, 2022	Friday Nov 10, 2023	
Thanksgiving Day	Thursday Nov 24, 2022	Thursday Nov 23, 2023	
Thanksgiving Friday	Friday Nov 25, 2022	Friday Nov 24, 2023	
Christmas Day	Monday Dec 26, 2022	Monday Dec 25, 2023	
New Year's Day	Monday Jan 2, 2023	Monday Jan 1, 2024	



TOWN OF AMHERST, NH

DRAFT Version 2

2023 BOARD OF SELECTMEN MEETING CALENDAR

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
March						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
April						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
July						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					
August						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		
September						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
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October						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Board of Selectmen Meetings

Holidays

SAU 39 Vacation Weeks

January 9, 2023 FY24 Budget Hearing

Feb 8, Deliberative Session

March 14, 2023 STATE & LOCAL ELECTIONS

TOWN OF AMHERST
FY24 BUDGET TIMELINE

DATE	ACTION	DAY/TIME	PRESENTERS/PARTICIPANTS
9/12/2022	Strategic Plans presented to Board of Selectmen and Ways & Means	Monday 6:30 p.m.	Mark Reams, Police Department Gail Stout, Tax & Assessing Community Development BOS & W&M
9/26/2022	Strategic Plans presented to Board of Selectmen and Ways & Means	Monday 6:30 p.m.	Chris Buchanan, BPAC Craig Fraley, Recreation Amy Lapointe, Library Matt Conley, Fire Rescue
10/11/2022	Strategic Plans presented to Board of Selectmen and Ways & Means Discuss/Set Global Assumptions	Monday 6:30 p.m.	Dean Shankle, Administration Eric Hahn, Public Works Conservation Commission BOS & W&M
10/13- 10/14/22	Preliminary Budget Meetings	Thursday & Friday	Town Administrator Finance Director Department Heads
10/24/2022	Draft Budget #1 Presentation Review/Discuss Warrant Articles (Titles and Amounts)	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
10/25-11/4/22	Individual Department Meetings	Per Schedule	Board of Selectmen Members Ways & Means Committee Members Department Heads
11/14/2022	FY Budget Draft #2 FY23 Warrant Articles Draft #1	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
11/28/2022	Discussion: Changes to FY23 Budget Changes to FY23 Warrant Articles	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
12/12/2022	Final Draft FY23 Budget Presented FY23 Warrant Articles Draft Finalized	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
1/9/2023	FY23 Budget Public Hearing	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
1/23/2023	Preparation for FY23 Deliberative Session	Monday 6:30 p.m.	Board of Selectmen Members Ways & Means Committee Members
2/8/2023	Deliberative Session	Wednesday 7:00 p.m.	Board of Selectmen Members Ways & Means Committee Members Department Heads
3/14/2023	Town Elections	Tuesday, All Day	



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Cable TV Franchise Agreement
Meeting Date: August 22, 2022

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Administrative Updates

Department: Administration

Meeting Date: August 22, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Communication Center CRF
Withdrawal Request

Department: Finance Department

Meeting Date: August 22, 2022

Staff Contact:

BACKGROUND INFORMATION:

Request to withdraw \$4,894.55 from the Communications Center Capital Reserve Fund to cover the cost of monies spent. Memorandum from Chief Reams and invoice attached.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move to approve and sign the withdrawal request for \$4,894.55 from the Communications Center Capital Reserve Fund for monies spent.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Trustees letter, Communication Center CRF Withdrawal request



TOWN OF AMHERST

*Town Hall
2 Main Street
Amherst, NH 03031*

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

TO: Trustees of the Trust Funds

FROM: Amherst Board of Selectmen

DATE: August 22, 2022

SUBJECT: Communications Center, Capital Reserve Fund Withdrawal Request

At our regular meeting held on Tuesday, August 22, 2022, we, the Board of Selectmen, approved a request that the Trustees of the Trust Fund authorize Cambridge Trust Bank to withdraw \$4,894.55 from the Town of Amherst Communications Center Capital Reserve Fund. As the authorized agents to expend from this capital reserve fund, we ask that you approve this request at your next regular meeting.

In an effort to expedite receipt of these funds, please accept this document as a confirmation of our action on August 22, 2022. The requested check, in the amount of \$4,894.55 made payable to the Town of Amherst, can be sent to the attention of Finance Director, Town of Amherst, 2 Main Street, Amherst, NH 03031.

Peter Lyon, Chairman

Date

Tom Grella, Vice Chairman

Date

John D'Angelo

Date

Danielle Pray

Date

William Stoughton

Date

Finance Director

Date

Original to Finance Office



Memorandum

To: Board of Selectmen
Cc: Laurie May, Finance Director
From: Mark O. Reams, Chief of Police
Date: May 25, 2021
Re: *Request for Communications Center CRF Expenditure*

10-4911-00-3903

On behalf of Amherst Public Safety Communications Center, I am requesting that the Board of Selectmen authorize the expenditure of **\$4,894.55** from the Communications Center Capital Reserve Fund to cover the labor and material costs associated with maintenance work performed on the Town's radio equipment located at the New Boston Air Force Tracking Station (NBAFTS). As you are aware, the Towns of Amherst and Bedford maintain a portion of their respective radio equipment at a radio tower site located on NBAFTS grounds. This cooperative arrangement is maintained in accordance with the terms of federal grant monies awarded to both communities in recent years toward the enhancement of communications interoperability. Amherst's and Bedford's equipment is housed in a radio communications structure which was recently renovated by the NBAFTS. During that renovation period, Amherst's and Bedford's equipment was moved to a temporary structure and then recently moved back into the renovated structure. The above figure represent the costs associated with that transition. The fee for these services were split evenly between the towns of Amherst and Bedford, with each town bearing equivalent charges of \$4,894.55.

The current Communications Center Capital Reserve Fund balance is approximately **\$87,076.00**.

Thank you for your consideration.

2-Way Communications Service, Inc.

19 Durham Street
Portsmouth, NH 03801



Invoice

69095

Date: 5/21/2021

Bill To:

Phone : 1-800-441-6288

Fax :

Amherst Police Department
175 Amherst Street
Amherst, NH 03031

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

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

			P.O. Number:	Terms:
			Mark Reams	Net 15
Quantity	Item	Description	Amount	
		NBAFS: Move to new shelter		
1.5	393905	CommScope Technologies LLC - 7/8" Cable - N-Male EZfit	54.03	
6	348407	TerraWave - Captivated N Male (M) Plug for 400 Cable - Hex	59.94	
1	516385	Times Microwave Systems - BNC Male (plug) crimp connecto	13.50	
1	328297	TIMES MICROWAVE TNC male (plug) crimp (solder-on pin) hex/knurl nut, no braid trim for LMR-400.	11.80	
0.5	415562	Wireless Solutions - 1/4"x2"x14" Ground Bar, No Hdwr	22.50	
0.5	Spec Item	429462 - 1/4X4X12 Ground Bar	32.08	
1	382034	Ventev - Universal Ground Bar Mounting Hardware	18.55	
2.5	334384	COMMSCOPE SureGround for 7/8" aluminum or copper, corrugated or smooth cable with 48" #6 tinned copper ground wire lead. Includes (2) hole lugs and hardware.	58.10	
2	317901	COMMSCOPE 4" diameter cable boot without cushion. Order cushion separately. Use with multiple entrance wall/roof feed thru plates.	34.86	
0.5	327570	ANDREW stand. port cushion. For 7/8" corrugated cables. One hole.	2.32	
1	387165	ANDREW stand. port cushion. For 7/8" corrugated cables. Two hole.	4.63	
0.5	479866	BC-20-10 Pipe to Pipe Clamp. Joins Two 1-1/2" OD to 3-1/2" OD round members, 1/2" x 10" threaded rod. Kit of 2.	27.82	
0.5	Spec Item	68433 - Polyphaser, NM/NF	42.47	
0.5	334384	COMMSCOPE SureGround for 7/8" aluminum or copper, corrugated or smooth cable with 48" #6 tinned copper ground wire lead. Includes (2) hole lugs and hardware.	11.62	
0.5	563047	COMMSCOPE's copper ground busbar, 1/4 in x 4 in x 20 in (6.4 mm x 101.6 mm x...	50.33	
10.5	Comm Labor	7/30/2020 - Communications Division Labor.	1,050.00	
7	Comm Labor	10/7/2020 - Communications Division Labor.	700.00	

Subtotal

Thank you for choosing 2-WAY.

Sales Tax (0.0%)

Total

2-Way Communications Service, Inc.

19 Durham Street
Portsmouth, NH 03801



Invoice

69095

Date: 5/21/2021

Bill To:

Phone : 1-800-441-6288

Fax :

Amherst Police Department
175 Amherst Street
Amherst, NH 03031

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

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

			P.O. Number:	Terms:
			Mark Reams	Net 15
Quantity	Item	Description	Amount	
7	Comm Labor	10/22/2020 - Communications Division Labor.	700.00	
7	Comm Labor	11/5/2020 - Communications Division Labor.	700.00	
7	Comm Labor	4/1/21 - Communications Division Labor.	700.00	
6	Comm Labor	5/6/21 - Communications Division Labor.	600.00	

Thank you for choosing 2-WAY.

Subtotal \$4,894.55

Sales Tax (0.0%) \$0.00

Total \$4,894.55



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Transfer Station Loader Bid
Meeting Date: August 22, 2022

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

We received bids for the replacement of our Transfer Station loader. This machine was not scheduled for replacement until FY24 but due to unavailability of trucks right now, we believe swapping the scheduled replacement of truck four with the replacement of the loader is the best decision. Truck four is in relatively better condition than the transfer station loader. We are told that if we order a truck right now, it will not be delivered until 2024. This is primarily due to shortages of manufacturing materials including computer chips. There is no change to the budgeted amount, as both the truck and the loader were planned for \$155K.

Our recommendation is to accept the bid from Chappell Tractor. They had the low bid of \$152,215, which includes the highest trade-in value for our existing loader, and a brush rake/grapple implement. This implement will allow us to load brush onto trucks from the brush pile at the transfer station. In addition to the low bid, we had a good experience with our previous loaders purchased from Chappell.

BUDGET IMPACT:

(Include general ledger account numbers)

\$152,215. \$106,419.80 from 01-4312-70-2740 (new equipment capital); \$45,795.20 from DPW Vehicle/Equipment CRF

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award loader bid to Chappell Tractor.

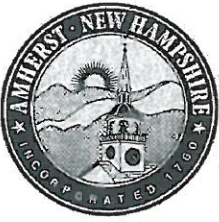
SUGGESTED MOTION:

I move to award bid number 03-23, "Four Wheel Drive, 3 Cubic Yard Front-End Loader" to Chappell Tractor for purchase of a 2022 Hyundai HL940ATM front-end loader, including optional brush rake, for the amount of \$152,215.00.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Beauregard Equip
2. Chappell Tractor
3. Milton Cat
4. United C & F
5. Loader RFP #03-23
6. Award 03-23
7. replacement plan



DEPARTMENT OF PUBLIC WORKS

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

eslosek@amherstnh.gov

Specification No. 03-23
July 19, 2022

Bid Sheet

NEW 4-WD, 3 CY Front End Loader

Bidder agrees to supply NEW 3 Cubic Yard, 4-WD Front End Loader as described in Specification # 03-23, dated July 19, 2022. The machine shall be fully serviced and ready for immediate operation upon delivery.

<u>Item</u>	<u>Description</u>	<u>Amount</u>
One	New 4 – wheel drive, 3 cubic-yard Front end loader per Specifications 03-23 July 19, 2022, f.o.b. Amherst Department of Public Works	\$ <u>195,580</u> (figures)
	LESS trade in of 2008 Hyundai Model HL-740-7:	\$ <u>16,000</u> (figures)
	Price for optional loader rake:	\$ <u>25,200</u> (figures)
	Net total <u>without</u> optional loader rake and including trade:	\$ <u>179,580</u> (figures)
	Net total <u>with</u> optional loader rake and including trade:	\$ <u>204,780</u> (figures)
	Year, make, and model of new loader offering:	<u>2023</u> <u>CASE</u> <u>621G</u> (year) (make) (model)
	Cubic yard rating of bucked being bid:	<u>3YARD</u>

Unit bid price in words

New loader without trade-in:

ONE HUNDRED NINETEEN THOUSAND FIVE HUNDRED EIGHTY DOLLARS
(Written words)

LESS trade in of 2008 Hyundai Model HL-740-7:

SIXTEEN THOUSAND DOLLARS
(Written words)

Net total **without** optional loader rake and including trade:

ONE HUND SEVENTY NINE THOUSAND FIVE HUND EIGHT DOLLARS
(Written words)

Net total **with** optional loader rake and including trade:

TWO HUND FORTY THOUSAND SEVEN HUND EIGHT DOLLARS
(Written words)

Variations to bid specification (please list):

Warranty offered:

Entire machine no cost warranty: 3,000 hours 36 months

Power train warranty: 3 years 3,000 hours

Optional extended warranty entire machine for three years or 3000 hours

ADD \$ INC INCORPORATED IN BASE STANDARD WARRANTY
(figures) (written words)

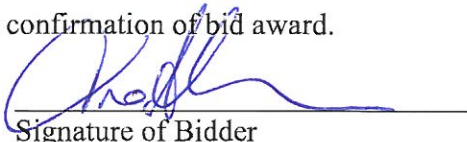
Attach complete set of specifications and all other information requested in this proposal.

Expected Delivery Date is JUNE 2023 days after confirmation of bid award.

BEAUMONT EQUIPMENT INC
Business Name

231 SHEEP PASS RD
Address

CONCORD, NH 03301
City, State, and Zip Code

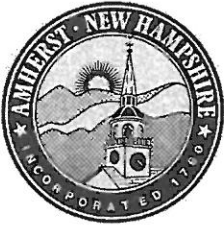

Signature of Bidder

TRAVIS A. TOWNER
Printed Name

MANAGER
Title of Bidder

603-225-6621
Telephone Number

Dated 9TH Day of AUGUST 2022



DEPARTMENT OF PUBLIC WORKS

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

eslosek@amherstnh.gov

Specification No. 03-23
July 19, 2022

Bid Sheet

NEW 4-WD, 3 CY Front End Loader

Bidder agrees to supply NEW 3 Cubic Yard, 4-WD Front End Loader as described in Specification # 03-23, dated July 19, 2022. The machine shall be fully serviced and ready for immediate operation upon delivery.

<u>Item</u>	<u>Description</u>	<u>Amount</u>
One	New 4 – wheel drive, 3 cubic-yard Front end loader per Specifications 03-23 July 19, 2022, f.o.b. Amherst Department of Public Works	\$ <u>\$159,855.00</u> (figures)
	LESS trade in of 2008 Hyundai Model HL-740-7:	\$ <u>32,000.00</u> (figures)
	Price for optional loader rake:	\$ <u>24,360.00</u> (figures)
	Net total <u>without</u> optional loader rake and including trade:	\$ <u>127,855.00</u> (figures)
	Net total <u>with</u> optional loader rake and including trade:	\$ <u>152,215.00</u> (figures)
Year, make, and model of new loader offering: <u>2022</u> <u>Hyundai</u> <u>HL940ATM</u> (year) (make) (model)		
Cubic yard rating of bucked being bid: <u>3.0 Cubic Yard</u>		

Unit bid price in words

New loader without trade-in:

One hundred fifty nine thousand eight hundred fifty five dollars

(Written words)

LESS trade in of 2008 Hyundai Model HL-740-7:

one hundred twenty seven thousand eight hundred fifty five dollars

(Written words)

Net total **without** optional loader rake and including trade:

(Written words)

Net total **with** optional loader rake and including trade:

one hundred fifty two thousand two hundred fifteen dollars

(Written words)

Variations to bid specification (please list):

Warranty offered:

Entire machine no cost warranty: 3000 hours 36 months

Power train warranty: 3 years 3000 hours

Optional extended warranty entire machine for three years or _____ hours

ADD \$ _____ included _____
(figures) (written words)

Attach complete set of specifications and all other information requested in this proposal.

Expected Delivery Date is _____ days after confirmation of bid award.

Chappell Tractor Sales, LLC

Business Name

454 Route 13 South

Address

Milford, NH 03055

City, State, and Zip Code

Signature of Bidder

Jobe Miles

Printed Name

Sales

Title of Bidder

603-496-6644

Telephone Number

Dated _____ 9th Day of _____ August _____ 2022



DEPARTMENT OF PUBLIC WORKS

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

eslosek@amherstnh.gov

Specification No. 03-23

July 19, 2022

Bid Sheet

NEW 4-WD, 3 CY Front End Loader

Bidder agrees to supply NEW 3 Cubic Yard, 4-WD Front End Loader as described in Specification # 03-23, dated July 19, 2022. The machine shall be fully serviced and ready for immediate operation upon delivery.

<u>Item</u>	<u>Description</u>	<u>Amount</u>
One	New 4 – wheel drive, 3 cubic-yard Front end loader per Specifications 03-23 July 19, 2022, f.o.b. Amherst Department of Public Works	\$ <u>186,900.00</u> (figures)
	LESS trade in of 2008 Hyundai Model HL-740-7:	\$ <u>25,000.00</u> (figures)
	Price for optional loader rake:	\$ <u>21,500.00</u> (figures)
	Net total <u>without</u> optional loader rake and including trade:	\$ <u>161,900.00</u> (figures)
	Net total <u>with</u> optional loader rake and including trade:	\$ <u>183,400.00</u> (figures)
	Year, make, and model of new loader offering: <u>2022/</u> <u>2023</u> <u>CATERPILLAR</u> <u>926M</u> (year) (make) (model)	
	Cubic yard rating of bucket being bid: <u>3.0</u>	

Unit bid price in words

New loader without trade-in:

ONE - HUNDRED - EIGHTY - SIX - THOUSAND - NINE - HUNDRED
(Written words)

LESS trade in of 2008 Hyundai Model HL-740-7:

TWENTY-FIVE-THOUSAND

(Written words)

Net total without optional loader rake and including trade:

ONE-HUNDRED-SIXTY-ONE-THOUSAND-NINE-HUNDRED

(Written words)

Net total with optional loader rake and including trade:

ONE-HUNDRED-EIGHTY-THREE-THOUSAND-FOUR-HUNDRED

(Written words)

Variations to bid specification (please list): PLEASE SEE PAGE 3 OF OUR PROPOSAL

Warranty offered: INCLUDED IN COST - 7 YEAR / 3000 HOUR PREMIER WARRANTY

Entire machine no cost warranty: _____ hours _____ months

Power train warranty: _____ years _____ hours

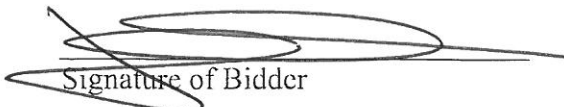
Optional extended warranty entire machine for three years or _____ hours

ADD \$ _____
(figures) (written words)

Attach complete set of specifications and all other information requested in this proposal.

Expected Delivery Date is ASAP days after confirmation of bid award.

MILTON CAT
Business Name


Signature of Bidder

30 INDUSTRIAL DR.
Address

JEFFREY E. SLADE
Printed Name

CONDOUGRY, NH 03053
City, State, and Zip Code

TELEPORTY MANAGER
Title of Bidder

802-770-8168
Telephone Number

Dated 8TH Day of AUGUST 2022



DEPARTMENT OF PUBLIC WORKS

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

eslosek@amherstnh.gov

Specification No. 03-23
July 19, 2022

Bid Sheet

NEW 4-WD, 3 CY Front End Loader

Bidder agrees to supply NEW 3 Cubic Yard, 4-WD Front End Loader as described in Specification # 03-23, dated July 19, 2022. The machine shall be fully serviced and ready for immediate operation upon delivery.

<u>Item</u>	<u>Description</u>	<u>Amount</u>
One	New 4 – wheel drive, 3 cubic-yard Front end loader per Specifications 03-23 July 19, 2022, f.o.b. Amherst Department of Public Works	\$ <u>217,500</u> (figures)
	LESS trade in of 2008 Hyundai Model HL-740-7:	\$ <u>187,500</u> (figures)
	Price for optional loader rake:	\$ <u>24,212</u> (figures)
	Net total <u>without</u> optional loader rake and including trade:	\$ <u>187,500</u> (figures)
	Net total <u>with</u> optional loader rake and including trade:	\$ <u>211,712</u> (figures)
	Year, make, and model of new loader offering:	<u>2022</u> <u>John Deere</u> <u>544 P</u> (year) (make) (model)
	Cubic yard rating of bucked being bid:	<u>3 Yd</u>

Unit bid price in words

New loader without trade-in:

Two Hundred Seventeen Thousand Five Hundred
(Written words)

LESS trade in of 2008 Hyundai Model HL-740-7:

One Hundred Eighty Seven Thousand Five Hundred
(Written words)

Net total **without** optional loader rake and including trade:

One Hundred Eighty Seven Thousand Five Hundred
(Written words)

Net total **with** optional loader rake and including trade:

Two Hundred Eleven Thousand Seven Hundred Twelve
(Written words)

Variations to bid specification (please list): exceed see spec

Warranty offered:

Entire machine no cost warranty: 3000 hours 60 months

Power train warranty: 60 years 3000 hours

Optional extended warranty entire machine for three years or 3000 hours

ADD \$ 0 Zero
(figures) (written words)

Attach complete set of specifications and all other information requested in this proposal.

Expected Delivery Date is 180 days after confirmation of bid award.

United C & F
Business Name

Conor O'Neil
Signature of Bidder

98 Sheep Davis Rd.
Address

Conor O'Neil
Printed Name

Pembroke, NH 03275
City, State, and Zip Code

Territory Manager
Title of Bidder

Telephone Number

Dated 9 Day of August 2022

Town of Amherst



Department of Public Works

Contract Specifications

Request For Proposals

Bid # 03-23

“Four Wheel Drive, 3 Cubic Yard Front-End Loader”

Eric M. Slosek
Director of Public Works
eslosek@amherstnh.gov

Department of Public Works
22 Dodge Road
Amherst, New Hampshire 03031

Request for Proposals

The Town of Amherst, NH seeks SEALED BID PROPOSALS for a new four-wheel drive, 3 cubic yard quick couple, articulated front-end loader. More specific details are enclosed within.

Bidders shall submit written proposals in a sealed envelope clearly marked "LOADER PROPOSAL" to the attention of Eric M. Slosek, Public Works Director. **Proposals will be received at the Town Administrator's Office, 2 Main Street, Amherst, NH 03031, until 2:00 PM, Wednesday, August 10th.** Proposals submitted after this time will not be accepted. Electronic proposals will not be opened or accepted.

Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room, Town Hall 2 Main Street, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date

At a minimum, the three lowest bids, meeting all the requirements set forth in this document, shall make available upon request, to the Department of Public Works, at their facility (22 Dodge Road) for a three-day (workdays) evaluation trial period, a machine, comparable to the loader under bid consideration. Following a review by staff and comparing proposals, the Public Works Director will make a formal recommendation to the Board of Selectmen at a regular Board meeting.

Person submitting proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

The Town of Amherst reserves the right to reject any or all proposals, waive irregularities, to advertise for new proposals, and to make awards as may be deemed to be in the best interests of the town overall.

General Conditions

Preparation of bid

- **Firm Price** — Unless otherwise stated in RFP, prices quoted in proposal shall include Municipal Discounts and remain firm for a minimum of thirty (30) days after **August 10th, 2022**.
- **Trade** — The town intends to trade its 2008 HL-740-7 Hyundai loader currently assigned to its Solid Waste division. The foam filled tires currently on the 2008 machine being traded are not part of the trade. Those tires will be swapped with tires currently on the 2016 Hyundai loader currently assigned to Highway Division of Public Works which will be part of the trade package.

The Hyundai HL-740-7 machine, used at the Amherst Transfer Station may be viewed by appointment through the Public Works office, Monday – Friday 7AM to 2 PM (603-673-2317).

Real value trade-offer amount is requested.

- **Invoicing** — Vendors should include in their proposals, total price, net trade of 2001 HL-740-7 Hyundai loader. The Town has no intention of financing this purchase.
- **Taxes** — The Town of Amherst is exempt from all sales and Federal Excise Taxes. Exemption certificates will be furnished upon request covering taxable items. Please bill less these taxes.
- **Bidders Secrecy** - The bidder certifies that he/she has not divulged to, discussed or compared his/her bid with other firms and has not colluded with any other bidder or parties regarding this bid proposal.
- **Brand Named Products** — The name of any manufacturer, trade name, or catalog number mentioned in this RFP description is intended for the purpose of designating a minimum standard of quality and type unless specified to be mandatory. Such references are not intended to be restrictive, although specified color, type of material, and specified measurements may be mandatory. Proposals will be considered for any brand, which meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product he/she is proposing and shall supply sufficient manufacturer's data and specifications to enable comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.
- **Demonstrations** — Items left for demonstration purposes shall be delivered free of charge and shall be removed by the vendor at no cost to the Town. Said demonstration units shall not be offered to the Town as new equipment unless otherwise mutually agreed to.

- **Proof of Meeting Specifications** — The vendor may be required to supply proof of compliance with specifications. When requested, the vendor must immediately supply the Town with certified test results of certificates of compliance. Where none are available, the Town may require independent laboratory testing. All costs for testing, certified test results or certificates of compliance shall be the responsibility of the vendor.
- **Delivery Charges** — Unless otherwise stated, all prices are F.O.B. Town of Amherst destination. No charge for packing and drayage will be allowed; all deliveries are to be prepaid; C.O.D.'s will not be accepted.
- **Submission of Proposals** — RFP's must be submitted as directed in the Invitation to Bid. Proposals must be typewritten and signed in ink by an individual authorized to enter into contractual agreements on behalf of the vendor.
- **Definitions** — "Bid" shall mean proposal, offer, qualification/experience statements, and service.

"Bidders" shall also mean vendors, offers, or any person or firm responding to a request for bids.

- **Bidder Qualifications**
 1. Shall have been engaged in the business of selling, servicing and/or installing municipal products for a minimum of five (5) years.
 2. Vendor shall have represented the equipment or product bid herein as a distributor for a minimum of three (3) years.
 3. The distributor contractor/vendor shall have a service and parts facility physically located in the State of New Hampshire.

Specification Bid # 3-23

July 19, 2022

Scope:

The following bid specifications are intended to describe the Town's minimum requirements for a new diesel-powered, four-wheel drive, rubber-tired, center-articulated, three hydraulic spool to front bucket quick coupled, 3 cubic-yard capacity front-end loader complete with equipment specified herein.

General Requirements:

1. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.
2. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
3. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
4. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.
5. All manufacturers' STANDARD equipment for the make and model offered, not in conflict with the specific requirements of this specification, must be furnished.
6. Vandal protection equipment must include keyed alike locking engine hood and side covers, locking fuel and coolant access doors (if so equipped), and locking cab doors. If fuel filler or hydraulic tank is located outside engine hood or panels, a locking cap shall be furnished.
7. Ride control system (automatic)
8. Loader to be equipped with a heavy-duty rear bottom skid plate cover.
9. Hydraulic pump shall be capable of delivering a minimum of forty (40) GPM at 2,000 RPM's and provide a lift capacity of at least 12,000 pounds with bucket at full height.
10. Electrical (mechanical not accepted) backup alarm shall be furnished

11. All ratings and capacities shall be per SAE Standards
12. Loader to be equipped with a fixed drawbar incorporated into the counterweight.
13. Accompanying warranty shall be stated on the bid sheet

Engine:

1. Must meet all EPA Tier IV Emission Standards
2. Diesel, 6-cylinder, water cooled, with a minimum 150 net horsepower at 2,100 RPM with 585 Torque Rated speed @ 1,500 RPM's.
3. Full flow, spin-on oil filter.
4. Direct air flow, air cleaner, dry dual element, with warning restriction indicator
5. Air filter condition indicator
6. The machine shall be equipped with an in-take air preheater starting aid that is thermostatically controlled and selectively activated with the ignition switch. The machine shall not possess an either injection starting aid.
7. Fuel warmer must be applied and standard equipment
8. 110-volt block heater is required.

Transmission:

1. Full power shift, manually operated, minimum 4 speed ranges forward and 3 reverse.
2. Top speed forward to be at least 20 MPH and top speed reverse to be at least 13 MPH.
3. Loader must be capable of being shifted from one speed range to another including forward and reverse at working speed without the use of an operator-controlled clutch.
4. Gear reduction, multistage torque converter, or a combination of both may accomplish speed ranges.

Differentials:

1. Front and rear differentials NO-SPIN preferred
2. Hydraulic differential locks are preferred.

Brakes/Steering:

1. Full hydraulic articulated power steering W/double acting cylinders
2. Power assist, self adjusting wet disk brakes
3. Independent parking brake required

Operator's Station:

1. Fully enclosed pressurized ROPS cab equipped with the following Factory Installed components:
 - a. Factory Air Conditioning, heavy-duty heater and defroster for front and rear windows,
 - b. Electric powered windshield wipers (with intermittent function) for front and rear windows with window wash capabilities.
 - c. AM/FM stereo w/ Weather Channel capabilities
 - d. Sun visor & rearview mirror required
 - e. Headlights (2) with guards, taillights (2), rear working lights (2), and turning lights front and back (4)
 - f. Full instrument package including engine coolant temperature (with audible alarm), hour meter, fuel meter, tachometer, engine oil pressure, voltmeter, transmission oil temp gauge, air cleaner clogging, hydraulic oil filter clogging, & speedometer.
 - g. Adjustable air ride suspension type fabric covered seat with seat belt.
 - h. Left and right rearview mirror approximately 16" X 6".
 - i. Front and rear fenders required

Electrical System:

1. (2) Twelve-volt batteries high cranking amperage of sufficient capacity (92 amp-hour minimum) to adequately support the loader as equipped and provide sufficient cranking power to start the engine at -20 degrees f. without ether, with main disconnect, and minimum 75-amp heavy duty alternator.

2. A 12-volt fused accessory terminal block from inverter will be provided inside the cab (for 2-way radio, emergency lighting, etc)
3. Most solid-state electrical components must be in the controlled environment of the cabin which must include the transmission controller.

Bucket:

1. General purpose type hydraulic quick coupler, minimum capacity of 3 SAE cubic yard (heaped). Fully automatic return to dig mechanism is required.
2. Breakout force minimum 24,500 lbs.
3. Bucket width at least equal to the outside width of front tires.
4. Dump clearance at 45-degree angle shall be a minimum of 109 inches with tires specified.
5. Only manufacturer's standard bucket will be allowed. Custom buckets manufactured for the purpose of meeting the minimum dump clearance specification will not be accepted.
6. A bolt on cutting edge and auxiliary spill-guard shall be provided but shall not be considered in meeting bucket capacity specifications in this section.
7. 3/8 chain locks inserted (welded) in the upper corners of both the left and right sides of the bucket

Tires:

1. Michelin 20.5 R-25 XHA 12 ply traction tread design or equivalent
2. Ballast in tires or use of optional counterweights is not acceptable as means of meeting the criteria of this specification. Counterweight used as standard equipment and described as such in manufacturer's descriptive literature is acceptable.

Performance Requirements:

1. Operating weight with standard equipment, ROPS cab, full fuel, no additional counterweights, shall equal or exceed 25,000 lbs.
2. Static tipping load at 40-degree turn of at least 17,000 lbs.
3. Static tipping load, straight (SAE) of at least 20,000 lbs.

Optional Equipment:

1. Proposal shall include an option for a loader rake similar to Craig CLR-CL. Price and specifications for this implement shall be included.

Quality Assurance Provisions:

1. The Town of Amherst Department of Public Works will inspect following delivery and prior to acceptance of the equipment.

Preparation for Delivery:

1. Loader to be delivered ready for immediate operational use serviced and lubricated.
2. Cooling system to be protected with permanent type antifreeze to a temperature of -34 degrees F.
3. A complete set of operators, parts, and shop/service manuals will be provided upon delivery of machine, both electronic and hard copies. Shop manual and parts manuals to include engine, electrical and hydraulic as well as machine components.
4. Up to two hours of on-site machine operation and service training by manufacturer's authorized representative.

Bid Compliance:

1. The contracting vendor will be solely responsible for meeting specifications, including delivery.

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DEPARTMENT OF PUBLIC WORKS

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

eslosek@amherstnh.gov

Specification No. 03-23
July 19, 2022

Bid Sheet

NEW 4-WD, 3 CY Front End Loader

Bidder agrees to supply NEW 3 Cubic Yard, 4-WD Front End Loader as described in Specification # 03-23, dated July 19, 2022. The machine shall be fully serviced and ready for immediate operation upon delivery.

<u>Item</u>	<u>Description</u>	<u>Amount</u>
One	New 4 – wheel drive, 3 cubic-yard Front end loader per Specifications 03-23 July 19, 2022, f.o.b. Amherst Department of Public Works	\$ _____ (figures)
	LESS trade in of 2008 Hyundai Model HL-740-7:	\$ _____ (figures)
	Price for optional loader rake:	\$ _____ (figures)
	Net total <u>without</u> optional loader rake and including trade:	\$ _____ (figures)
	Net total <u>with</u> optional loader rake and including trade:	\$ _____ (figures)
Year, make, and model of new loader offering: _____		
	(year)	(make) (model)
Cubic yard rating of bucked being bid: _____		

Unit bid price in words

New loader without trade-in:

(Written words)

LESS trade in of 2008 Hyundai Model HL-740-7:

(Written words)

Net total **without** optional loader rake and including trade:

(Written words)

Net total **with** optional loader rake and including trade:

(Written words)

Variations to bid specification (please list):

Warranty offered:

Entire machine no cost warranty: _____ hours _____ months

Power train warranty: _____ years _____ hours

Optional extended warranty entire machine for three years or _____ hours

ADD \$ _____
(figures) (written words)

Attach complete set of specifications and all other information requested in this proposal.

Expected Delivery Date is _____ days after confirmation of bid award.

Business Name

Signature of Bidder

Address

Printed Name

City, State, and Zip Code

Title of Bidder

Telephone Number

Dated _____ Day of _____ 2022

TOWN OF AMHERST

Town Department: DPW

Date: Aug. 11, 2022

Line Item: CRF and 01-4312-70-2740

Budget Amount:

Bid #: 03-23

Item: Loader

Date Bid To Be Awarded: Aug. 22, 2022

<u>Vendor</u>	<u>Price</u>	<u>Trade</u>	<u>Optional Rake</u>	<u>Total</u>	<u>Other Considerations</u>
					<u>Warranty</u>
1. Beauregard Equip	\$195,580	\$16,000	\$25,200	\$204,780	3,000hrs/36mos Entire machine 3yr/3,000hrs Power Train
2. United C & F	\$217,500	\$30,000	\$24,212	\$211,712	3,000hrs/60mos Entire machine 5yrs./3,000 hrs. Power Train
3. Milton Cat	\$186,900	\$25,000	\$21,500	\$183,400	3,000hrs/7yrs Premier Warranty
4. Chappell Tractor	\$159,855	\$32,000	\$24,360	\$152,215	3,000hrs/36mos Entire Machine 3yr/3,000hrs Power Train
5. Anderson Equipment	NO BID				
6. Northland JCB	NO BID				

Recommend bid be awarded to: Chappell Tractor

Signature of Town Administrator / Date

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.

This bid has been posted on Construction Summary; Dodge Data & Analytics; New Hampshire Municipal Association; Associated General Contractor of New Hampshire and the Amherst NH website.

Vehicle / Equipment	Model Year	Useful Life	Net Repl. Cost	Rep. Year (FY)	CRF Warrant	CRF Balance
Hot Box	2011	10	\$25,000	2022	\$250,000	\$225,000
Truck 17 - 6 Wheel Dump		10	\$155,000	2022		\$70,000
Truck 11 - Pick up	2012	10	\$40,000	2023	\$250,000	\$280,000
Truck 4 - 6 Wheel Dump	2013	10	\$155,000	2023		\$125,000
Truck 5 - One Ton Dump	2011	10	\$110,000	2023		\$15,000
Chipper - Chipper	2013	10	\$30,000	2024	\$250,000	\$235,000
Loader Trans Sta - Loader	2008	16	\$155,000	2024		\$80,000
Tractor - Trackless	2015	10	\$147,000	2025	\$250,000	\$183,000
Truck 16 - Pick Up	2015	10	\$35,000	2025		\$148,000
Rec 3 - One Ton Dump	2016	10	\$32,500	2026	\$250,000	\$365,500
Truck 1 - One Ton Dump	2016	10	\$110,000	2026		\$255,500
Truck 12 - Pick up	2016	10	\$35,000	2026		\$220,500
Truck 6 - 6 Wheel Dump	2016	10	\$155,000	2026		\$65,500
Truck 2 - 6 Wheel Dump	2017	10	\$155,000	2027	\$250,000	\$160,500
Back Hoe - Case - Back Hoe	2016	10	\$120,000	2028	\$275,000	\$315,500
Tractor - Kubota - M5-901	2016	10	\$55,000	2028		\$260,500
Truck 10 - 10 Wheel Dump	2017	10	\$177,000	2028		\$83,500
Truck 14 - 6 Wheel Dump	2018	10	\$155,000	2029	\$275,000	\$203,500
Truck 8 - 6 Wheel Dump	2019	10	\$155,000	2029		\$48,500
Truck 15 - 6 Wheel Dump	2020	10	\$155,000	2030	\$275,000	\$168,500
Truck 7 - Pick up	2020	10	\$32,125	2030		\$136,375
Truck 9 - One Ton Dump	2020	10	\$106,835	2030		\$29,540
Grader - Grader	1986	25	\$300,000	2031	\$275,000	\$4,540
Loader DPW - Loader	2016	16	\$155,000	2032	\$275,000	\$124,540
Equipment Trailer - Back hoe trans	2005	30	\$30,000	2035		



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Hiring of a Call Firefighter

Department: Fire Rescue

Meeting Date: August 22, 2022

Staff Contact: Matt Conley

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)

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

To continue the consistency of our operation, I recommend adding this applicant to our roster.

SUGGESTED MOTION:

For the BOS to approve the hiring of Brian Hubert for the position of call firefighter with Amherst Fire Rescue at the recommendation of Chief Matthew Conley

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Hubert, Brian



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Common Use Application,
Christ's Church Second Annual Food
Family Fun Event

Department: Administration

Meeting Date: August 22, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. TOWN COMMON USE APPLICATION_Christ'sChurch_2022.10.22 - signed
2. Christ's Church of Amherst - Certificate of Ins_ Town of Amherst

TOWN OF AMHERST, NH
USE OF TOWN COMMONS REQUEST

Completed form must be submitted to the Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval. This request is for use of any Town Common land.

Organization Name: Christ's Church of Amherst Contact Name: Pastor John Nuxoll

Contact Phone Number: 603-213-2910 Contact e-mail: john@ccnh.org

Date of Event: Oct 22, 2022 Hours (from/ to): 4pm-6pm Number of est. participants: 150

Will you need Electricity? Yes If so, for what? Bounce Houses, Cotton Candy Machine, Popcorn Machine

Wish to bring anything onto the Commons ? IF so, what? Bounce Houses, Cotton Candy Machine, Popcorn Machine, Grill

Wish to drive anything onto the Commons? Yes. Driving a light cargo van will make loading an unloading easier, but we can manage without at the town's request

Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? No

Request road closures? (Please identify intersections) No

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) Serve: yes.
Sell: no

Brief Description of event.: Food Family Fun is a safe, fun event for families in Amherst to connect. We'll be cooking hamburgers, serving cotton candy and popcorn, hosting a couple of bounce houses and offering balloon art. Freely connecting and serving our community is a part of our mission at Christ's Church as we seek "to celebrate people." And we are thrilled with the potential opportunity to do so in the heart of Amherst again.

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

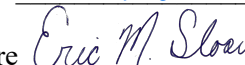
1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
3. If damage occurs to any town property, please notify DPW (603) 673-2317.
4. Groups who are granted permission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

Signature:  Date: 8/2/2022

This application must be signed off by all Department Heads below before going before the Board of Selectmen for consideration and approval. Events held for the first time require attendance of a representative at the Board meeting.

Chief of Police Approval: Signature  Date: Aug 4, 2022
Mark O. Reams (Aug 4, 2022 16:31 EDT)

Fire/ Rescue Chief Approval: Signature  Date: Aug 8, 2022
Matthew Conley (Aug 8, 2022 13:37 EDT)

Public Works Director Approval: Signature  Date: Aug 8, 2022

BOS Approval: Chair's Signature _____ Date: _____











TOWN COMMON USE APPLICATION_Christs Church_2022.10.22

Final Audit Report

2022-08-08

Created:	2022-08-04
By:	Jennifer Stover (jstover@amherstnh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhNnNoHCwVzgKAFUIkm4jbw1RwrkRG12

"TOWN COMMON USE APPLICATION_ChristsChurch_2022.10.22" History

-  Document created by Jennifer Stover (jstover@amherstnh.gov)
2022-08-04 - 7:49:06 PM GMT
-  Document emailed to mreams@amherstnh.gov for signature
2022-08-04 - 7:49:43 PM GMT
-  Document emailed to eslosek@amherstnh.gov for signature
2022-08-04 - 7:49:43 PM GMT
-  Document emailed to mconley@amherstnh.gov for signature
2022-08-04 - 7:49:43 PM GMT
-  Email viewed by mreams@amherstnh.gov
2022-08-04 - 8:30:57 PM GMT
-  Signer mreams@amherstnh.gov entered name at signing as Mark O. Reams
2022-08-04 - 8:31:38 PM GMT
-  Document e-signed by Mark O. Reams (mreams@amherstnh.gov)
Signature Date: 2022-08-04 - 8:31:39 PM GMT - Time Source: server
-  Email viewed by eslosek@amherstnh.gov
2022-08-08 - 5:00:42 PM GMT
-  Signer eslosek@amherstnh.gov entered name at signing as Eric M. Slosek
2022-08-08 - 5:05:53 PM GMT
-  Document e-signed by Eric M. Slosek (eslosek@amherstnh.gov)
Signature Date: 2022-08-08 - 5:05:55 PM GMT - Time Source: server- Signature captured from device with phone number XXXXXXXX5576

 Email viewed by mconley@amherstnh.gov

2022-08-08 - 5:35:17 PM GMT

 Signer mconley@amherstnh.gov entered name at signing as Matthew Conley

2022-08-08 - 5:37:20 PM GMT

 Document e-signed by Matthew Conley (mconley@amherstnh.gov)

Signature Date: 2022-08-08 - 5:37:22 PM GMT - Time Source: server

 Agreement completed.

2022-08-08 - 5:37:22 PM GMT





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/08/2022

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

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

PRODUCER	The Coffey Insurance Agency 2 Wellman Ave Suite 320 Nashua NH 03064-	CONTACT NAME:	SANDY ENGLISH	
		PHONE (A/C, No., Ext):	(603)883-6600	FAX (A/C, No.):
		E-MAIL ADDRESS:	SENGGLISH@COFFEYINS	
INSURED	Christ's Church of Amherst 58 Merrimack Road Amherst NH 03031-	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Utica National Insurance Group		
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

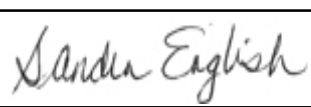
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			4418889	03/31/2022	03/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			4418269	03/31/2022	03/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4418270	03/31/2022	03/31/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	4418889	03/31/2022	03/31/2023	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 DIRECTORS & OFFICERS LIABILITY - \$1,000,000/\$3,000,000, CLERGYPERSON PROFESSIONAL LIABILITY - \$1,000,000, ABUSE & MOLESTATION: \$1,000,000. ADDITIONAL INSURED: TOWN OF AMHERST, NH, AS REQUIRE BY CONTRACT OR AGREEMENT. EVENT: FOOD, FAMILY AND FUN, OCTOBER 22, 2022.

CERTIFICATE HOLDER

CANCELLATION

AI 008578

TOWN OF AMHERST TOWN HALL 2 MAIN STREET AMHERST NH 03031-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Fax: () -

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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: August 22, 2022

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Abatements

Item A. The attached abatement was reviewed, and the property was inspected by Todd Haywood, RES, CNHA of Granite Hill Municipal Services on August 8, 2022.

Suggested Motion: This abatement application is for a single-family home on a 2-acre site. The Assessor reviewed the application and determined the cathedral area listed as the finished upper story. Once the sketch was updated, the assessment was reduced by \$7,200, from \$593,900 to \$586,700. The Assessor recommends approval of a corresponding abatement request. Therefore, I move to approve an abatement for Tax Year 2021 for Map 004, Lot 161-007 in the amount of \$153.00 plus any applicable interest/fees.

Item B. The attached abatement was reviewed, and the property was inspected by Todd Haywood, RES, CNHA of Granite Hill Municipal Services on August 15, 2022.

Suggested Motion: This abatement application is for a single-family home on a .170-acre site. The Assessor reviewed the application and determined the upstairs shower was inoperable, there are very steep narrow stairs which warranted an adjustment for functional obsolescence. After adjustments, the assessment was reduced by \$15,500, from \$318,400 to \$302,900. The Assessor recommends approval of a corresponding abatement request. Therefore, I move to approve an abatement for Tax Year 2021 for Map 017, Lot 111-000 in the amount of \$330.00 plus any applicable interest/fees.

Veteran Tax Credit

Item C. I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2023 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2023 for Map 007, Lot 033-013.

MS-1 2022 Summary of Valuation

Item D. The 2022 MS-1 form is attached for the Board to review and sign. I have reviewed the MS-1 which is ready to submit to the Department of Revenue.

Suggested Motion:

The Assessor has reviewed and approved the 2022 MS-1 Summary of Valuation. Therefore, I move to approve and sign the Department of Revenue MS-1 Summary of Valuation for 2022.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

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



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Baboosic Lake Community Septic Warrants

Department: Tax Collector

Meeting Date: August 22, 2022

Staff Contact: Gail Stout

BACKGROUND INFORMATION:

The Baboosic Lake Community Septic Warrants due for October 1, 2022 are being submitted for the Board's approval as follows:

Phase I	\$ 2,042.52
Phase II	\$ 5,406.30
Phase III	\$ 6,667.47
Phase IV	\$ 4,748.25

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Please approve and sign.

SUGGESTED MOTION:

I move to approve and sign the Baboosic Lake Community Septic Warrants due for October 1, 2022 as follows:

Phase I	\$ 2,042.52
Phase II	\$ 5,406.30
Phase III	\$ 6,667.47
Phase IV	\$ 4,748.25

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. BLCS Warrants Aug 22 2022



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov
Tel. (603) 673-6041 ext. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase I quarterly invoice for the properties included in the attached list, amounting in all to the sum of Two Thousand, Forty-two Dollars and Fifty-two Cents (\$2,042.52).

With interest at eight (8) percent per annum from the 1st day of October, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 22nd day of August, 2022.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

Board of Selectmen, Amherst, New Hampshire

SEPTEMBER 2022 QUARTERLY SEPTIC INVOICE
PHASE I

ACCT#	PHASE I OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE OCTOBER 1, 2022	
304	Eric James Beiswenger	71 Broadway Amherst, NH 03031	71 Broadway	25-1	\$	170.21
3270	Donald R. Robbins Pauline L. Robbins	4 West Street Amherst, NH 03031	4 West Street	25-2	\$	170.21
3664	Duarte, Paige M.	6 West Street Amherst, NH 03031	6 West Street	25-3	\$	170.21
4118	James E. McGinness Gail B. Coad	8 West Street Amherst, NH 03031	8 West Street	25-4	\$	170.21
689	Dorothy A. Larson Walter R. Collins, ETAL	8 Whippoorwill Drive Gales Ferry, CT 06335	10 West Street (Front Bldg)	25-5	\$	170.21
689	Dorothy A. Larson Walter R. Collins, ETAL	8 Whippoorwill Drive Gales Ferry, CT 06335	10 West Street (Rear Bldg)	25-5	\$	170.21
1430	Christopher S Judson Victoria M. Judson	16 West Street Amherst, NH 03031	16 West Street	25-8	\$	170.21
1097	Benjamin Millina	P.O. BOX 324 Amherst, NH 03031	7 Washer Cove	25-24	\$	170.21
3520	Kay E. Anderson	8 Washer Cove Amherst, NH 03031	8 Washer Cove	25-15	\$	170.21
369	Bruce Bowler Lynn Stratton	P. O. Box 117 Amherst, NH 03031	11 Washer Cove	25-22	\$	170.21
1552	Robert C. Houvener Lisa M. Houvener-Dimare	9 Emerson Lane Hollis, NH 03049	13 Washer Cove	25-21	\$	170.21
1113	Gary Kalajian Tami Kalajian	24 Nourse Street Arlington, MA 02474	15 Washer Cove	25-19	\$	170.21
WARRANT TOTAL:					\$	2,042.52



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase II Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Five Thousand, Four Hundred, Six Dollars and Thirty Cents (\$ 5,406.30).

With interest at eight (8) percent per annum from the 1st day of October, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 22nd day of August, 2022.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

Board of Selectmen, Amherst, New Hampshire

SEPTEMBER 2022 QUARTERLY SEPTIC INVOICE
PHASE II

ACCT #	PHASE II OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE OCTOBER 1, 2022
1322	Alexander D. Madsen	60 Broadway Amherst, NH 03031	60 Broadway	25-96	499.97
2321	William S. MacKay Jr. Anne M. MacKay	32 Old Stagecoach Rd. Tewksbury, MA 01876	57 Broadway	25-51	539.38
2234	Carmen Losanno Judith Losanno	61 Redfield Circle Derry, NH 03038	58 Broadway	25-86	499.97
258	David Berube	P.O. Box 68 Milford, NH 03055	59 Broadway	25-50	539.38
2322	Catherine Barry	1 Norton Street Amherst, NH 03031	1 Norton Street	25-95	499.97
819	Woroski, Jodi	53 Broadway Amherst, NH 03031	53 Broadway	25-53	540.25
1121	Harrington, Justin Allen Firestone, Samantha	66 Broadway Amherst, NH 03031	66 Broadway	25-99	540.55
1245	Kara Bouchard	68 Broadway Amherst, NH 03031	68 Broadway	25-100	540.55
1158	Parker-Christou, Melissa & Parker-Christou, Christopher	55 Broadway Amherst, NH 03031	55 Broadway	25-52	540.25
241	Robert Bartis	86 Broad St. Hollis, NH 03049	3 Clark Avenue	25-49-2	666.03
WARRANT TOTAL:					5,406.30



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase III Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Six Thousand, Six Hundred Sixty-seven Dollars and Forty-seven Cents (\$ 6,667.47).

With interest at eight (8) percent per annum from the 1st day of October, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 22nd day of August, 2022.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

Board of Selectmen, Amherst, New Hampshire

SEPTEMBER 2022 QUARTERLY SEPTIC INVOICE PH III

ACCT#	PHASE III OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE OCTOBER 1, 2022
3236	Kurt J. Sweetser Corrine Bouchard	8 Clark Ave. Amherst, NH 03031	8 Clark Ave.	25-31	469.99
3239	Richard & Ellen Fallon	9 Clark Ave. Amherst, NH 03031	9 Clark Ave.	25-48	465.6
530	William H. Greenwood III Nancy A. Greenwood	P.O. Box 1054 Amherst, NH 03031	10 Clark Ave.	25-32	469.99
3667	Philip G. Strickland	72 Broad Meadow Dr. Lunenburg, MA 01462	11 Clark Ave.	25-47	465.6
2864	Jeffrey & Patricia Affeldt	4 Hillary Ln. Westfield, MA 01085	13 Clark Ave.	25-43	438.99
3207	Wayne Dykstra	14 Clark Ave Amherst, NH 03031	14 Clark Ave	25-34	591.17
2865	Cullen, Susan B. & Michael T.	424 Buxton St. North Smithfield, RI 02896	15 Clark Ave.	25-46	438.99
222	James Beatty Winona Beatty	4895 Bonita Beach Rd. #303 Bonita Springs, FL 34134	17 Clark Ave.	25-45	588.81
23	Jeffrey Affeldt	4 Hillary Ln. Westfield, MA 01085	19 Clark Ave.	25-44	535.01
303	Michael A. Swabowicz Wendy A. Swabowicz	20 Clark Avenue Amherst, NH 03031	20 Clark Ave.	25-37	464.31
2760	Doris Miller Michael P. Neveu	105 Valhalla Dr Milford, NH 03055	24 Clark Ave.	25-39	464.31
756	Szakacs, Juliana Topham, Donald	34 Walnut Hill Road Amherst, NH 03031	28 Clark Ave.	25-40	424.90
716	David & Ellen Constant	100 Lund Road Nashua, NH 03060	32 Clark Ave.	25-42	424.90
758	Eleanor Corriveau	702 Ocean Ave. New Smyrna Beach, FL 32169	34 Clark Ave.	25-105	424.90
WARRANT TOTAL:					6,667.47



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase IV Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Four Thousand, Seven Hundred, and Forty-eight Dollars and Twenty-five Cents (\$ 4,748.25).

With interest at eight (8) percent per annum from the 1st day of October, 2022 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 22nd day of August, 2022.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

Board of Selectmen, Amherst, New Hampshire

SEPTEMBER 2022 QUARTERLY SEPTIC INVOICE
PHASE IV

ACCT#	PHASE IV OWNERS	MAILING ADDRESS	PROPERTY ADDRESS	M/L	QUARTERLY INVOICE DUE OCTOBER 1, 2022	
2101	William & Dorothy Larson	8 Whippoorwill Drive Gales Ferry, CT 06335	37 Broadway	25-61	\$	520.78
3881	Kevin M. Corriveau	24 Milford Street Amherst, NH 03031	24 Milford St.	24-10	\$	520.78
3773	Gary P. O'Neil Barbara M. O'Neil	15 Reservoir Drive Gardener, MA 01440	41 Broadway	25-59	\$	639.42
1098	Leslie Brenker	18 Valleycrest Trail Nashua, NH 03060	43 Broadway	25-58	\$	521.01
3945	Robert T. Lemieux	39 Broadway Amherst, NH 03031	44 Broadway	25-64	\$	521.01
3508	Richard Barritt	34 Suncook Terrace Merrimack, NH 03054	48 Broadway	25-66	\$	479.13
3101	McCarthy Trustee, Thomas III McCarthy Trustee, Susan	50 Broadway Amherst, NH 03031	48A Broadway	25-67	\$	479.13
3477	Theresa M. Cheslock	6 Milford Street Amherst, NH 03031	6 Milford St	25-72	\$	479.13
5	Yon, Deborah Ganem	19 West Street Amherst, NH 03031	19 West St	25-16	\$	587.86
WARRANT TOTAL:					\$	4,748.25



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, PR and Minutes

Department: Administration

Meeting Date: August 22, 2022

Staff Contact:

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 \$261,551.59 dated August 11, 2022, subject to review and audit.

PR2~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$1,103.42 dated August 11, 2022, subject to review and audit.

Accounts Payable

AP3 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$42,258.49 dated August 17, 2022, subject to review and audit. (NH DMV)

AP4 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$540,539.78 dated August 16, 2022, subject to review and audit. (Vendors)

Minutes

~ I move to approve the Board of Selectmen meeting minutes of August 4, 2022.

~ I move to approve the Board of Selectmen meeting minutes of August 8, 2022.

~ I move to approve the Board of Selectmen meeting minutes of August 15, 2022.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2022.08.04 BOS_DRAFT-SITE WALK
2. 2022.08.08 BOS_DRAFT_MINUTES dp
3. 2022.08.15 BOS Meeting Minutes, DRAFT JS



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Site Walk – 32 and 34 West Street
Thursday, August 4, 2022, 2:00PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 2:00 p.m.

3
4 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo, and
5 Selectman Tom Grella

6
7 Other persons present during the site walk: Town Administrator Dean Shankle; Craig Fraley,
8 Recreation Department Director; and owner of 13 Washer Cove, Robert Houvener

9
10 **2. Site viewing of 32 and 34 West Street**

11 Mr. Houvener guided those present about the area, pointing out his understanding of property
12 lines in the area, paying particular attention to 13, 11, and 9 Washer Cove, Town-owned lots
13 #25-28 and #25-29, and the unnamed Town rights of way which abut these parcels. Mr.
14 Houvener also answered clarifying questions pertaining to boundaries and history of the
15 land. The Board did not entertain any arguments for or against Mr. Houvener's pending
16 request of the Board to relinquish what he describes as paper streets, nor did the Board discuss
17 the merits of Mr. Houvener's request.

18
19 *The meeting was adjourned at 2:28pm.*

20
21
22
23 _____
 Selectman Danielle Pray

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, August 8, 2022, 6:30PM

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

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

1. Call to Order

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

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

3. Citizen's Forum – none

4. Scheduled Appointments - none

5. Administration

5.1 General Administrative Updates

Town Administrator Shankle explained that he received the contract document from Pennichuck regarding the waterline project on Friday. Bids for materials were received from four companies, with a low bid of approximately \$30,000. This low bid has been authorized so that materials may be received by October.

Town Administrator Shankle also stated that the Town has received its quarterly franchise fee payment of approximately \$53,000. This is based on usage. The entire Town is also now covered by Comcast. An original franchise agreement with Comcast was not signed, as parts of Town were previously not covered. He is working to reactivate the Broadband Committee in order to get this agreement signed.

Town Administrator Shankle stated that the Hawkers, Peddlers, and Vendors ordinance states that the Board will act on applications received within 14 days. This may need to be amended, as the Board currently only meets once every two weeks. A recent application would not have been able to be acted on within the 14-day time period, and so the applicant was sent a pending permit, with solicitation restricted to the days and hours previously used by the Board for approved permits.

Town Administrator Shankle explained that the well pump, wiring, and expansion tank for Joshua's Park and the community gardens recently broke and is not fixable, per Skillings & Sons. As this is the only water source for the community gardens and the recently replanted trees at the playground, he recommended that the Board waive the competitive bidding

process and award the bid to Skillings & Sons to fix the items at a cost of \$8,022.19. It was noted that Skillings & Sons was the company who originally installed this equipment. While it is unknown how this quote compares to other bids, it is likely in the ballpark.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to authorize Town Administrator Shankle to sign the contract with Skillings & Sons, and waive the competitive bidding process, due to the emergency nature of this item.

Discussion:

Selectman D'Angelo suggested that the Town could ask Skillings & Sons to inspect the work originally done and consider compensation to the Town if the original items were not properly installed, leading to this issue.

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.

Town Administrator Shankle explained that the normal Block Grant for the Town is estimated to be awarded at \$335,366 for FY23. There will be an extra approximately \$282,000 awarded to this Town this year as well.

Town Administrator Shankle noted that he received the contract from Sanborn Head regarding the focused site investigation today and will be reviewing it shortly. He is also working to put together the budget timeline with Executive Assistant, Jennifer Stover. Mike Akillian recently completed a training with Department Heads regarding updating and tightening their Strategic Plans.

In response to a question from Selectman Stoughton regarding the Town's grant application to the State for PFAS remediation, Town Administrator Shankle stated that he has contacted DES but not yet heard back. The State did open its rebate program for all others effected by PFAS last Monday. Town Administrator Shankle stated that he has also not yet received any new PFAS test results for properties near the Fire Station.

In response to a question from Selectman Grella, Town Administrator Shankle explained that the scope of work from Pennichuck to these properties near the Fire Station includes the price to run the water line from the road to each individual house, connect each house to the current system, disconnect the wells on each property and/or allow the wells to continue to be used for watering, if owners so choose.

6. Staff Reports

6.1 Hire of Assistant Clerk, Town Clerk's Office

A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to authorize the hiring of Chelsea Borden as the Assistant Clerk, at grade 3 step 4.

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.

6.2 Hiring of EMS Personnel

85 A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to
86 authorize the hiring of Advanced EMT Craig Conant, Advanced EMT Isaiah Fogg, and EMT
87 Alayna O'Kelley, as recommended by the Fire Chief, at the associated grades and steps..
88 Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
89 Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.
90

91 **6.3 Hiring of Call Firefighters**

92 A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to
93 authorize the hiring of call firefighters Peter Brown, Oliver Frates, and James Moore, as
94 recommended by the Fire Chief, at the associated grades and steps..
95 Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
96 Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.
97

98 **6.4 Lead Transfer Station Attendant Pay Grade Change**

99 DPW Director Eric Slosek explained that there are five positions at the Transfer Station,
100 including four part-time positions and one full-time position. The full-time position is the
101 Lead Transfer Station Attendant. In April 2019, the Lead Attendant position was downgraded
102 from paygrade 7 to paygrade 4. He does not believe that paygrade 4 accurately reflects the
103 responsibilities of this position. The Lead Attendant position is responsible for the daily
104 oversight, direction, and training of the part-time attendants and employees assigned to cover
105 shifts at the Transfer Station. This position is required to regularly operate the loader, a piece
106 of light equipment, to accomplish various tasks. Light equipment operators in the Highway
107 Department are paid at grade 7. This position is also responsible for calling in inventory
108 counts and coordinating load pickups with vendors. Lastly, this position is responsible for
109 routinely answering questions from residents, making decisions, monitoring for user permits,
110 explaining rules to residents, and keeping up with the ever-changing solid waste industry.
111 He recommended that this position be restored to paygrade seven as it was prior to April
112 2019. The FY23 budget can accommodate this change without there being an overage.
113

114 In response to a question from Selectman D'Angelo regarding why this position was
115 downgraded in the first place, DPW Director Slosek explained that the argument was made
116 that the responsibilities of this position did not match a paygrade 7. Also, the part-time
117 attendants felt there was too large of a disparity between their paygrade 2 and a paygrade 7 for
118 this position. Part-time attendants have since been upgraded to a paygrade 3.
119

120 The Board praised DPW Director Slosek for this leadership and attention to his employees.
121

122 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to
123 accept the proposed change to move the Lead Transfer Station Attendant paygrade from
124 grade four to grade seven on the Amherst full-time wage scale.

125 Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye;
126 Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.
127

128 **6.5 Transfer Station MSGP H2O Sample Update**

129 DPW Director Slosek noted that, during the quarterly sample conducted on May 19, 2022, the
130 sample at the Transfer Station was found to exceed four threshold parameter levels, for
131 aluminum, copper, zinc, and Total Suspended Solids (TSS). The EPA considered this an

Action Level Event and Hoyle Tanner has been helping the Town through this process. It is believed that these exceedances are likely due to the unlined portion of the landfill. The three catch basins on site all drain to a single discharge point, where the sample was collected. In trying to identify which of the catch basins contributed to these exceedances, it has been difficult to collect water samples due to current drought conditions. One of the catch basins, near the paved parking lot of the site was able to be sampled and there was no indication of exceedances from this location. Attempts to sample the other two sites will continue.

DPW Director Slosek explained that one of the potential solutions to the problem, per Hoyle Tanner, will be to fill the basins if they are no longer needed.

In response to a question from Selectman Grella, DPW Director Slosek stated that they have not yet sampled the lined portion of the landfill or the stream across the street from the Transfer Station for comparison.

In response to a question from Chairman Lyon, DPW Director Slosek explained that, if the water samples further exceed the thresholds during the next quarterly collection, this would trigger a next level event from the EPA with new criteria for the Town.

6.6 TF1 Bridge Closure Update

DPW Director Slosek explained that Hoyle Tanner has been working with EDM Construction, which is a regular supplier for temporary bridges in the State. EDM has supplied the Town with potential pricing for both rented and purchased 1 and 2-lane temporary bridges. The price difference between renting and purchasing these bridges seems nominal. He and Hoyle Tanner recommend that the Town purchase a temporary 2-lane bridge. Due to the resale value of these temporary bridges, the Town may be able to recoup almost all of the purchase price, if it decides to sell it in the future. He noted that some of the site work will include raising Thornton Ferry Road I approximately 1'-2'. Some of the work will be able to be completed by the DPW. He explained that the design/engineering of this project will be through a State 80/20 match. There are other potential funding opportunities for the bridge through the State. Purchasing this bridge could also allow it to be used for other bridge projects throughout Town, such as the Brook Road bridge. If traffic signals are needed for the temporary bridge, this could add an additional approximately \$50,000 to the project cost.

Selectman Pray asked DPW Director Slosek to look into the differences in timeframes for purchasing versus renting a temporary bridge.

In response to a question from Selectman Stoughton, DPW Director Slosek explained that the temporary bridges are designed the same as an interstate bridge, and thus there are no weight limits on them. All of the Town's emergency equipment will be able to use the temporary bridge. The temporary bridge will have a wooden deck and will be treated during the winter by the Town in the same way that it treats other bridges. If the Town purchases a temporary bridge, it will be able to find a location in Town to store it, when not being used.

Selectman Grella suggested that DPW Director Slosek look into using the temporary bridge in a way to lessen the closure time of the road during the transfer from one bridge to the next. DPW Director Slosek noted that a 2-lane temporary bridge could also be used to a permanent

bridge replacement too, if needed. 100% of the construction costs for a permanent replacement bridge in this area would be borne by the State.

In response to a question from Chairman Lyon, DPW Director Slosek stated that this item will be put out to bid. He will also reach out to other communities to see if any have a temporary bridge available for purchase.

Chairman Lyon asked that DPW Director Slosek look into the lifetime of a temporary bridge if used as a permanent replacement.

6.7 SB401 Block Grant Funds Update

DPW Director Slosek explained that the Town will be receiving an extra approximately \$282,000 through the Block Grant this year. These funds are to be used for roads, or road-related purposes, including obtaining equipment to maintain roads. Additional funds are also being provided to the Town from the State for bridges at a total of \$259,238. The Town will need to accept this as unanticipated revenue at a public hearing. These funds cannot be used to supplant already budgeted funds but can be used to complete extra projects. The bridge funds could be used to help toward the purchase of a temporary bridge. In terms of the road-related funds, DPW Director Slosek suggested a number of projects such as the middle portion of Amherst Street, reclaiming and repaving the section of Mont Vernon Road between Green Road and the Mont Vernon town line, work on Eaton Road, work on lower Mack Hill Road, and/or paving of the DPW yard and Transfer Station.

In response to a question from Selectman Stoughton, Finance Director Debbie Bender stated that the Town has two years, FY23 and FY24, to spend these funds.

Selectman Stoughton stated that he would like to see the DPW use the same algorithm it applies toward road maintenance in deciding how to expend these funds. This includes looking for long-term projects to spend this money on. He is unsure if Amherst Street is the best way to spend these funds.

DPW Director Slosek noted that, while Amherst Street looks to be in good shape, its pavement is 11-12 years old, and it is a few years away from rapid deterioration. A primary reason he included this road on his list is to address the travel lane widths in the west bound lane heading toward Milford to make it safer.

Selectman D'Angelo stated that he believes it could be a good idea to redo this section of Amherst Street, so that the entire road will be roughly the same age.

In response to a question from Selectman D'Angelo, DPW Director Slosek stated that the DPW does not do an annual inventory of the Town roads, but that NRPC completes an extensive study every 5 years.

DPW Director Slosek asked if the Board would approve appropriation of a certain amount of the extra funding in order for Continental to begin work on the section of Amherst Street.

Selectman Stoughton stated that he is concerned with obligating these funds before holding a public hearing to accept them. Selectman Stoughton stated that, if there is adequate money in

the DPW budget to do this work, he is okay moving forward with the understanding that some of the extra funding from the State could probably be used, if needed.

7. Approvals

7.1 AP, Payroll, Minutes

Payroll

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$320,754.66 dated July 28, 2022, subject to review and audit.

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY23 Payroll Manifest in the amount of \$3,607.41 dated August 4, 2022, subject to review and audit.

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.

Accounts Payable

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 \$28,820.07 dated August 2, 2022, subject to review and audit. (NH DMV)

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 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 \$3,260,150.00 dated August 1, 2022, subject to review and audit. (Schools)

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 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 \$689,178.85 dated August 2, 2022, subject to review and audit. (Vendors)

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 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 \$108,621.88 dated August 2, 2022, subject to review and audit. (Vendors)

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 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 25, 2022, as amended.

Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye; Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.

273 **10. Action Items**

274 The Board reviewed its action items.

275
276 **11. Old/New Business**

277 Selectman D'Angelo stated that the Joint Facilities Advisory Committee will be meeting on
278 Tuesday at 6:30pm at the Brick School. It will also lead a tour of the Souhegan High School
279 on Thursday at 3pm.

280
281 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
282 *adjourn the meeting at 8:23pm.*

283 *Roll Call Vote: Selectman Pray – aye; Selectman D'Angelo – aye; Selectman Grella – aye;*
284 *Chairman Lyon – aye; and Selectman Stoughton – aye; 5-0-0; motion carried unanimously.*

285
286 **NEXT MEETING: Monday, August 22, 2022**

287
288
289 _____
290 *Selectman Danielle Pray*

Date



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, August 15, 2022, 2:00PM

1 **Call to Order**

2 Chairman Peter Lyon called the meeting to order at 2:00 p.m.

3
4 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,
5 Selectman Tom Grella, and Selectman Danielle Pray

6
7 Other persons present during Workshop: Town Administrator Dean Shankle, Department
8 Heads Chief Mark Reams, Chief Matt Conley, Amy Lapointe, Debbie Bender, Gail Stout, Nic
9 Strong, Craig Fraley, Executive Assistant Jennifer Stover, and facilitator Mike Akillian.

10 **Workshop**

11
12 Mike Akillian shared a Power Point as a tool for guiding the Board discussion of the Board of
13 Selectmen's Strategic Plan in an effort to review "quality of life" priorities. There was a
14 decision to not include the schools and education in the assessment.

15
16 The Board was led through a series of eight broad categories and were asked for their
17 individual thoughts. Each Selectman identified the category as a green, yellow, or red level of
18 concern.

19
20 **Public Health and Safety (PD, FIRE, DPW)**

21
22 Tom Grella (TG): Green; "we have 24 hour a day coverage"
23 Danielle Pray (DP): Green; with concern regarding enforcement of zoning issues
24 John D'Angelo (JD): Green; but has questions about EMS/Fire staffing numbers
25 Bill Stoughton (WS): Green; concerned about missing single point of failure, being prepared
26 for a catastrophic event, and concerned about recruiting and retaining personnel (Peter Lyon
27 commented this is a discussion point that should be revisited)
28 Peter Lyon (PL): Green

29
30 **Infrastructure (including cemeteries, technology, buildings)**

31
32 DP: Green; questions about technology, ransomware attacks, digitization of records
33 JD: Yellow; questions about updated computer technology, water and sewer issues
34 WS: Yellow; so much is old and in need of work, we have improvement on roads but more
35 needs to be done, more improvement with bridges- constant surprises, need for space for
36 personnel and records, need to be planning for the future of our infrastructure
37 TG: high yellow
38 PL: Green; tech is good, roads and bridges are a concern

Financial Condition (Do we have the money to pay our bills, do we have debt, etc.)

JD: Green; we have money in the bank, are paying our bills on time, getting better at understanding our financial status, almost out of debt
WS: Green; overall tax rate is high (not municipal), ability to manage inflation
TG: Green; almost done with road debt
DP: Green; Finance is in better shape, tax collection is in good shape, not talking about affordability
PL: Green; still have a ways to go- property taxes and affordability overall, concerned about school tax piece

Community Services (to both residents and business)

WS: Yellow; not Departments, but state mandates, personnel, enforcement- violations of our own rules
TG: Yellow; Signs, ordinances need to be looked at
JD: Yellow; good at basics, no community center, no senior center, no local transportation services
DP: Green; We offer a lot through Rec and the Library, yellow for personnel and state mandates
PL: Green; good things happening at counters in all departments, code enforcement, staffing issues, communication needs improvement, getting the news out

Town Character/Heritage

TG: Green; increase in challenges to HDC
DP: Green; good progress driven by zoning and Master Plan
JD: Green; we are doing as good as we can, struggling for direction
WS: Green; strength in our volunteers and our committees, we need to support them
PL: Green

Environment

DP: Green; PFAS issues
JD: Yellow to red; PFAS, milfoil, blue-green algae at Baboosic, issues with water tests in the Souhegan River; MS4 plan is in place, and Baboosic Lake septic system has made a big difference
WS: Yellow; same comments as John
TG: Yellow; irrigation difficulties and the drought concerns
PL: Yellow; mainly PFAS issue

Housing (thoughts must be conveyed to Planning Board)

JD: Yellow, moving to red; school taxation and affordability, what happens if we lose our Volunteer Fire Department if no young people can live in town? There is nothing for empty nesters to downsize to

WS: Yellow; we have an ordinance that allows for higher density, need clear consensus for future housing, have left to free market but we should have our own plan
TG: Yellow; affordable for fixed income?
DP: Yellow; affordability for long-time residents, no where for them to go
PL: Yellow; look at ordinances, free market but do more for diversification

Recreation (not just the Rec Department and the Library)

WS: Green
TG: Green; concerts on the green well attended, lots of 5ks
DP: Green; trails and open space, offerings at the library and rec department are broad
JD: Yellow; flat field shortage, never replaced lost baseball diamond
PL: Green

Priorities

WS: Environment, Infrastructure
TG: Environmental, Housing
JD: Infrastructure, Community Services, what can we influence with Housing?
DP: Housing, Infrastructure, Community Services
PL: Infrastructure, Environmental, and don't want to lose sight of Public Safety importance

The Department Heads were asked for their comments and questions with about 30 minutes of the two-hour session remaining.

Mike Akillian reviewed for the Selectmen Strategic Plan discussion points shared at a previous meeting with the Department Heads points including comparable data, the risks of not taking certain action, SWOT including follow-up action, and a comprehensive PowerPoint.

Matt Conley commented that this was a good first step and it was helpful to hear the Board's priorities.

Nic Strong asked for some clarification on budget related to personnel and care of staff and volunteers.

Chair Peter Lyon asked Mike Akillian if those concerns should be part of the strategic plan. Mike replied that the value/cost matrix should be applied. Nic commented that without volunteers and employees, "none of this works". Selectman Bill Stoughton said that if there are issues attracting and retaining employees, he wanted to hear about it. Chair Peter Lyon responded that challenging decisions would have to be made, and that we need to make sure that we are taking care of the staff we have right now or we will find ourselves spending time hiring.

Town Administrator Dean Shankle asked Mike for clarification of Selectmen priorities and a time for them to discuss the individual comments and come up with a list of comprehensive priorities for the Board of Selectmen.

Nic Strong, Amy Lapointe and Craig Fraley asked if a template was going to be shared and Dean Shankle said he would share it the following day.

Mike Akillian reminded the Department Heads that there “needed to be enough meat for the Board to understand their Strategic Plan” and that their Strategic Plan was based on the priorities set by the Board of Selectmen. This is the direction we are headed with the Strategic Plan process.

The Selectmen agreed to find a time to meet again to further discuss individual perspectives and identify Board priorities. After a discussion of availability, Chair Peter Lyon determined that the Board would reconvene August 19, 2022 at 2:00pm to continue this discussion.

A MOTION was made by Selectman D’Angelo and SECONDED by Selectman Grella to adjourn the meeting at 4:16pm.

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

NEXT MEETING: Friday, August 19, 2022

Selectman Danielle Pray

Date