



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room  
2 Main Street  
**MONDAY, MAY 9, 2022 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Amherst Lions Proclamation**
  - 4.1. Celebrating 50 years of service
- 5. Committee Appointment**
  - 5.1. Joseph Broderick, Recreation Commission
- 6. Scheduled Appointments**
  - 6.1. Hoyle Tanner Bridge projects presentation
  - 6.2. Jason White, Amherst School Board Liaison
  - 6.3. Chris Buchanan, Bicycle and Pedestrian Committee Updates
  - 6.4. Lindsay Buchanan and Chris Buchanan, Use of Town Common request, Amherst German Christmas Market Dec.10, 2022
- 7. Administration**
  - 7.1. Administrative Updates
  - 7.2. Gold Award Proclamation, Amanda Fuller
  - 7.3. Amherst Village Traffic Circulation Study
  - 7.4. Locality Equipment Matching Program
- 8. Staff Reports**



- 8.1. Conceptual planning/master plan for Buck Meadow Fields
- 8.2. Parks and Recreation Quarterly Report
- 8.3. Finance Update
- 8.4. Park Bench Donation
- 8.5. Line Striping Bid
- 8.6. Stop Bars, Crosswalks, & Yield Markings Bid
- 8.7. Town Fuel oil/Propane Bids

**9. Approvals**

- 9.1. **Assessing**
- 9.2. AP, Payroll and Minutes

**10. Action Items**

**11. Old/New Business**

**Adjournment**

**Next Meeting: May 31, 2022**

You are invited to a Zoom webinar.

When: May 9, 2022 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85412484376>

Or Telephone: (646) 558-8656

Webinar ID: 854 1248 4376





**NOW COMES** The Town of Amherst through its Selectmen who hereby issue this  
**PROCLAMATION**

**WHEREAS:** The Motto of the Lions Club International is “We Serve” and the Amherst Lions Club is a valuable service club in the community; and

**WHEREAS:** The Amherst Lions Club has been serving the local community for 50 years beginning May 30, 1972: and

**WHEREAS:** The Amherst Lions Club serves to improve the local community with specific emphasis placed on service to the blind and visually impaired. In addition, the Amherst Lions Club supports numerous service agencies and charities including SHARE, Bridges and Anne Marie House through fundraising and volunteer efforts; and

**WHEREAS:** The Amherst Lions Club participates in a number of annual community events including the Holiday Baskets, the 4<sup>th</sup> of July Parade, beautification of the Bridge of Flowers and events to support local charities; and

**WHEREAS:** The Amherst Lions has cooked and served meals at our annual Pancake Breakfast and has flipped 50,000 pancakes, cooked over 32,000 sausages, and served over 20,000 cups of coffee in doing so; and

**WHEREAS:** The Amherst Lions Club has conducted thousands of eye and hearing screenings for Amherst students and residents and fundraises to provide eye exams and eyeglasses to people in need; and

**NOW, THEREFORE, THE TOWN OF AMHERST** offers this

**PROCLAMATION OF CONGRATULATIONS**

to the Amherst Lions Club in recognition of their 50<sup>th</sup> Anniversary of service to the community.

By its Board of Selectmen:

Peter Lyon

Tom Grella

John D’Angelo

William Stoughton

Danielle Pray







Town of Amherst, NH

## Volunteer Application

Board/Committee/Commission you wish to serve on: Recreation Commission

Applicant Name: Joseph Broderick

Residence Address: 32 Christian Hill Road, Amherst, NH

Mailing Address: Same

Telephone: [REDACTED] [REDACTED]

E-mail Address: jmbroder2004@gmail.com

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

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

Jackson Gore Inn COA - Vice Present (Active)

Jackson Gore Inn COA - Facility Committee Chair (Active)

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

Signature

12.8.2021

Date

**Please return this form and requested statements to:**

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

**or e-mail: [jstover@amherstnh.gov](mailto:jstover@amherstnh.gov)**



# Mont Vernon Road & Thornton Ferry Road Bridges, Amherst

Public Information Meeting Presentation  
May 9, 2022



Trusted Experts | Innovative Results



# Presentation Outline



Mont Vernon Road Downstream Headwall

- Presentation Goals
- Hoyle, Tanner & Associates, Inc.
- NHDOT Municipal Bridge Program
- Services Completed to Date
- Project Discussions
- Schedule
- Questions/Comments





# Presentation Goals

- Update the Town on project progress
- Discuss the preferred bridge alternatives
- Discuss next steps
- Solicit feedback and answer questions





# Who We Are

- NH Based Engineering Firm with over 30 Experienced Transportation Staff Members
- 100+ Municipally Managed Bridge Projects
- 12 Projects with Amherst in Last 10 Years
- Project Partners:
  - Headwaters Hydrology
  - Sanford Survey



# HOYLE TANNER





# NHDOT Municipal Bridge Program



- Process
  - Engineering Study (Complete)
  - Preliminary Design & Permitting (Current Phase)
  - Final Design
  - Bid Phase
  - Construction
- Main Requirements
  - 24 Foot Wide Roadway Minimum
  - HL-93 Design Load
  - 1 Foot Freeboard over Q50
- Funding Benefit
  - State 80% share
  - Town 20% share
- Construction Funding Available
  - Mont Vernon – FY 2023
  - Thornton Ferry – FY 2024



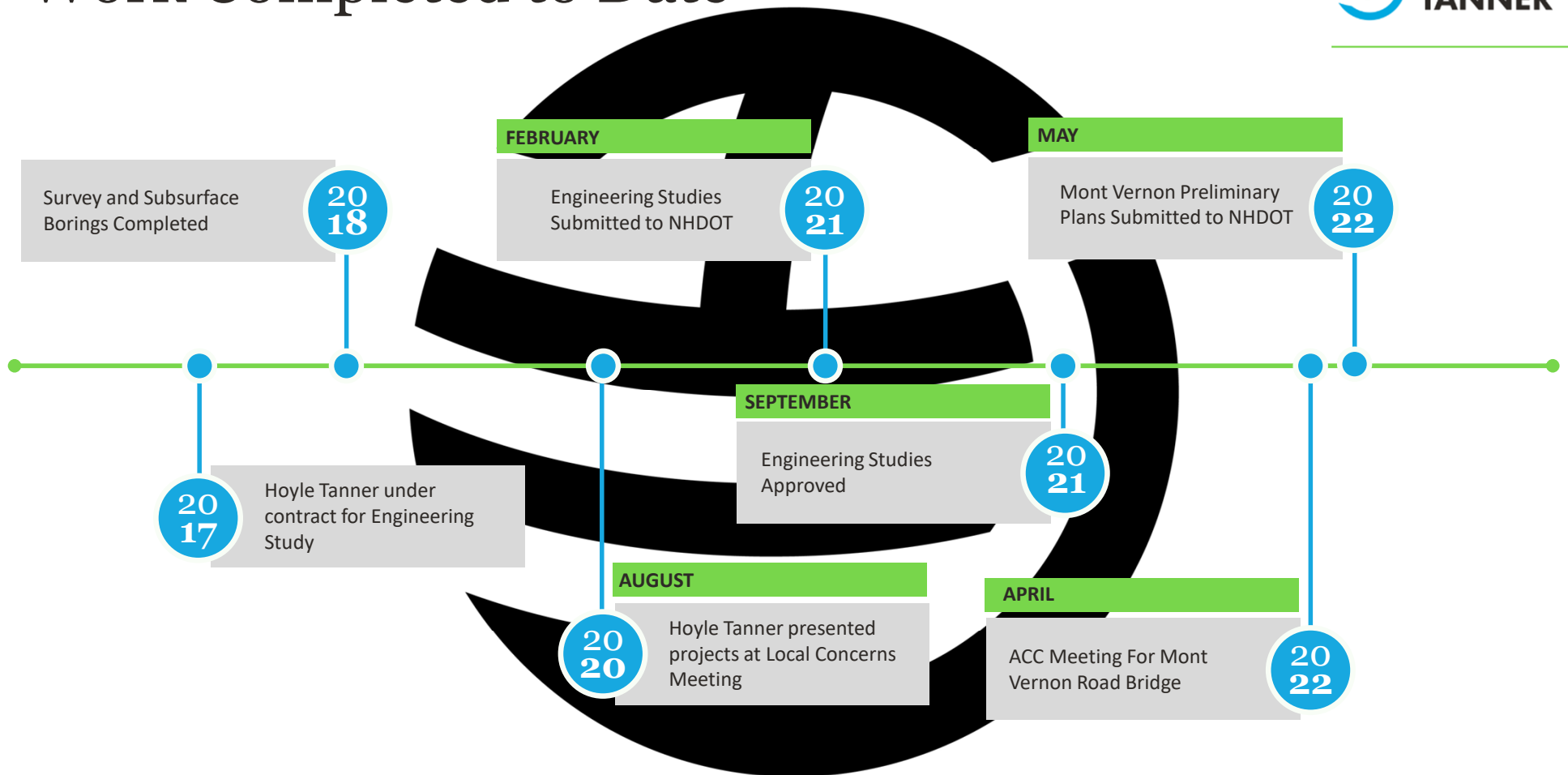
Thornton Ferry Road Bridge



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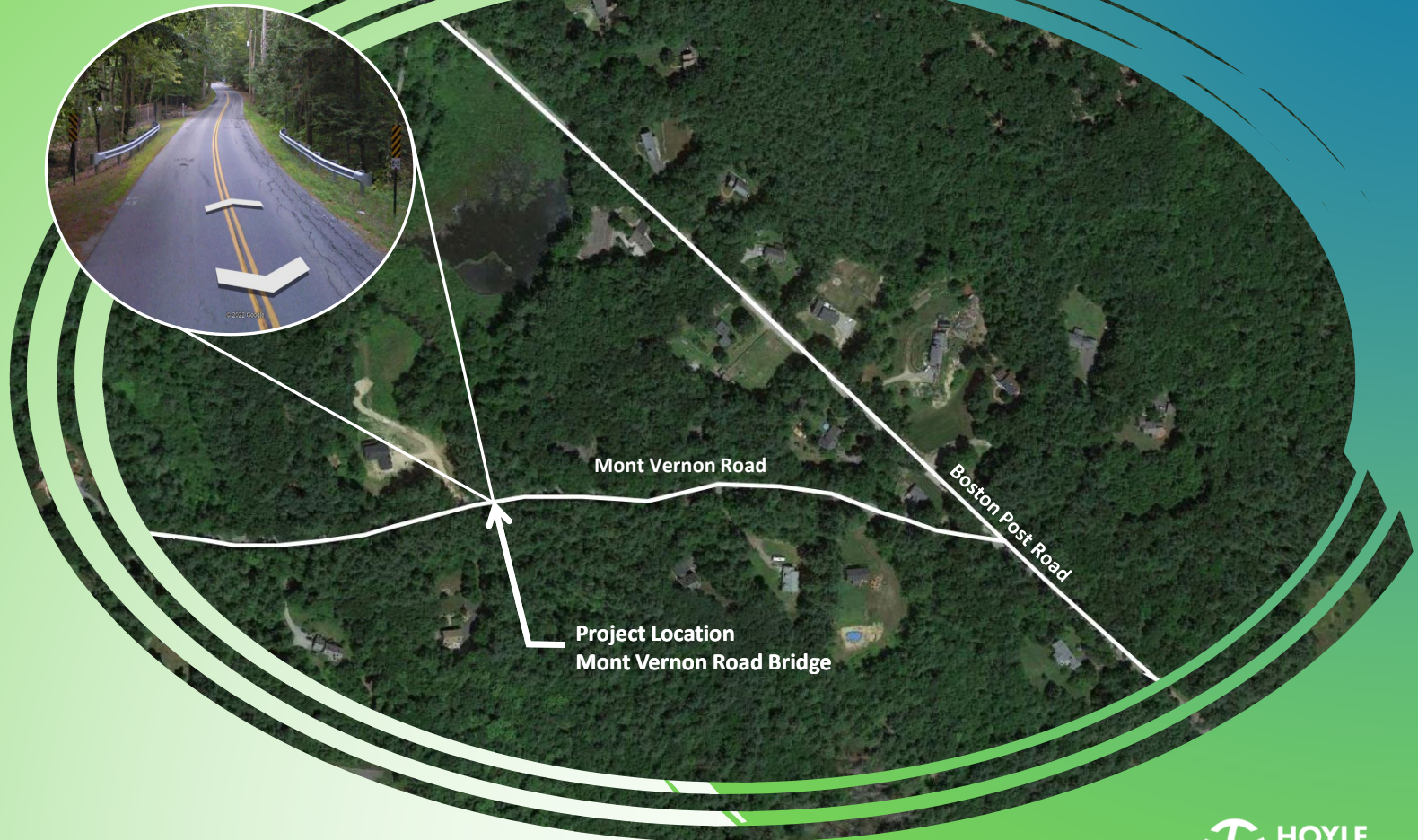
# Work Completed to Date



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# Mont Vernon Road





# Mont Vernon Road Existing Crossing

- Two 6' span by 4' rise corrugated metal pipe arch culverts
- Two lanes of traffic, 22' wide
- NHDES Designated Tier 3 Stream
- On the NHDOT Municipal Red-List with a rating of "Serious Condition"
- Hydraulically undersized



Upstream Headwall





# Mont Vernon Road Photos



Downstream Headwall  
Undercutting of Banks Visible



Closer View of Deterioration with Missing Mortar, Stones  
Shifting, Corrosion, and Undermining of CMPs





# Mont Vernon Replacement Bridge

- Precast Concrete Rigid Frame
  - 24' Span Bridge will meet the NHDES Wetland Rules
  - 75-year design life
  - Supports NHDOT legal loads
- Traffic managed with road closure and a 4.75-mile detour
  - Local Concern was to shorten construction duration. Utilizing precast concrete as much as practicable to shorten construction



Cider Mill Road Bridge, Bedford, NH  
(28' Span Bridge Pictured)

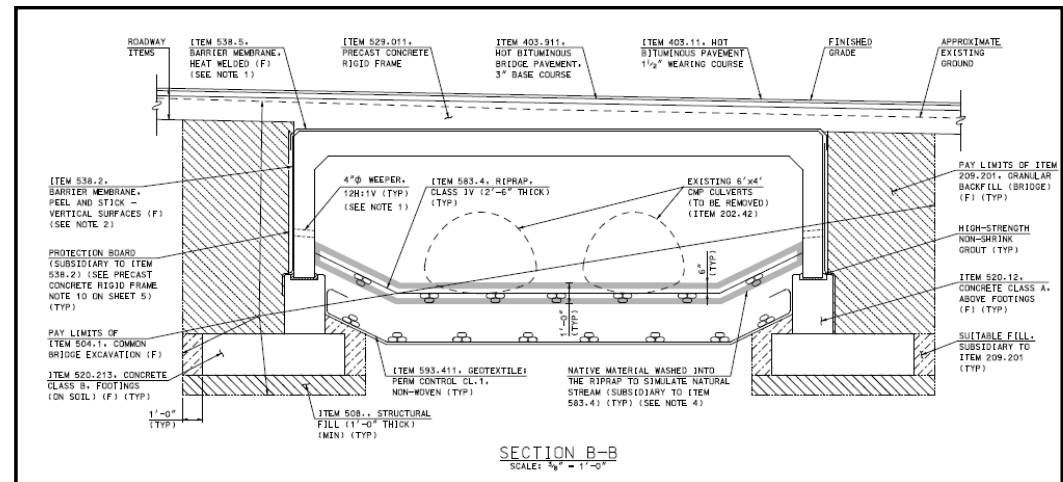




# Mont Vernon Replacement Bridge



- Erosion control during construction will be wildlife friendly
- Rip rap placed in the stream will be buried with native excavated material
- Natural stream bottom will be created
- Space will be provided on each side of the new bridge opening for wildlife to cross under the road above the water line
- Aquatic organism passage is enhanced with a wider opening



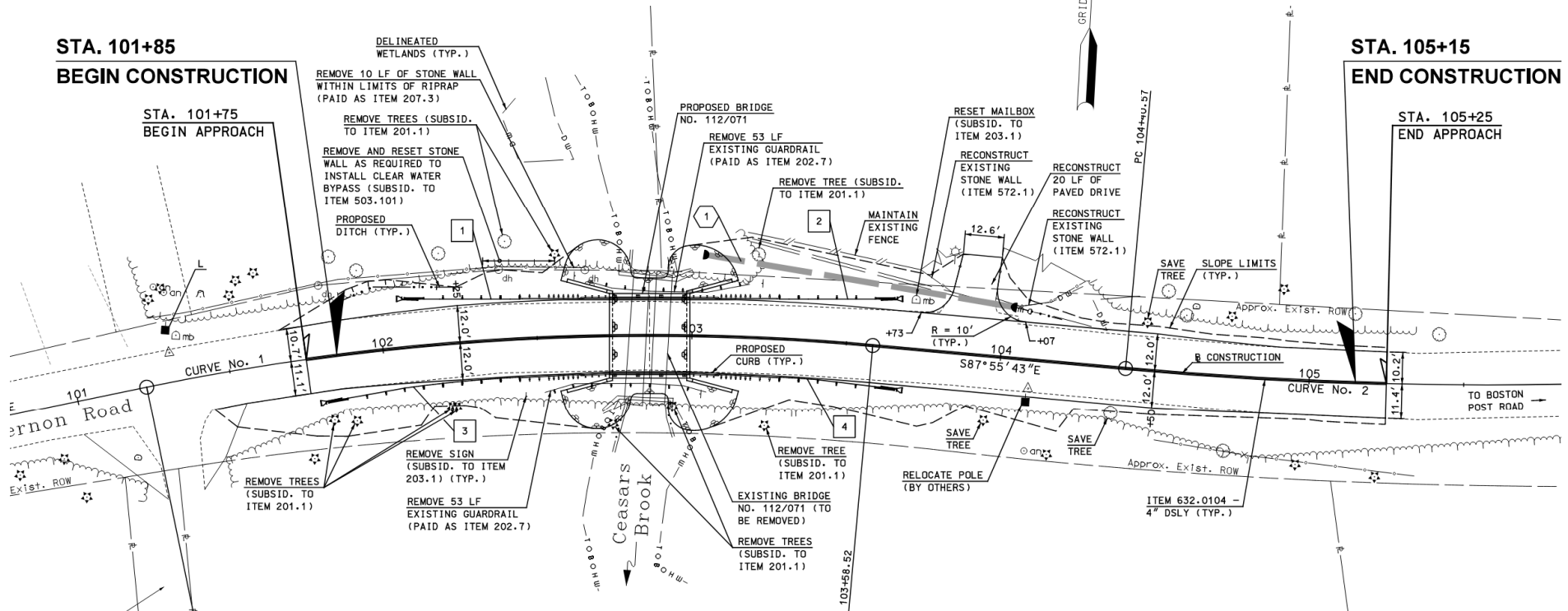
Cross Section of Proposed Bridge Showing Additional Space for Wildlife Passage

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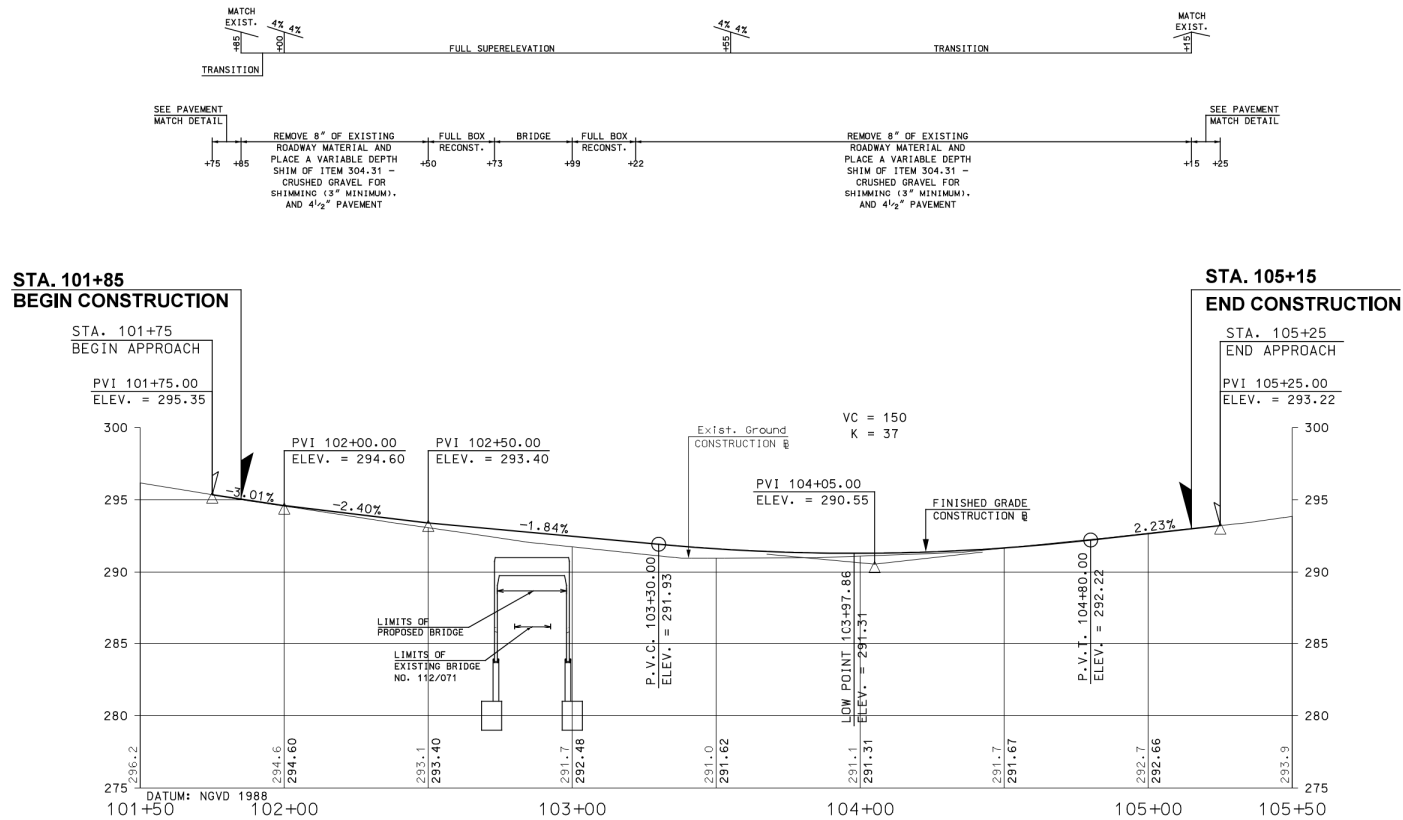
# Mont Vernon Replacement Bridge



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# Mont Vernon Replacement Bridge



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# Mont Vernon Project Schedule



- May 2022: Submit preliminary plans and wetlands permit
- May – August 2022: NHDOT plan review
- August – December 2022: Final design
- January 2023: Bidding
- Spring/Summer 2023: Construction

Project Funding Summary

	Local	State	Total
Project Total	\$206,000	\$824,000	\$1,030,000



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# Thornton Ferry Road





# Thornton Ferry Road Existing Crossing

- Two 8'-6" diameter corrugated metal pipe arch culverts
- Two lanes of traffic, 22' wide
- NHDES Designated Tier 3 Stream
- On the NHDOT Municipal Red-List with a rating of "Serious Condition"
- Hydraulically undersized
- North headwall collapsed in February 2018 and was repaired in September 2018



Collapsed Headwall



Repaired Headwall





# Thornton Ferry Replacement Bridge



- Precast Prestressed Concrete Deck Beams
  - 55' Span Bridge will meet the NHDES Wetland Rules
  - 75-year design life
  - Supports NHDOT legal loads
  - Low maintenance
- Traffic managed with road closure and a 5-mile detour
  - Local Concern was to shorten construction duration. Abutments utilize integral wingwalls to reduce number of concrete placements. Utilizes precast concrete superstructure



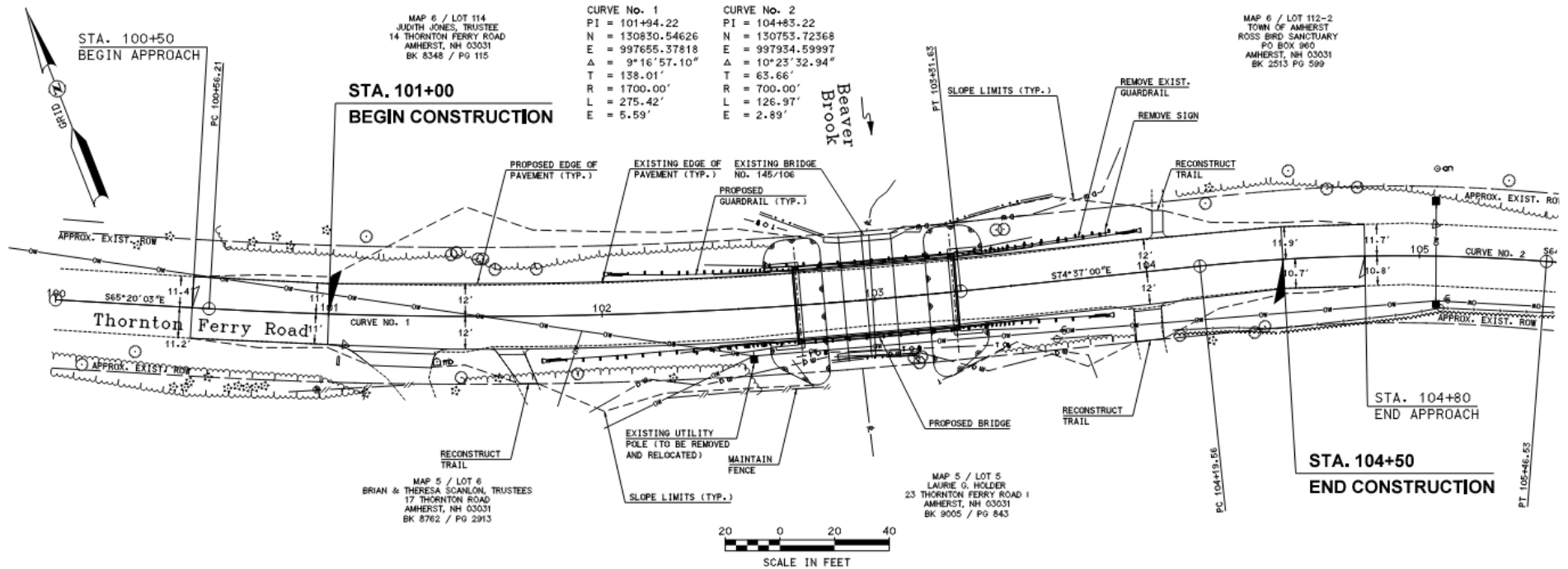
Precast Prestressed Concrete Deck Beam Bridge  
Horace Greeley Rd., Amherst, NH  
November 2018



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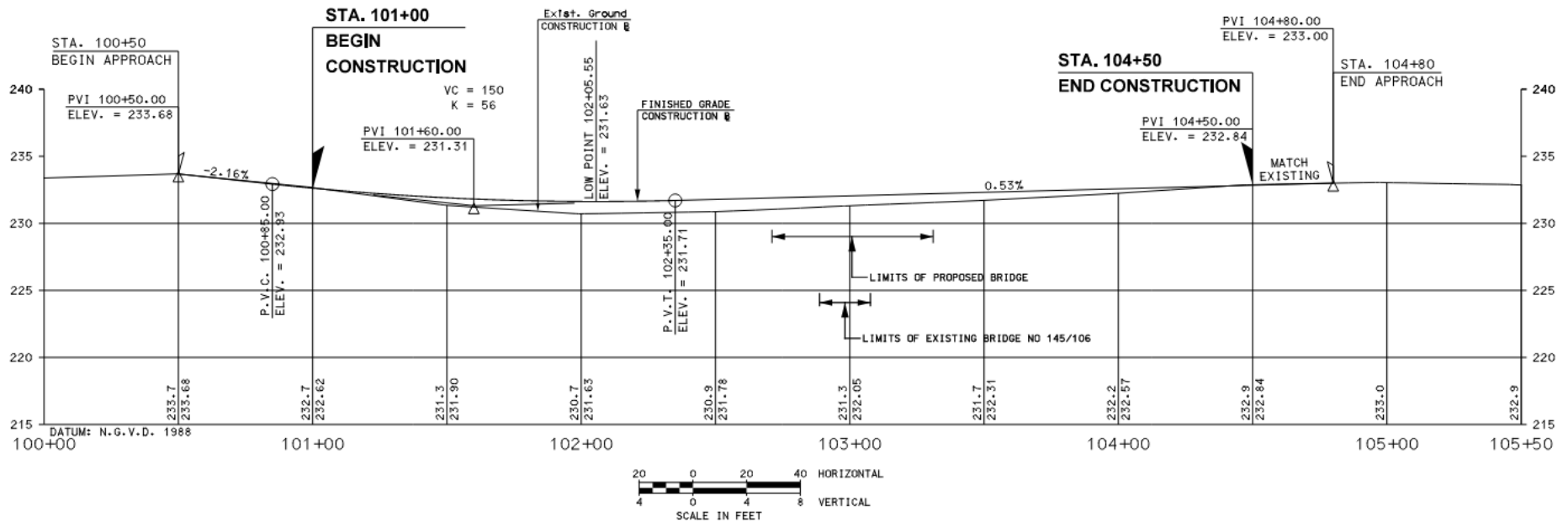
# Thornton Ferry Replacement Bridge



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# Thornton Ferry Replacement Bridge



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# Thornton Ferry Replacement Bridge



Thornton Ferry Road Looking Southeast

- NHDOT Municipally Owner Bipartisan Infrastructure Law (MOBIL) Funding
  - NHDOT is receiving additional funding under the Federal Bipartisan Infrastructure Law (BIL) to accelerate replacing bridges in the SAB program
  - Thornton Ferry Selected and advanced one year within the SAB program
  - Design funding is still 80% NHDOT and 20% Town match
  - Construction will be 100% funded through this program! Savings of ~\$250,000 for the Town!

Project Funding Summary

Phase	Local	State/Federal	Total
Design	\$49,000	\$196,000	\$245,000
Construction	\$0	\$1,260,000	\$1,260,000



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# Thornton Ferry Project Schedule



- Summer 2022: Preliminary Design. Meet with ACC to review project impacts
- Fall 2022: Submit preliminary plans and wetlands permit
- Winter 2022: NHDOT plan review
- Spring-Summer 2023: Final design
- Winter 2023-2024: Bidding
- Summer 2024: Construction



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# Questions & Comments



## THANK YOU

Joseph Ripley, PE 

+1 603-460-5211 

[jripley@hoyletanner.com](mailto:jripley@hoyletanner.com) 

[www.hoyletanner.com](http://www.hoyletanner.com) 



### **Amherst St Sidepath Opening Ceremony/Dedication**

At the 11 April 2022 BoS meeting, the board voted to permit BPAC to hold an opening ceremony for the Amherst St Sidepath on 14 May 2022 at 11am.

From the meeting minutes:

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

BPAC is hoping to reschedule this event to Sunday, 12 June 2022 at 12:00 so that the event can coincide with other scheduled memorial events for Carolyn Mitchell on that weekend. For this, **it is requested that the board consider a motion to enable the rescheduling of this event by granting permission to use the Spalding Common on Sunday, 12 June 2022 at 12:00.**



## Multimodal counters

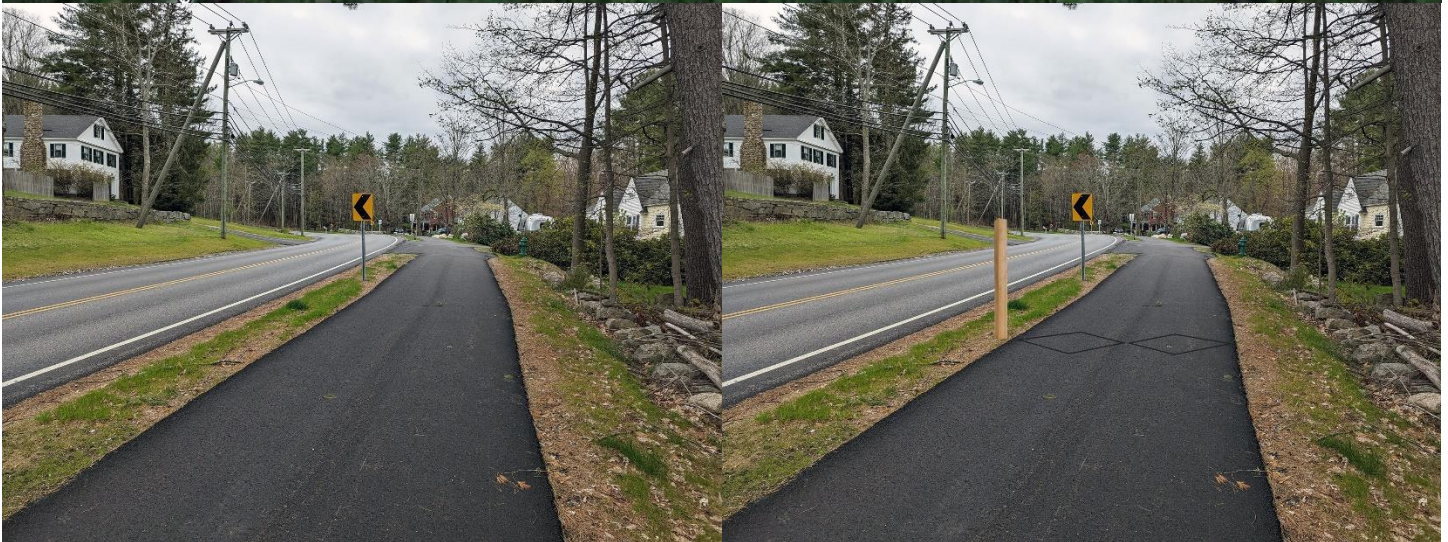
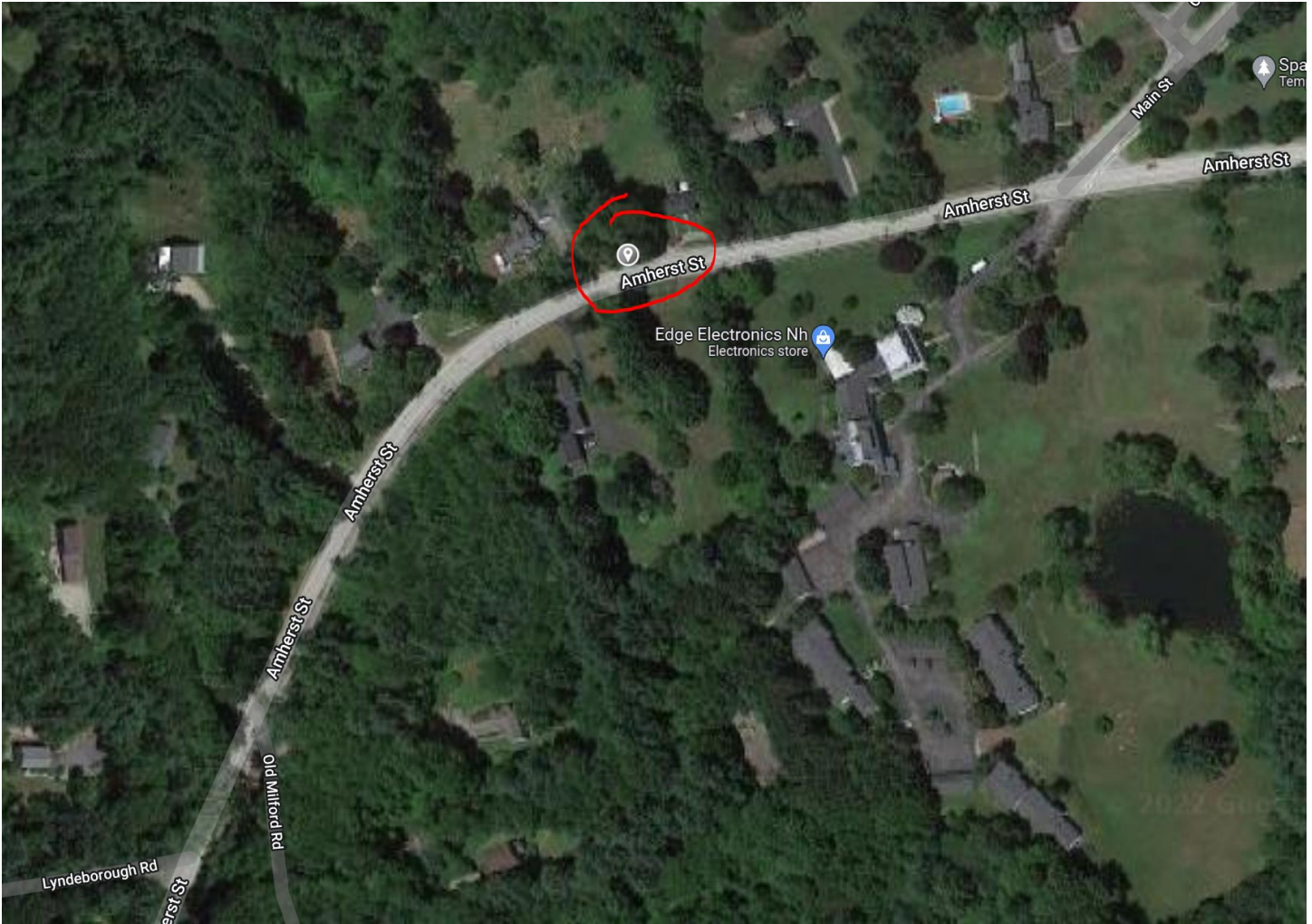
At the 14 March 2022 BoS meeting the following items were noted:

- The Bean Foundation donated \$10,480 for multimodal counters to be placed along the Amherst St Sidepath
- This funding has been received and accepted by the Town
- Data gathered by the counters can be uploaded manually (by periodically using an android phone on site) or automatically (via cellular network for an annual fee of \$420 per counter).
  - Counters will come with manual data or automatic data hardware at the time of purchase.
  - Direction was given to explore the manual data option, but also to provide options for automatic data capability in the future. The cost of this setup is **\$10,750** leaving a **one-time \$270 gap** to be funded by the DPW. **This is the recommended purchase to be made and it is requested that the BoS consider giving direction to DPW whether to proceed with this purchase.**
  - This configuration would be a one-time purchase with recurring fees of any kind but allow for the capability of automatic data collection in the future.
- Locations for counters should be identified and brought back to the BoS
- How the counters work
  - Loops are placed into the asphalt and a small underground container is placed beside the loops with a cap on them.
  - All equipment is placed on town property:
    - 1 recycled or wooden post is placed in the ground (in the strip between the roadway and the sidepath) to allow for infrared detection that must be pointed away from the roadway.
    - Post roughly resembles a mailbox or fence post.
    - Post can have a white reflector placed on it, similar to standard roadside reflectors.
    - Video showing functionality: <https://www.youtube.com/watch?v=NZs2j7gFtZM>
    - Video showing installation: <https://www.youtube.com/watch?v=CpRP-JLD5O4>





**Proposed Location 1**  
Near black and yellow chevron signs between #132 and #134

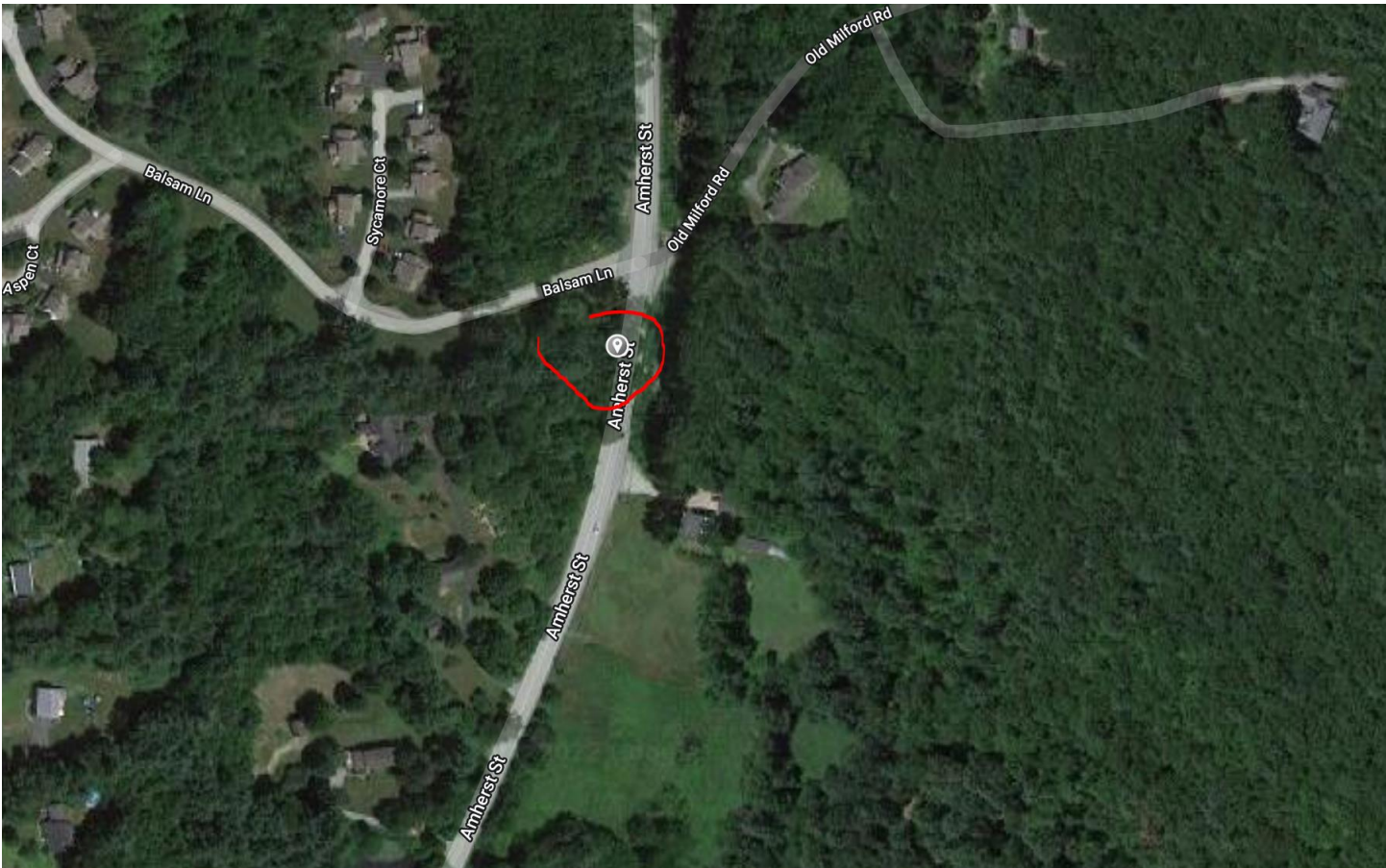


Location today

Location with counter (simulated)



Proposed Location 2  
South of Balsam Ln



Location today



Location with counter (simulated)



**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: Amherst German Christmas Market Contact Name: Lindsay Buchanan

Contact Phone Number: 603-320-4959 Contact email: AmherstGCM@gmail.com

Date of Event: Dec. 10, 2022 Hours (from/ to): 10:00am-7:00pm Number of est. participants: 2,000 over the course of the day

Will you need Electricity? Yes If so, for what? Lights (generators will be used for other purposes)

Wish to bring anything onto the Commons ? If so, what? Vendor tents and one larger "event" tent

Wish to drive anything onto the Commons? No

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) Middle Street between Main St. and Church St., & School St. between Church St. and the Brick School

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) Yes

Brief Description of event.:

Outdoor Christmas market/craft fair.

**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: Lindsay Buchanan Date: April 26, 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 [Signature] Date: 5-3-2022

Fire/ Rescue Chief Approval: Signature [Signature] Date: 5/3/2022

Public Works Director Approval: Signature [Signature] Date: 5/3/2022

BOS Approval: Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_





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

**Title:** Administrative Updates  
**Meeting Date:** May 9, 2022

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

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**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None





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

**Title:** Gold Award Proclamation, Amanda Fuller      **Department:** Administration

**Meeting Date:** May 9, 2022

**Staff Contact:**

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### **BACKGROUND INFORMATION:**

"The Gold Award is the highest and most prestigious award in Girl Scouting. Only 5.4% of those girls eligible to earn the Gold actually do so. The award recognizes those girls who demonstrate extraordinary leadership through Take Action Projects. These projects have a sustainable impact not only on the girls but on their communities as well. These projects represent the culmination of over 80 hours of work on a project that is important to the individual girl. Gold Awardees have turned a vision into an action plan. In doing so, they not only have made the community and world a better place, but they have also grown their self-confidence and leadership skills."

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. Girl Scout Gold Award Proclamation, Amanda Fuller





**NOW COMES** The Town of Amherst through its Selectmen who hereby issue this  
***PROCLAMATION***

**WHEREAS**, Amanda Fulton is a member of the Amherst Girl Scout Troop 22515; and

**WHEREAS**, Amanda Fulton has received the Girl Scout Gold Award

**WHEREAS**, the Town of Amherst wishes to honor Amanda Fulton  
to mark this momentous event; and

**WHEREAS**, the Town of Amherst offers this  
***PROCLAMATION OF CONGRATULATIONS*** to Amanda Fulton

**FURTHER**, the Town of Amherst applauds the efforts of Amanda Fulton  
as she achieves this high honor; and

**FURTHER**, in recognition of the spirit of cooperation, and  
willingness to join together for the common good,

**THE TOWN OF AMHERST PROCLAIMS June 1, 2022**  
**Girl Scout Recognition Day in Amherst.**

By its Board of Selectmen:

\_\_\_\_\_  
Peter Lyon

\_\_\_\_\_  
Thomas Grella

\_\_\_\_\_  
Danielle Pray

\_\_\_\_\_  
John D'Angelo

\_\_\_\_\_  
William Stoughton





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

**Title:** Amherst Village Traffic Circulation  
Study

**Department:** Administration

**Meeting Date:** May 9, 2022

**Staff Contact:** Dean Shankle

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## **BACKGROUND INFORMATION:**

The Board of Selectmen had requested that the NRPC do a traffic study in the village at the suggestion of the planning board.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

This gives the BOS a chance to review the study and see what, if any, further studies or actions they may feel are necessary.

## **DEPARTMENT HEAD RECOMMENDATION:**

Discussion

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Amherst\_Village\_Traffic\_Study



# **AMHERST VILLAGE TRAFFIC CIRCULATION STUDY**



**Prepared by the  
Nashua Regional Planning Commission  
April 2022**



## **INTRODUCTION**

The Town of Amherst in August 2021 requested that the Nashua Regional Planning Commission undertake a study of existing and projected future traffic conditions in the Amherst Village Area. This request stemmed from the findings of a traffic consultant study for a proposed subdivision which concluded that several intersections within the Village Area were likely to experience operational failure by 2031 even without the additional traffic from new residential development.

The study is focused on the following areas of concern:

- The traffic impact of future regional growth on the Village Center, including four new potential planned residential developments in Amherst.
- An evaluation of the potential to modify intersection control in the Village Center, particularly with respect to modifying some of the many stop signs throughout the area.
- Evaluate the impact of potential relocation of Clark Elementary school operations to the Wilkins School. The primary impact location would be the intersection of Boston Post Road and New Boston Road.

## **EXISTING CONDITIONS ANALYSIS**

### **Weekday Traffic Counts**

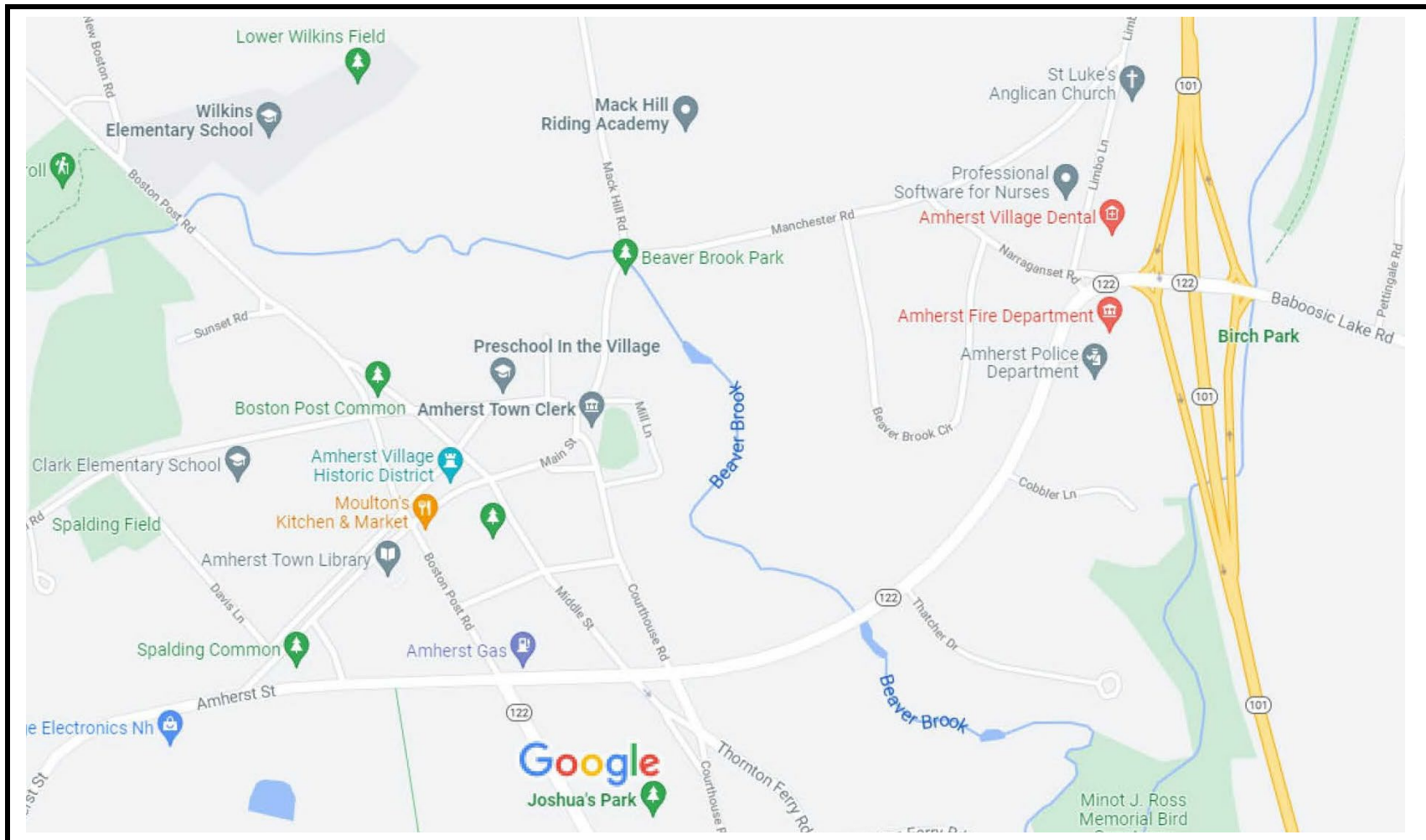
NRPC conducts about 145 regional counts on a three-year schedule, of which three are in the vicinity of Amherst Village: Boston Post Road north of New Boston Road, Amherst Street west of Baboosic Lake Road and NH 122 north of Courthouse Road. These regular counts establish growth trends throughout the region. Additionally, a number of Amherst Village locations for which weekday counts were conducted in 2021 were previously counted in 2012/2013 for the Amherst Middle Street Traffic Study prepared by NRPC for the Town.

As Table 1 shows, trends do not indicate robust growth over the past decade in the Village Area. NH 101, the principal arterial route which feeds traffic into the town center from the east and west but is primarily an arterial for through traffic, has declined 1.1% annually in one location since 2012 and increased about 0.4% per year for three other locations combined. NH 122 Amherst Street funnels traffic into the Village Area from the east via the NH 101/Baboosic Lake Road interchange. Traffic here has declined 1.6% per year since 2013. From the south, NH 122 Boston Post Road links to NH 101 at an interchange 0.8 miles south of the Village. There has been virtually no change in traffic over the past eight years at this location.

Amherst Street and Boston Post Road intersect at the Village's only signalized intersection. Traffic on both streets has been trending downward since 2013, at just over 2% per year. Of all traffic locations recently counted, only Main Street has experienced substantial growth over the years at over 8% annually; however, this is a low volume location with just over 1,000 vehicles per day.



Figure 1 – Amherst Village Transportation Study Area





**Table 1 - Amherst Village Weekday & Peak Hour Traffic Counts**

Automatic Traffic Recorder Location		Year	AWDT	AM Peak	PM Peak	Previous Count Yr	Yearly % Change
Boston Post Rd	N. of New Boston Rd	2019	3,015	250	281	2010	1.0%
Boston Post Rd	N of Church St	2021	4,250	436	467	--	--
Boston Post Rd	N of Amherst St	2021	5,165	582	559	2013	-2.2%
Main St	E of Boston Post Rd	2021	1,020	98	98	2013	8.3%
Amherst St (NH 122)	W of Baboosic Lk Rd	2020	6,760	448	584	2011	-1.6%
Amherst St	W of Boston Post Rd	2021	4,030	318	410	2013	-2.1%
Foundry St	W of Boston Post Rd	2021	875	181	142	--	--
New Boston Rd	S. of Brookwood Dr	2018	1,980	156	209	--	--
NH 101	N of Baboosic Lk Rd	2021	21,790	1,605	1,830	2012	0.7%
NH 101	Over Boston Post Rd	2021	14,230	1,060	1,216	2012	-1.1%
NH 101	Milford/Amherst TL	2021	16,700	1,238	1,447	2012	0.5%
Boston Post Rd(NH 122)	N of Courthouse Rd	2021	5,690	500	475	2012	0.1%

### COVID Impacts on Regional Traffic

Although the long-term count trends can largely be attributed to low regional growth in population and employment, there have been short term impacts brought on by the COVID outbreak in early 2020. A review of month-by-month changes in traffic at permanent count stations provides information on the traffic impacts of the pandemic and where we stand in terms of recovery of volume.

There are two permanent count stations in the region which have recorded continuous counts since the onset of the pandemic. The first location is on the FEE Turnpike at the Bedford toll station which borders Merrimack. Over the past several months, comparison of 2019 to 2021 by month double digit declines until December, when the two-year change had narrowed to just under 6%. Since the turnpike carries a large number of longer-distance commuters, a number of whom now telecommute during at least a portion of the work week, this drop from pre-pandemic levels is likely to overstate impacts on lower level at-grade facilities, such as characterized in the Village Study street network.

The other permanent count station is on US 3 Daniel Webster Highway north of Bedford Road in Merrimack. This at-grade arterial is likely representative of the COVID-induced traffic declines that have occurred along Amherst Street and Boston Post Road into the town center. Through November 2021, the month-to-month change from 2019 has varied between 4.8% and 7.7% and actually turned slightly positive in December. Continued monitoring through the Spring should indicate whether traffic is returning to close to pre-pandemic conditions.



**Table 2 – Traffic Count Trends Since COVID Pandemic**

**F.E. Everett Turnpike AWDT at Bedford Toll**

	% Change			% Change	
	2019	2020	2019-20	2021	2019-21
Jan	48,703	50,759	4.2%	36,955	-24.1%
Feb	49,853	50,019	0.3%	36,655	-26.5%
Mar	51,219	37,868	-26.1%	40,048	-21.8%
Apr	51,134	23,661	-53.7%	41,591	-18.7%
May	53,981	31,533	-41.6%	44,945	-16.7%
Jun	55,980	39,631	-29.2%	48,269	-13.8%
Jul	56,643	43,826	-22.6%	50,888	-10.2%
Aug	58,446	45,750	-21.7%	50,771	-13.1%
Sep	55,016	44,671	-18.8%	48,625	-11.6%
Oct	54,775	43,354	-20.9%	48,940	-10.7%
Nov	52,255	39,107	-25.2%	45,985	-12.0%
Dec	47,526	37,219	-21.7%	44,701	-5.9%

**US 3 AWDT, North of Bedford Rd, Merrimack**

	Average Weekday			% Change	
	2019	2020	Change	2021	2019-21
Jan	16,273	16,247	-0.2%	13,606	-16.4%
Feb	15,972	15,743	-1.4%	13,232	-17.2%
Mar	16,687	13,257	-20.6%	14,835	-11.1%
Apr	17,054	9,882	-42.1%	15,512	-9.0%
May	17,472	12,678	-27.4%	16,648	-4.7%
Jun	17,949	14,398	-19.8%	16,947	-5.6%
Jul	17,104	14,801	-13.5%	16,313	-4.6%
Aug	17,550	14,980	-14.6%	16,205	-7.7%
Sep	17,494	15,421	-11.8%	16,443	-6.0%
Oct	17,103	14,770	-13.6%	16,282	-4.8%
Nov	16,728	14,368	-14.1%	15,774	-5.7%
Dec	15,470	13,853	-10.5%	15,519	0.3%



## Intersection Turning Movements

Turning movement counts (TMCs) provide the basis for analysis of operational conditions at intersections, which is most commonly conducted for morning and afternoon peak hours. NRPC intended to conduct these counts during October 2021, but it was necessary to postpone them to November, as a major construction project on Amherst Street from NH 122 south toward Milford resulted in disruption to normal traffic flow. On average, November counts for at-grade roadways are about 2.5% below October counts (which generally represent peak traffic conditions for the year). The volume differential is derived from month-to-month changes at permanent count stations in the region. This differential is not significant in terms of evaluating operational conditions in the Amherst Village.

Counts were conducted at the following locations between 7:15 am to 8:45 am and 4:15 to 5:45 pm to establish peak hours for each period.

- Amherst St Street/Main Street
- Amherst Street/Boston Post Road
- Amherst Street/Middle Street
- Boston Post Road/Main Street
- Main Street/Middle Street
- Boston Post Road/Foundry Street
- Boston Post Road/Middle Street
- Boston Post Road/New Boston Road
- Foundry Street/Clark School parking lot entrances/exits

Figures 2 and 3 present the morning and afternoon peak hour volumes for Village traffic.



**Figure 2 – Amherst Village AM Peak Hour Turning Movement Counts**

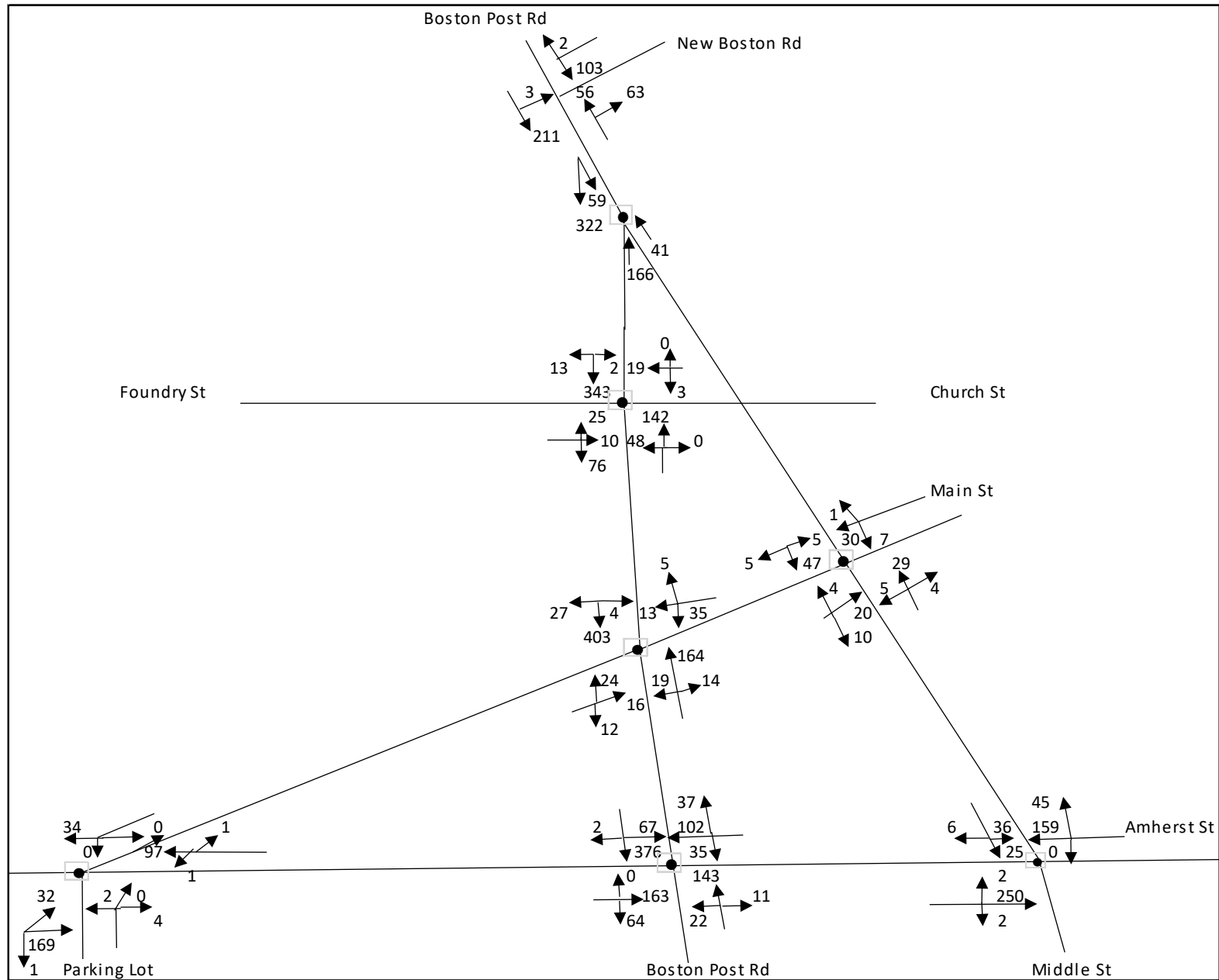
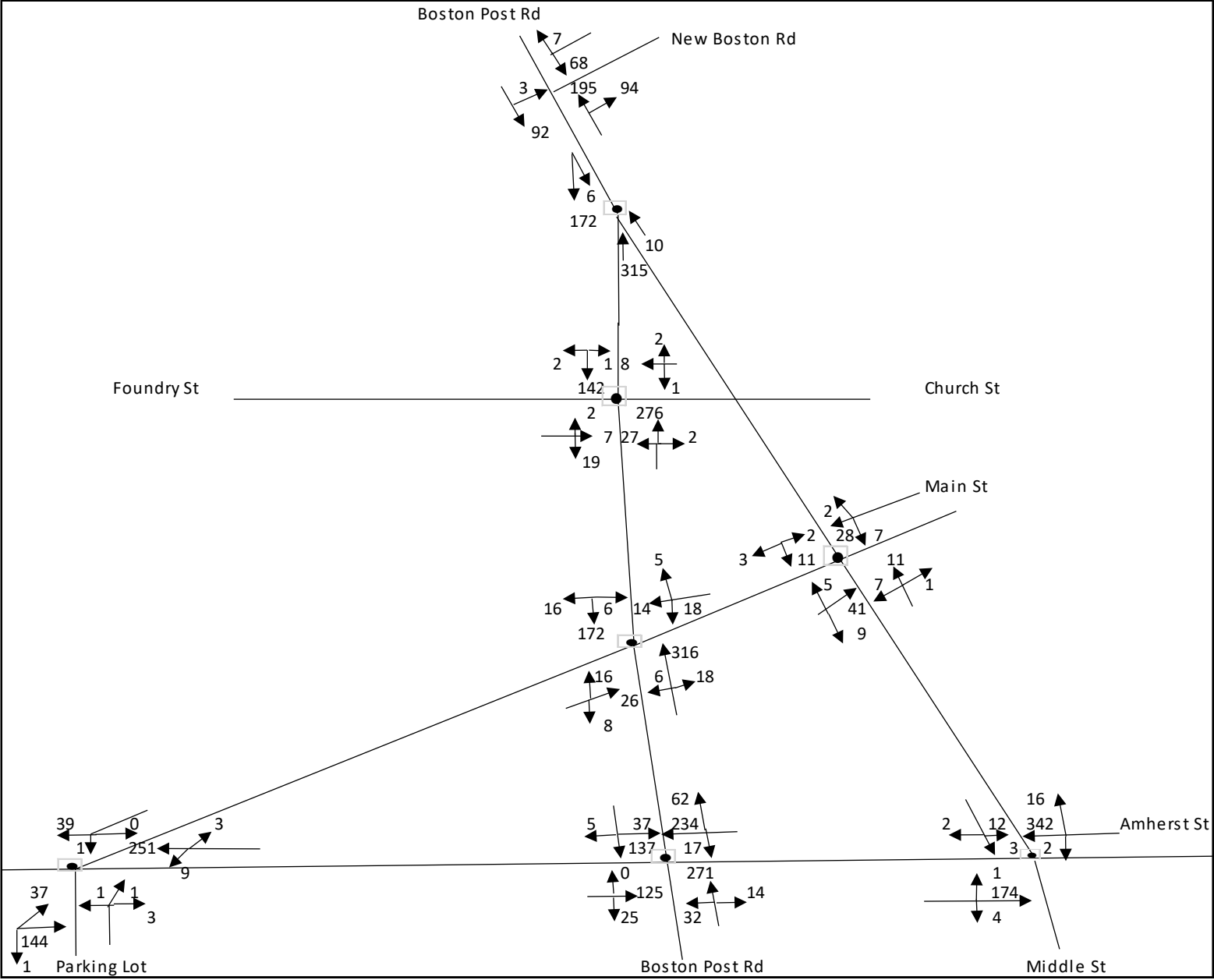




Figure 3 – Amherst Village PM Peak Hour Turning Movement Counts





## Intersection Capacity Analysis

Intersection capacity analysis was conducted for one signalized intersection (Boston Post Road/Amherst Street) and seven unsignalized intersections in the Village Area utilizing the methods of the *Highway Capacity Manual 2003* as replicated by the *Synchro Traffic Signal Timing Software*. A traffic flow rate, capacity, Level of Service (LOS), and delay estimate was determined for each critical traffic movement, lane group, and for the overall intersection. Levels of Service (LOS) are letter grades (A-F), which categorize the vehicle delays associated with specific turning maneuvers. LOS A represents little to no delay, LOS B represents only minor delay, LOS C is an average delay condition, LOS D characterizes noticeable congestion and long delay, LOS E represents heavy congestion with lengthy delay and LOS F is a forced flow condition with bottlenecks present through much of the period. For a small town area such as Amherst Village, maintaining LOS C is the acceptable standard.

The following table describes the criteria used in this analysis.

**Table 3 - Intersection Level of Service Ranges**

LOS		Signalized Intersection Delay	Stop Controlled Intersection Delay
A		≤10 sec	≤10 sec
B		10-20 sec	10-15 sec
C		20-35 sec	15-25 sec
D		35-55 sec	25-35 sec
E		55-80 sec	35-50 sec
F		≥80 sec	≥50 sec

Tables 4 and 5 provide the results of intersection capacity analysis and change in volumes from 2013 for locations that were counted in the 2013 Middle Street Study. Table 4 displays the analysis for the Village Area's only signalized intersection at Amherst Street and Boston Post Road. The AM peak total intersection volume nearly matched the October 2013 level, while the PM peak was off by 15%. Intersection LOS is unchanged from B. Traffic operates without any significant delay and all queued vehicles are able to clear the intersection during a single cycle. It was noted that the signal operates from a 45 second base cycle; however, actuation reduces this to as low as 32 seconds when demand is low from an approach and reduces the approach cycle time. It was observed that some drivers, familiar with the intersection cycle characteristics and, therefore, aware of the pending short cycle, drive aggressively toward the intersection in anticipation of a shortened phase. Operating a fixed-cycle of 45 seconds without actuation likely would reduce aggressive driving, although it would slightly increase stopped wait times. Even without actuation, the intersection would continue to operate comfortably at LOS B.

Of the seven unsignalized intersections evaluated in Table 5, only the Boston Post Road/Main Street intersection operates below LOS A, with LOS C prevailing during the morning peak. The primary backup is on Boston Post Road in the southbound direction. This approach contributes 434 vehicles for the hour, which comprises 59% of the hourly total volume. The northbound and southbound approaches combined for 85% of the total intersection volume. It is not common for an intersection to be controlled



by a four-way stop where one of the streets contributes such a disproportionate share of the total traffic. Although Boston Post Road southbound traffic scores in the midpoint of the LOS C range, there were times during the morning period where queue lengths appeared to be more indicative of LOS D. NRPC reran the intersection capacity analysis with two-way stop control. This would enable Boston Road Post traffic to operate at LOS A from both directions and the much lower volume Main Street to operate at LOS C. Operationally the intersection traffic flow would be significantly improved but continuous higher speed traffic would create a greater degree of inconvenience for pedestrians crossing Boston Post Road and possibly reduce the level of safety for non-motorized traffic.

**Table 4 - Amherst Village Signalized Intersection Capacity Analysis, Existing Conditions**

	<b>AM Peak</b>					
	<b>Intersection Volume</b>			<b>Delay</b>	<b>V/C</b>	<b>AM LOS</b>
	<u>2013</u>	<u>2021</u>	<u>% Chng</u>			
<b>Amherst St &amp; Boston Post Rd</b>	<b>1036</b>	<b>1022</b>	<b>-1%</b>	<b>14.2</b>		<b>B</b>
Amherst St EB All	301	227	-25%	12.8	0.54	B
Amherst St WB All	163	174	7%	11.1	0.41	B
Boston Post Rd NB All	141	176	25%	8.8	0.31	A
Boston Post Rd SB All	431	445	3%	18.3	0.73	B
	<b>PM Peak</b>					
	<b>1130</b>	<b>959</b>	<b>-15%</b>	<b>11.7</b>		<b>B</b>
Amherst St EB All	194	150	-23%	9.9	0.28	B
Amherst St WB All	361	313	-13%	15.4	0.61	B
Boston Post Rd NB All	388	317	-18%	10.4	0.42	B
Boston Post Rd SB All	187	179	-4%	9.5	0.31	B



**Table 5 - Amherst Village Unsignalized Intersection Capacity Analysis, Existing Conditions**

Intersection	AM Peak						PM Peak					
	Intersection Volume			Delay	V/C	AM LOS	Intersection Volume			Delay	V/C	PM LOS
	2013	2021	% Chng				2013	2021	% Chng			
<b>Boston Post Rd &amp; Main St</b>	<b>691</b>	<b>736</b>	<b>7%</b>	<b>16.2</b>		<b>C</b>	<b>718</b>	<b>621</b>	<b>-14%</b>	<b>11.9</b>		<b>B</b>
Boston Post Rd NB All	188	197	5%	11.1	0.39	B	373	340	-9%	13.5	0.57	B
Boston Post Rd SB All	384	434	13%	20.0	0.75	C	219	194	-11%	10.4	0.37	B
Main St EB All	73	52	-29%	9.7	0.10	A	81	50	-38%	9.3	0.09	A
Main St WB All	46	53	15%	9.9	0.11	A	45	37	-18%	9.2	0.08	A
<b>Amherst St &amp; Middle St</b>	<b>553</b>	<b>525</b>	<b>-5%</b>	<b>2.6</b>		<b>A</b>	<b>625</b>	<b>556</b>	<b>-11%</b>	<b>0.8</b>		<b>A</b>
Amherst St EB All	285	254	-11%	<1	0.13	A	232	179	-23%	<1	0.09	A
Amherst St WB All	230	204	-11%	<1	0.11	A	378	360	-5%	<1	0.19	A
Middle St SB All	38	67	76%	14.3	0.23	B	15	17	13%	13.7	0.08	B
<b>Amherst St &amp; Main St</b>	--	<b>335</b>	--	<b>2.0</b>		<b>A</b>	--	<b>485</b>	--	<b>2.1</b>		<b>A</b>
Amherst St EB All	--	202	--	1.4	0.11	A	--	182	--	1.8	0.10	A
Amherst St WB All	--	99	--	<1	0.05	A	--	263	--	<1	0.14	A
Main St SW All	--	34	--	9.1	0.05	A	--	40	--	10.3	0.09	B
<b>Main St &amp; Middle St</b>	<b>146</b>	<b>167</b>	<b>14%</b>	<b>7.8</b>		<b>A</b>	<b>103</b>	<b>127</b>	<b>23%</b>	<b>7.4</b>		<b>A</b>
Main St EB All	42	34	-19%	7.6	0.07	A	27	55	104%	7.4	0.08	A
Main St WB All	18	38	111%	7.8	0.09	A	22	37	68%	7.4	0.06	A
Middle St NB All	40	38	-5%	7.7	0.08	A	22	19	-14%	7.4	0.04	A
Middle St SB All	46	57	24%	7.9	0.12	A	32	16	-50%	7.3	0.03	A
<b>Boston Post Rd &amp; Foundry St</b>	<b>584</b>	<b>681</b>	<b>17%</b>	<b>4.5</b>		<b>A</b>	<b>585</b>	<b>489</b>	<b>-16%</b>	<b>1.4</b>		<b>A</b>
Boston Post Rd NB All	181	190	5%	2.5	0.1	A	377	305	-19%	<1	0.161	A
Boston Post Rd SB All	324	358	10%	<1	0.19	A	167	145	-13%	<1	0.08	A
Foundry St EB All	77	111	44%	16.2	0.31	C	35	28	-20%	10.2	0.05	B
Foundry St WB All	2	22	1000%	19.2	0.15	C	6	11	83%	11.4	0.03	B
<b>Boston Post Rd &amp; Middle St</b>	--	<b>588</b>	--	<b>2.1</b>		<b>A</b>	--	<b>503</b>	--	<b>&lt;1</b>		<b>A</b>
Boston Post Rd NB All	--	166	--	<1	0.09	A	--	315	--	<1	0.17	A
Boston Post Rd SB All	--	381	--	1.8	0.20	A	--	178	--	<1	0.09	A
Middle St NWB All	--	41	--	10.4	0.12	B	--	10	--	10.5	0.03	B
<b>Boston Post Rd &amp; New Boston Rd</b>	--	<b>436</b>	--	<b>3.5</b>		<b>A</b>	--	<b>459</b>	--	<b>2.2</b>		<b>A</b>
Boston Post Rd NB All	--	119	--	<1	0.06	A	--	289	--	<1	0.15	A
Boston Post Rd SB All	--	214	--	<1	0.11	A	--	95	--	<1	0.05	A
New Boston Rod SB All	--	103	--	12	0.22	B	--	75	--	12.2	0.17	B



### **Traffic Impact from Relocating Clark Elementary Students to Wilkins School**

The Town requested that NRPC conduct a traffic analysis of the impact of combining Clark Elementary School located on Foundry Street with the Wilkins Elementary School located on New Boston Road just off the Boston Post Road intersection. The primary impact of the school consolidation would be on the AM peak hour at the Boston Post Road/New Boston Road intersection, since most school activity has ceased by the PM peak hour of 4:30 to 5:30 PM.

Figures 4 and 5 show arrivals and departures at the Clark Elementary School. There are a total 64 vehicles entering and 55 leaving the facility during the morning arrival period and these totals are assigned to the Wilkins location. Since the intersection capacity analysis has indicated that the intersection operates at LOS A at present, with the highest level of conflict being left turns onto Boston Post Road occurring at LOS B, it was determined that a ballpark estimate of traffic relocation would be sufficient, rather than conducting a more detailed path analysis that would require obtaining student residence origins.

Table 6 presents the morning intersection capacity analysis for the consolidated school scenario. Overall intersection delay is only expected to increase by one second for the morning peak hour and continue to operate at LOS B. Approximately the same margin of change for left turns from New Boston Road is expected and that movement will continue to operate at LOS B. Therefore, the overall impact of the school consolidation on this intersection is forecasted to be marginal.



**Figure 4 – Clark School Arrivals & Departures, 7:15 – 7:45 AM**



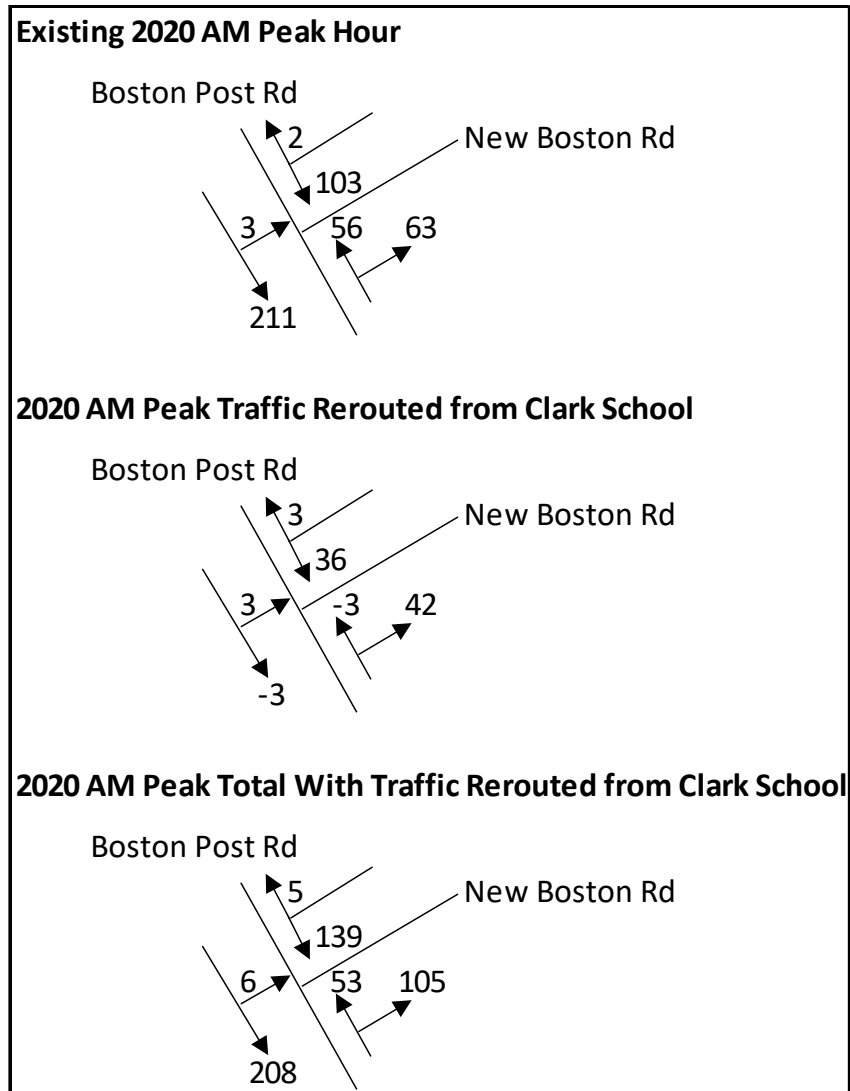


Figure 5 – Clark School Arrivals & Departures, 2:00 – 2:30 PM





**Figure 6 - Change in AM Peak Hour Traffic from School Traffic Rerouting**



**Table 6 - Intersection Analysis for Traffic Rerouted from Clark to Wilkins School, AM Peak**

	Intersection Volume			Capacity Analysis		
	Existing	Relocated School	% Chng	Delay	V/C	AM LOS
<b>Boston Post Rd &amp; New Boston Rd</b>	<b>436</b>	<b>516</b>	<b>80</b>	<b>4.5</b>		<b>A</b>
Boston Post Rd NB All	119	158	39	<1	0.08	A
Boston Post Rd SB All	214	214	0	<1	0.11	A
New Boston Rod SB All	103	144	41	13.3	0.32	B



## Review of Amherst Village Traffic Control

The Town of Amherst requested that a review of the numerous stop signs in the village area be reviewed to determine whether changes might be considered, either the modification of four-way to two-way stop control or from stop to yield. Intersection traffic control standards are governed by the Manual on Uniform Traffic Control Devices (MUTCD), which provides the following guidance:

Engineering judgment should be used to establish intersection control. The following factors should be considered:

- Vehicular, bicycle, and pedestrian traffic volumes on all approaches;
- Number and angle of approaches;
- Approach speeds;
- Sight distance available on each approach; and
- Reported crash experience.

YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:

- An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- A street entering a designated through highway or street; and/or
- An unsignalized intersection in a signalized area.

In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:

- The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;
- The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or,
- Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.

YIELD or STOP signs should not be used for speed control.

Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.

A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.

The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:



- Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and
- Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic/walking routes;

NRPC's data collection within the Amherst Village took place during mid to late November 2021, as counts were delayed due to Amherst Street reconstruction. As this data collection period was significantly past the peak season for pedestrian activity, we were unable to collect walking and bicycle counts that would be an important input into the decision to modify intersection control. NRPC identifies the following intersections as candidates for modification, however, it would be advisable to conduct non-motorized counts at these locations prior to implementing modified traffic control. It is also strongly recommended that the Town hold a public informational forum to solicit public input on any proposed changes to intersection control. This will facilitate a complete discussion of all variables to be considered, including motorist convenience, speed impacts on roadway safety and facilitating bicycle and pedestrian travel in the Village Area.

Thornton Ferry Road/Courthouse Road – Thornton Ferry Road northbound meets Courthouse Road at an oblique angle and can only turn right or left onto Courthouse Road but cannot proceed through as Thornton Ferry opposite is one-way southbound. Conversion of stop to yield control for Thornton Ferry Road in the northbound direction may be considered; however, a peak hour directional count should be conducted to ensure that the vast majority of approaches turn right at the obtuse angle, which is more amenable to yield control.

Cross Road/Middle Street – The Cross Road approaches are controlled by stop signs. As both streets are low-volume (Middle Street AWDT was 530 in 2013), modification to yield is an option for the lower volume Cross Street approaches.

Main Street/Middle Street – The intersection is under four-way stop control. In 2013 the streets carried the same amount of traffic, Main Street at 540 vehicles per day (vpd) and Middle Street 530. Based on the change in peak period intersection counts from 2013 to 2021, Main Street has increased to about 800 vph, while Middle Street remains around 500. This intersection can be converted to a two-way stop or yield controlling Middle Street traffic.

Middle Street/School Street – This four-way stop intersection can be converted to a two-way controlling Middle Street traffic. Yield control is possible due to low traffic volume.

Middle Street/Foundry Street/Church Street – This is another intersection that could be converted from four-way to two-way or yield control for Middle Street traffic.

Middle Street/Boston Post Road – Traffic from Middle Street turns right onto Boston Post Road at an obtuse angle conducive to yield control. There were no left turns from Middle Street observed at this intersection for the peak hours counted.

Boston Post Road/Main Street – As noted in the intersection capacity analysis, conversion of this intersection to a two-way stop for Main Street traffic is important for maintaining acceptable



operational conditions. This will be demonstrated to be even more critical in the future conditions analysis.

### **Evaluation of Proposed Closure of Middle Street from Middle Street to Main Street**

In 2013 NRPC conducted a study to assess the potential impacts of closing the section of Middle Street between Main Street and School Street. The Town requested this study to address the perception that Middle Street was increasingly being used as an alternative path to avoid the signalized intersection at Boston Post Road and Amherst Street. The study presented the following conclusions and recommendations:

Intersection analyses comparing existing conditions (with Middle Street open) to proposed conditions (Middle Street closed between School Street and Main Street) show there would be a slight increase in delay at the intersections along Boston Post Road, where through traffic from Middle Street and turning traffic from School Street and Middle Street was redistributed. No intersections showed a decrease in Level of Service. The analysis for the proposed scenario assumed that the southbound through traffic on Middle Street at its intersection with Main Street was originating at Boston Post Road and the northbound through traffic was originating at Amherst Street. This was to represent the reported concept that the traffic on Middle Street was primarily cut-through traffic avoiding Boston Post Road, which has a crossing guard controlling traffic during school hours, fewer stops but more vehicle and pedestrian traffic at its intersections, and a signalized intersection (with an actuated control) at Amherst Street. This cut-through traffic concept was supported by collected and observed data, however, the volumes on Boston Post Road were still over ten times that of Middle Street over an average weekday, and five to seven times higher during the peak hours. In addition to vehicle volumes, there were much higher volumes of pedestrians along Boston Post Road, both near Moulton's Market and at Foundry Street. Closing a section of Middle Street to through traffic would likely increase volumes on Boston Post Road and therefore, increase the ratio of vehicles to pedestrians along Boston Post Road. More frequent stops are required on Middle Street, and this appears to have a traffic calming effect, as a higher percentage of drivers currently exceed the speed limit on Boston Post Road, which requires stopping at two intersections (Main Street and Amherst Street) versus four stops on Middle Street (Church Street, School Street, Main Street, and Amherst Street). While discontinuing Middle Street between Main Street and School Street may address one issue, it may create issues on other roads within the Village Green area, especially Boston Post Road. Whether operating under existing conditions or with the proposed closure, the town common may benefit from enhancing and/or expanding pedestrian amenities, upgrading stop controls, implementing traffic calming techniques, or increasing enforcement activities.

Middle Street traffic has remained essentially unchanged since the conduct of the 2013 study. It can then be concluded that Middle Street has not evolved as a popular cut-through option to traveling through the town's only signalized intersection. The comment to potentially upgrade stop controls and implement traffic calming techniques seems to go counter to circulation concerns which prompted the present study, i.e., the slowing of traffic by the myriad of stop signs throughout the Village Area. It is the opinion of NRPC that Middle Street can continue to function as a low-volume street in conjunction with the intersection control modifications identified in this study.



## **FUTURE CONDITIONS ANALYSIS**

The future conditions analysis provides a forecast of traffic volumes and operation conditions for 2045, which is the time horizon selected for travel forecasts used in the NRPC Region Metropolitan Transportation Plan, a document that serves as the blueprint for developing future transportation projects and programs.

The future conditions analysis done for the Amherst Village Study is unique for the NRPC forecasting methodology, as it combines the usual regional traffic model forecast with a specific manual analysis conducted for the several proposed new developments in town. It was determined that for evaluating traffic flows through a small area such as the Amherst Village, the manual technique, based on U.S. Census origin-destination data in conjunction with Google Maps path finder, would complement the macro analysis of the regional model.

### **Regional Traffic Modeling**

The Nashua Regional Planning Commission maintains a regional travel demand model for the general purposes of transportation planning and air quality analysis. To maintain and run the model, NRPC uses TransCAD, a leading traffic modeling and GIS software package produced by the Caliper Corporation. The main inputs of employment and household data are summarized by Traffic Analysis Zone (TAZ). There are 2,034 TAZs in the NRPC model, including around 50 external zones. Each TAZ contains totals of households, residents, and employees, which are assigned an industry classification, based on Census data. Industry classes include retail, manufacturing, professional services, finance and real estate, and others. In addition, each household is coded with the number of vehicles available to it, also derived from Census data. The NRPC travel demand model is the most complex model maintained by MPO staff in the state. The base year of the model was calibrated to traffic counts through 2019 and uses U.S. Census data and employment data from the State of New Hampshire.

NRPC's model network consists of all arterials, collectors, and some local roads in the region (over 800 total miles of segments) and certain major routes outside of the region to account for external trips. Each road segment is coded with certain attributes needed to run the model which include direction, length, posted speed and roadway capacity.

The model uses a traditional three-step modeling process: trip generation, trip distribution, and traffic assignment. A fourth step, mode choice, is not used by the NRPC model as means of travel other than the automobile represent an extremely small fraction of the total traffic on the regional road network.

In step one, trip generation, the model uses Institute of Transportation Engineers trip generation rates and Census data to determine how many trips of various purposes will be produced by each TAZ, based on the associated socioeconomic data.

In step two, trip distribution, the model takes the expected number of trips produced and attracted by each zone and matches them with destinations. NRPC uses a "gravity model" to distribute the trips, meaning that a trip is more likely to travel to a nearby zone that matches the trip purpose. The model uses average journey to work time to determine the appropriate percentage of trips distributed between the zones. For example, if survey and census data show that 60% of all work trips take between 20 and 30 minutes, the model will attempt to match that ratio.



Once the model determines the origins and destinations of the trips, it finds the paths on which to assign them. The model begins by sending every trip via the shortest path possible (in terms of travel time). Then, because of capacity constraints, it uses an iterative process to reassign certain trips along alternate routes.

The three step process results in future traffic forecasts that are based on anticipated future land use patterns, population projections, projected housing units, employment, and school enrollment. The projected growth in land use, presented in Table 7, was made in consultation with local planners from the Nashua Region, and through a review of present and proposed zoning, physical constraints, and assumptions made regarding future area-wide growth rates.

**Table 7 – Nashua Region Projected Population & Employment, 2045**

	Population				Employment			
	2020	2045	Growth	Pct. Change	2020	2045	Growth	Pct. Change
Amherst	11,753	12,059	306	2.6%	4,507	4,941	434	9.6%
Brookline	5,639	6,479	840	14.9%	487	707	220	45.2%
Hollis	8,342	9,260	918	11.0%	2,067	2,282	215	10.4%
Hudson	25,394	27,908	2,514	9.9%	10,191	18,873	8,682	85.2%
Litchfield	8,478	9,097	619	7.3%	915	1,316	401	43.8%
Lyndeborough	1,702	2,095	393	23.1%	98	119	21	21.4%
Mason	1,448	1,480	32	2.2%	181	200	19	10.5%
Merrimack	26,632	29,455	2,823	10.6%	17,202	19,243	2,041	11.9%
Milford	16,131	18,647	2,516	15.6%	6,097	7,234	1,137	18.6%
Mt. Vernon	2,584	2,667	83	3.2%	138	181	43	31.2%
Nashua	91,322	95,523	4,201	4.6%	51,192	56,093	4,901	9.6%
Pelham	14,222	16,057	1,835	12.9%	2,363	2,505	142	6.0%
Wilton	3,896	4,177	<u>281</u>	<u>7.2%</u>	<u>1,208</u>	<u>1,336</u>	<u>128</u>	<u>10.6%</u>
<b>NRPC Region</b>	<b>217,543</b>	<b>234,904</b>	<b>17,361</b>	<b>8.0%</b>	<b>96,646</b>	<b>115,030</b>	<b>18,384</b>	<b>19.0%</b>

The population forecasts for Amherst do not include the three residential developments that have been recently put forward for consideration by the Town. These include:

- Clearview Development – The original proposal was for 31 dwelling units on the west side of New Boston Road and 35 on the east side of Boston Post Road. The two proposed access roads would terminate at a cul-de-sac turning area with no connection between the two development sites. The project was later revised to construction of 43 units in total.
- Woodlands at Amherst – This development was proposed as a 38 unit Planned Residential Development off Brook Road north of the junction with Horace Greeley Road. The project has since been reduced in scope to 18 units.



- Hazen Subdivision – The original proposal submitted in September 2021 was for a Planned Residential Development of 109 lots on 224.3 acres on property bounded by Spring, County and Upham Roads. It is located about 1.5 miles from the Amherst town center. The development proposal has since been scaled back to 49 units.
- Transformations – This development proposal calls for 60 residential units using a combination of individual driveways, shared driveways and a new site access road connecting to Christian Hill Road. The proposed development has been tabled for the present; however, it was decided through discussion with the Community Development Director to retain this project in the town village traffic analysis, in order to evaluate a full development scenario for future residential development in the Town.

While trip generation and distribution for the new residential developments is traditionally done by adding the land use inputs to the trip generation module of the regional traffic model, running the traffic distribution and finally trip assignment, NRPC decided to manually generate (using the process just described) and distribute the trips, rather than running the model processes, as the study is focused on a small study impact area, and the model is better suited to identify regional macro impacts rather than a highly focused impact of small changes to land use on a specific area such as the town center.

Trip generation from these developments was estimated based on empirical data. NRPC conducted traffic counts along three cul-de-sac streets which serve residential areas. These yielded daily and peak period trip generation rates for the highest hour of generator rates (AM & PM), as well as the rate of trips generated during a typical peak hour of traffic. The latter takes the highest hourly rate for the 7 to 9 AM and 4 to 6 PM periods, and is the data we are primarily interested in, since the traffic analysis is conducted for peak commuting hours.

The trip rate observed for Juniper Drive residences was somewhat higher than that for Bloody Brook Road, so the higher 0.85 rate per housing unit was applied for the estimation of peak hour trip generation for the new developments for both the morning and afternoon hours.



**Table 8 – Trip Generation Rates Recorded on Amherst Residential Cul-de-Sac Roads**

	Balsam Lane	Bloody Brook Rd	Juniper Drive
Number of Residential Units	25	27	33
Weekday Trips	122	217	239
Weekday Trips/Unit	4.88	8.04	7.24
AM Generator	8	16	28
AM Trips/Unit	0.32	0.59	0.85
AM Adjacent St (7-9 AM)	7	16	28
AM Trips/Unit	0.28	0.59	0.85
PM Generator	15	21	28
PM Trips/Unit	0.60	0.78	0.85
PM Adjacent St (4-6 PM)	15	21	28
PM Trips/Unit	0.43	0.78	0.85

Trip distribution of the estimated new trips from development was conducted in a similar manner as was done by the traffic consultant for the Clearview Development proposal that used Census journey-to-work data to identify directional flows and, therefore, impacts on study area intersections. NRPC utilized the most recent data from the U.S. Census LEHD Origin-Destination Employment Statistics (LODES) for 2019 (as this provides the most recent pre-COVID data, after which commuting patterns may be temporarily skewed). Table 9 provides commuter destinations for Amherst residents, and it is assumed that residents of the new developments will have similar travel patterns. While not all trips made during peak periods are commute trips, the vast majority are of this type and therefore the commute patterns are determined to provide the best estimate of trip paths during these hours of the day.

Google Maps was used to identify the paths that would be taken by residents from each of the new developments. The resulting trips by path are presented in Table 10.

### **Projected 2045 Traffic Volumes**

Table 11 provides the results of 2045 model runs on study area roadways. These numbers represent total weekday volumes produced by the regional model plus the estimate from new developments on a daily basis. While the main arterial, NH 101 is only moderately impacted by regional growth and PRD development, Boston Post Road and Foundry Streets are estimated to experience more significant rates of growth.



**Table 9 – Amherst Resident Commute Destinations**

<u>Work Destination</u>	<u>Total</u>
Amherst CDP (village)	102
Amherst North	126
Amherst South	420
Nashua Central	395
Nashua NE	154
Nashua NW	245
Nashua South	195
Merrimack North	120
Merrimack South	362
Milford East	134
Milford West	123
Hudson/Litchfield/Pelham	166
Hollis/NRPC West	105
Manchester	633
Bedford	250
Londonderry	127
Other Manchester Area	204
Concord & North NH	228
NH West	146
NH East	267
Subtotal	4,502
<u>Massachusetts</u>	
Andover	47
Bedford	26
Billerica	14
Boston	104
Boston Metro	153
Lowell Area	187
Burlington	40
Montachusett Area & West	87
Northeast Mass	25
Subtotal	683
Total	5,185



**Table 10 – Estimated Peak Hour Traffic Volumes Through Amherst Village from New Residential Developments**

<b>Clearview Development 59 Boston Post Rd</b>			<b>Woodlands @ Amherst Brook Rd.</b>			<b>Hazen Subdivision County/Spring Rds</b>			<b>Transformations Christian Hill/Bloody Brook Rd</b>		
Original Units Proposed	66		Original Units Proposed	38		Original Units Proposed	109		Potential New Unit Construction	60	
Revised Units Proposed	43		Revised Units Proposed	18		Revised Units Proposed	49		Peak Hour Trip Rate	0.85	
Peak Hour Trip Rate	0.85		Peak Hour Trip Rate	0.85		Peak Hour Trip Rate	0.85		Peak Hour Trips	51	
Peak Hour Trips	37		Peak Hour Trips	15		Peak Hour Trips	42				
Routes thru Village	% Ttl	No.		% Ttl	No.		% Ttl	No.		% Ttl	No.
Bos Post Rd & NH 122 SB	52%	19	NH 122 & Amherst St SB	10%	2	NH 122/Courthouse Rd SB	9%	4	Foundry/Bos Post & NH 122 SB	64%	32
Bos Post Rd & NH 122 NB	35%	13	NH 122 SB/Bos Post Rd NB	2%	0	NH 122 NB	7%	3	Foundry/Bos Post & NH 122 NE	36%	19
Bos Post Rd & Main St WB	5%	2				NH 122 SB & Bos Post NB	3%	1			



**Table 11 - Amherst Village Estimated Weekday 2045 Traffic Volume**

<b>Automatic Traffic Recorder Location</b>		<b>2021 AWDT</b>	<b>2045 Est AWDT</b>	<b>Pct. Change</b>
Boston Post Rd	N. of New Boston Rd	3,015	4,090	35.7%
Boston Post Rd	N of Church St	4,250	5,540	30.4%
Boston Post Rd	N of Amherst St	5,165	6,600	27.8%
Main St	E of Boston Post Rd	1,020	1,200	17.6%
Amherst St (NH 122)	W of Baboosic Lk Rd	6,760	7,580	12.1%
Amherst St	W of Boston Post Rd	4,030	4,870	20.8%
Foundry St	W of Boston Post Rd	875	1,230	40.6%
New Boston Rd	S. of Brookwood Dr	1,980	2,220	12.1%
Boston Post Rd(NH 122)	N of Courthouse Rd	5,690	7,280	27.9%
NH 101	N of Baboosic Lk Rd	21,790	24,150	10.8%
NH 101	Over Boston Post Rd	14,230	16,320	14.7%
NH 101	Milford/Amherst TL	16,700	18,300	9.6%

### **Future Intersection Turning Movements**

From the link volume growth estimated by the regional model for 2045 and the additional growth along study area streets from residential development, future intersection volumes were estimated developing a spreadsheet that added base growth and PRD growth. The process and results are shown in Tables 12 and 13 for both the AM and PM peak hours.

Figures 7 and 8 provide a visual illustration of the estimated future intersection volumes.



**Table 12 – 2045 AM Peak Hour Estimated Intersection Turning Movements**

		AM PEAK											
TransCAD Link Volumes		2020 Existing			Base Growth			Add Res Dev			2045 Estimate		
<u>Amherst St/Boston Post Rd</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Amherst St EB	2,772 2,964 7%	0	163	64	0	174	68	0	0	0	0	174	68
Amherst St WB	2,422 2,696 11%	35	102	37	39	114	41	0	5	1	39	119	42
Boston Post Rd NB	2,527 2,933 16%	22	143	11	26	166	13	0	0	0	26	166	13
Boston Post Rd SB	2,313 2,747 19%	67	376	2	80	446	2	13	51	0	93	497	2
<u>Boston Post Rd/Main St</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,296 2,712 18%	19	164	14	22	194	17	0	1	0	22	195	17
Boston Post Rd SB	2,503 2,956 18%	4	403	27	5	476	32	0	64	2	5	540	34
Main St EB	948 1,061 12%	24	16	12	27	18	13	0	0	0	27	18	13
Main St WB	705 826 17%	35	13	5	41	15	6	0	0	0	41	15	6
<u>Amherst St/Middle St</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Amherst St EB	2,485 2,691 8%	2	250	2	2	271	2	0	13	0	2	284	2
Amherst St WB	2,473 2,749 11%	0	159	45	0	177	50	0	6	0	0	183	50
Middle St SB	50 55 10%	36	25	6	40	28	7	0	0	0	40	28	7
<u>Amherst St/Main St</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Amherst St EB	3,575 3,849 8%	32	169	1	34	182	1	0	0	0	34	182	1
Amherst St WB	2,698 2,963 10%	1	97	1	1	107	1	0	5	0	1	112	1
Main St SB	1,289 1,469 14%	0	0	34	0	0	39	0	0	2	0	0	41
<u>Main St/Middle St</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Main St EB	772 874 13%	4	20	10	5	23	11	0	0	0	5	23	11
Main St WB	1,137 1,346 18%	7	30	1	8	36	1	0	0	0	8	36	1
Middle St NB	61 66 9%	5	29	4	5	32	4	0	0	0	5	32	4
Middle St SB	412 497 21%	5	47	5	6	57	6	0	0	0	6	57	6
<u>Boston Post Rd/Foundry St</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,393 2,821 18%	48	142	0	57	167	0	0	1	0	57	168	0
Boston Post Rd SB	2,392 2,842 19%	2	343	13	2	408	15	0	34	0	2	442	15
Foundry St EB	534 591 11%	25	10	76	28	11	84	19	0	32	47	11	116
Foundry St WB	399 447 12%	3	19	0	3	21	0	0	0	0	3	21	0
<u>Boston Post Rd/Middle St</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,384 2,814 18%	--	166	0	--	196	--	0	20	0	--	216	--
Boston Post Rd SB	2,853 3,301 16%	59	322	--	68	373	--	0	34	0	68	407	--
Middle St NWB	459 528 15%	--	--	41	--	--	47	0	0	0	--	--	47
<u>Boston Post Rd/New Bos Rd</u>	2020 2045	L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,466 3,011 22%	--	56	63	--	68	77	0	20	0	--	88	77
Boston Post Rd SB	1,497 1,778 19%	3	211	--	4	251	--	0	34	0	4	285	--
New Boston Rd WB	1,497 1,674 12%	103	--	2	115	--	2	0	--	0	115	--	2



**Table 13 – 2045 PM Peak Hour Estimated Intersection Turning Movements**

				PM PEAK											
TransCAD Link Volumes				2020 Existing			Base Growth			Add Res Dev			2045 Estimate		
<u>Amherst St/Boston Post Rd</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Amherst St EB	2,772	2,964	7%	0	125	25	0	134	27	0	5	0	0	139	27
Amherst St WB	2,422	2,696	11%	17	234	62	19	260	69	0	0	13	19	260	82
Boston Post Rd NB	2,527	2,933	16%	32	271	14	37	315	16	0	51	0	37	366	16
Boston Post Rd SB	2,313	2,747	19%	37	137	5	44	163	6	1	0	0	45	163	6
<u>Boston Post Rd/Main St</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,296	2,712	18%	6	316	18	7	373	21	0	64	0	7	437	21
Boston Post Rd SB	2,503	2,956	18%	6	172	16	7	203	19	0	1	0	7	204	19
Main St EB	948	1,061	12%	16	26	8	18	29	9	2	0	0	20	29	9
Main St WB	705	826	17%	18	14	5	21	16	6	0	0	0	21	16	6
<u>Amherst St/Middle St</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Amherst St EB	2,485	2,691	8%	1	174	4	1	188	4	0	6	0	1	194	4
Amherst St WB	2,473	2,749	11%	2	342	16	2	380	18	0	13	0	2	393	18
Middle St SB	50	55	10%	12	3	2	13	3	2	0	0	0	13	3	2
<u>Amherst St/Main St</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Amherst St EB	3,575	3,849	8%	37	144	1	40	155	1	2	5	0	42	160	1
Amherst St WB	2,698	2,963	10%	9	251	3	10	276	3	0	0	0	10	276	3
Main St SB	1,289	1,469	14%	0	1	39	0	1	44	0	0	0	0	1	44
<u>Main St/Middle St</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Main St EB	772	874	13%	5	41	9	6	46	10	0	0	0	6	46	10
Main St WB	1,137	1,346	18%	7	28	2	8	33	2	0	0	0	8	33	2
Middle St NB	61	66	9%	7	11	1	8	12	1	0	0	0	8	12	1
Middle St SB	412	497	21%	2	11	3	2	13	4	0	0	0	2	13	4
<u>Boston Post Rd/Foundry St</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,393	2,821	18%	27	276	2	32	325	2	32	34	0	64	359	2
Boston Post Rd SB	2,392	2,842	19%	1	142	2	1	169	2	0	1	19	1	170	21
Foundry St EB	534	591	11%	2	7	19	2	8	21	0	0	0	2	8	21
Foundry St WB	399	447	12%	1	8	2	1	9	2	0	0	0	1	9	2
<u>Boston Post Rd/Middle St</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,384	2,814	18%	--	315	0	--	372	--	--	34	0	--	406	--
Boston Post Rd SB	2,853	3,301	16%	6	172	--	7	199	--	0	20	--	7	219	--
Middle St NWB	459	528	15%	--	--	10	--	--	11	--	--	0	--	--	11
<u>Boston Post Rd/New Bos Rd</u>	2020	2045		L	T	R	L	T	R	L	T	R	L	T	R
Boston Post Rd NB	2,466	3,011	22%	--	195	94	--	238	115	--	34	0	--	272	115
Boston Post Rd SB	1,497	1,778	19%	3	92	--	4	109	--	0	20	--	4	129	--
New Boston Rd WB	1,497	1,674	12%	68	--	7	76	--	8	0	--	0	76	--	8



Figure 7 – Amherst Village 2045 AM Peak Hour Turning Movement Counts

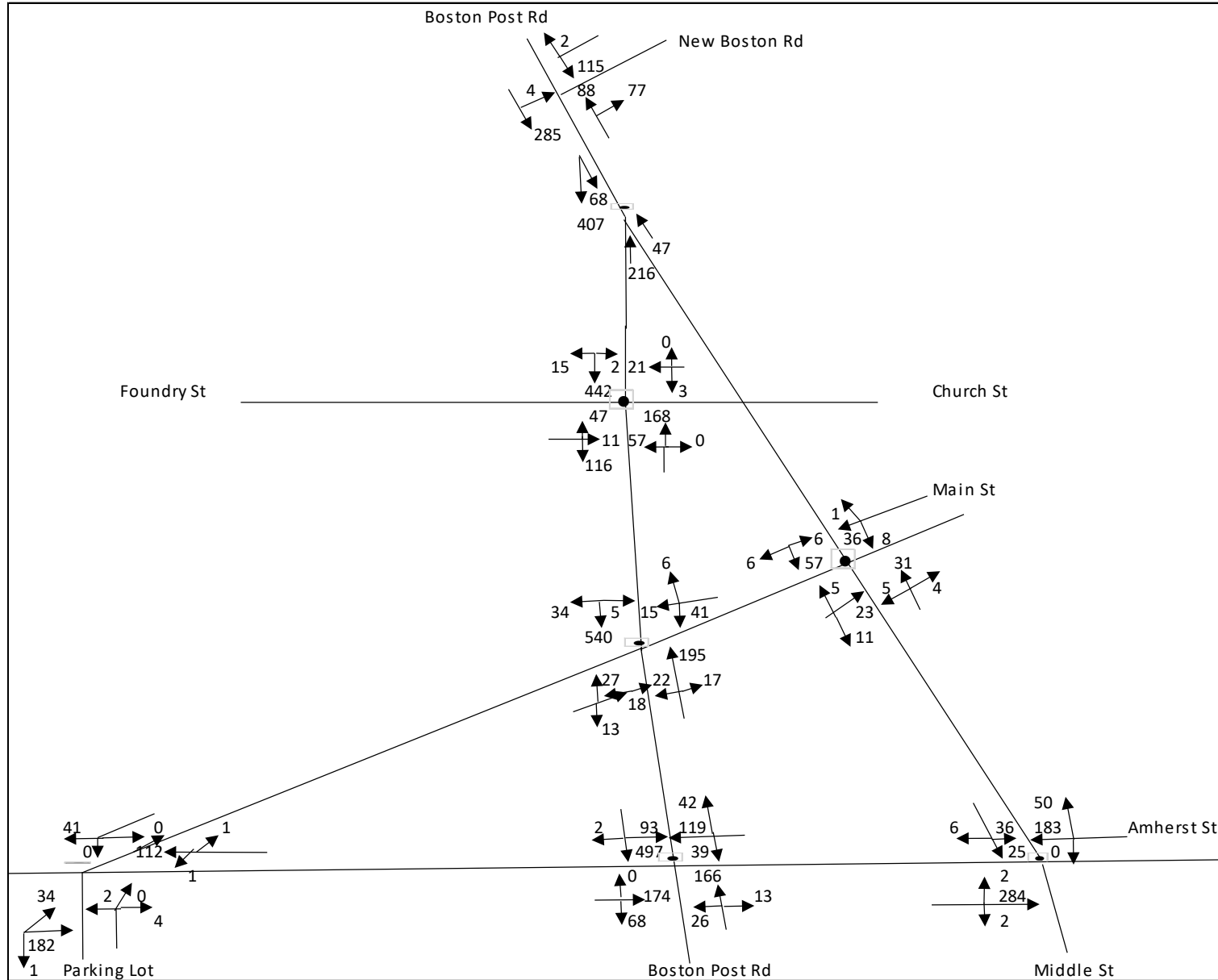
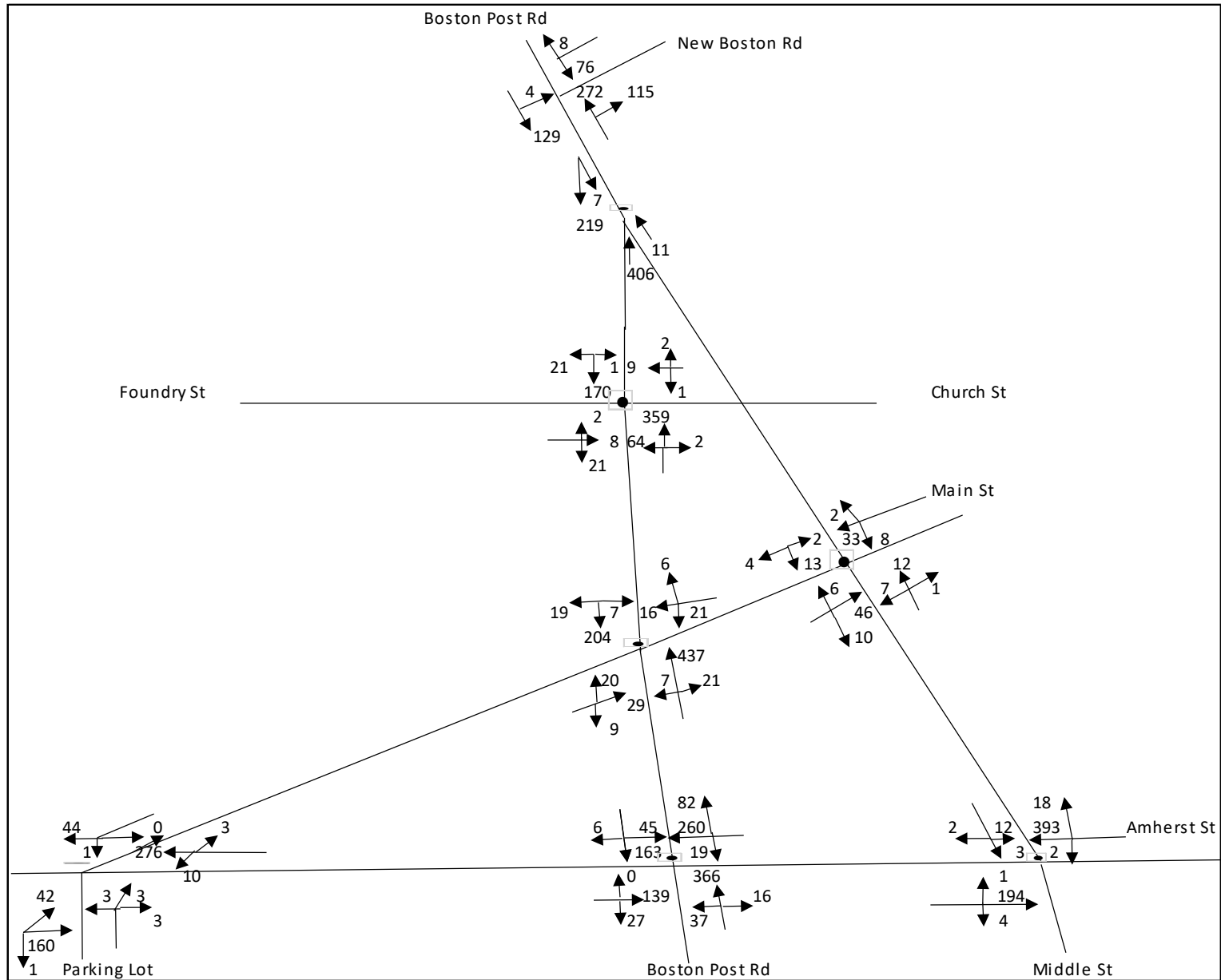




Figure 8 – Amherst Village 2045 PM Peak Hour Turning Movement Counts





## Intersection Capacity Analysis

Table 14 provides the results of intersection capacity analysis and forecasted change in volumes from 2021 for the signalized intersection at Amherst Street and Boston Post Road. The peak total intersection volumes are forecasted to increase by 21% overall for both peak hours. For the AM peak delay is expected to increase by 5 seconds from 2021 for the intersection overall. Level of service is calculated to decline from B to C for both Amherst Street approaches and delay approximately doubles in both directions. This increase does not warrant any changes to intersection geometry to increase capacity but the increased delay in the AM period will be of some significance in terms of maintaining the rural character of village travel. During the PM peak the intersection delay increases only marginally, and all approaches continue to function at LOS B.

Of the seven unsignalized intersections evaluated in Table 15, only the Boston Post Road/Main Street intersection operates below LOS A in the future year, however the degradation in operational conditions is substantial during the AM peak. At present the four-way stop intersection operates at the upper end LOS C during the AM peak, with the Boston Post Road southbound approach at 75% of capacity and mid-level LOS C. In 2045 the intersection is forecasted to operate overall at a 45.6 second average delay (LOS E), which is a 30 second addition from existing conditions and a decline in two service levels. The Boston Post Road southbound approach is forecasted to reach LOS F at 104% of capacity and a 65.8 second average delay. As was the case for existing conditions, however, the intersection can be largely mitigated implementing a two-way stop for minor street traffic, which is shown in Table 16. This would eliminate the forecasted lengthy queue on Boston Post Road and restore LOS A for the intersection overall. Main Street eastbound would decline from LOS B to D during the AM and westbound from B to E; however, these are low-volume approaches which typically bear the increased delay in order to improve operations for the major street traffic flow. The traffic relief in the PM period would also be significant, with Boston Post Road northbound traffic improving from LOS D to A and delay reduced from 25.5 seconds to less than 1 second. Main Street LOS would decline from B to C eastbound and B to D westbound, again for much lower volumes of traffic compared to the Boston Post Road approaches.

Overall, with the minor traffic improvement noted, the Amherst Village area is forecasted to operate at low congestion conditions well into the future.

One of the premises for conducting this study, the traffic consultant's forecast of failure conditions at a number of Village Area intersections, needs to be addressed. This analyst has conducted reviews of traffic impact studies such as that done for the Clearview Development for a period of nearly forty years. Among the many traffic studies reviewed, one recurring theme is prevalent – the tendency for future forecasted traffic conditions to degenerate to failure or unacceptable operational conditions “even without the proposed development.” In some instances, this is true, although the usual accompanying corollary that the proposed development will not make conditions worse, is not. Level of service F can be characterized by a queue length of 20 or 100. It is not logical to conclude that the latter LOS F is no more intolerable than the former.

The assumptions made in the Transformations-Clearview Traffic Study followed this traditional line of analysis. A seasonal factor of 1.15 for the peak month was applied to the future No-Build scenario. Also, a 2% per year background growth rate was applied, indicative of growth in the NRPC region that has not been present for the past twenty years. However, the monthly peak factor was not applied to the 2019



base when conducting intersection capacity analysis. This, in conjunction with the high background growth rate, resulted in a high variance between existing and future No-Build conditions. Consequently, the additional degradation of intersection operations resulting from the new developments was de-emphasized.

NRPC concludes that future projected regional land use growth and that specific to the recently proposed new developments in Amherst, will not significantly degrade traffic operational conditions in the Amherst Village Area, provided that the Town address the one four-way stop that results in moderately long queues at present and is expected to further degrade in the future. Otherwise, the various changes that have been considered to intersection traffic control are to be determined through a public participation process that considers the desire of motorists to travel through the Village Area without excessive stoppages versus the need to maintain a safe and convenient environment for non-motorized travel.



**Table 14 - Amherst Village 2045 Signalized Intersection Capacity Analysis**

Intersection	AM Peak						PM Peak					
	Intersection Volume			Delay	V/C	AM LOS	Intersection Volume			Delay	V/C	AM LOS
	<u>2021</u>	<u>2045</u>	<u>% Chng</u>				<u>2021</u>	<u>2045</u>	<u>% Chng</u>			
<b>Amherst St &amp; Boston Post Rd</b>	<b>1022</b>	<b>1239</b>	<b>21%</b>	<b>19.0</b>		<b>B</b>	<b>959</b>	<b>1159</b>	<b>21%</b>	<b>13.2</b>		<b>B</b>
Amherst St EB All	227	243	7%	24.5	0.68	C	150	165	10%	9.9	0.30	B
Amherst St WB All	174	200	15%	25.7	0.64	C	313	361	15%	16.5	0.66	B
Boston Post Rd NB All	176	204	16%	7.5	0.31	A	317	419	32%	13.2	0.57	B
Boston Post Rd SB All	445	592	33%	19.1	0.80	B	179	214	19%	10.9	0.39	B



**Table 15 - Amherst Village 2045 Unsignalized Intersection Capacity Analysis**

Intersection	AM Peak						PM Peak					
	Intersection Volume						Intersection Volume					
	2021	2045	% Chng	Delay	V/C	AM LOS	2021	2045	% Chng	Delay	V/C	AM LOS
<b>Boston Post Rd &amp; Main St</b>	<b>736</b>	<b>933</b>	<b>27%</b>	<b>45.6</b>		<b>E</b>	<b>621</b>	<b>797</b>	<b>28%</b>	<b>19.7</b>		<b>C</b>
Boston Post Rd NB All	197	234	19%	13.3	0.49	B	340	466	37%	25.5	0.82	D
Boston Post Rd SB All	434	579	33%	65.8	1.04	F	194	230	19%	12.4	0.46	B
Main St EB All	52	58	12%	10.5	0.12	B	50	58	16%	10.2	0.12	B
Main St WB All	53	62	17%	10.8	0.14	B	37	43	17%	10.1	0.20	B
<b>Amherst St &amp; Middle St</b>	<b>525</b>	<b>596</b>	<b>14%</b>	<b>2.8</b>		<b>A</b>	<b>556</b>	<b>630</b>	<b>13%</b>	<b>0.8</b>		<b>A</b>
Amherst St EB All	254	288	13%	<1	0.15	A	179	199	11%	<1	0.10	A
Amherst St WB All	204	233	14%	<1	0.12	A	360	413	15%	<1	0.22	A
Middle St SB All	67	75	12%	16	0.04	C	17	18	6%	14.9	0.09	B
<b>Amherst St &amp; Main St</b>	<b>335</b>	<b>372</b>	<b>11%</b>	<b>2.1</b>		<b>A</b>	<b>485</b>	<b>537</b>	<b>11%</b>	<b>2.2</b>		<b>A</b>
Amherst St EB All	202	217	8%	1.4	0.11	A	182	203	12%	1.9	0.07	A
Amherst St WB All	99	114	15%	<1	0.06	A	263	289	10%	<1	0.15	A
Main St SW All	34	41	20%	9.2	0.05	A	40	46	14%	10.6	0.10	B
<b>Main St &amp; Middle St</b>	<b>167</b>	<b>193</b>	<b>16%</b>	<b>7.9</b>		<b>A</b>	<b>127</b>	<b>146</b>	<b>15%</b>	<b>7.4</b>		<b>A</b>
Main St EB All	34	38	13%	7.7	0.08	A	55	62	13%	7.5	0.09	A
Main St WB All	38	45	18%	8.0	0.10	A	37	44	18%	7.5	0.07	A
Middle St NB All	38	41	8%	7.8	0.09	A	19	21	11%	7.5	0.04	A
Middle St SB All	57	69	21%	8.1	0.15	A	16	19	21%	7.3	0.04	A
<b>Boston Post Rd &amp; Foundry St</b>	<b>681</b>	<b>883</b>	<b>30%</b>	<b>8.3</b>		<b>A</b>	<b>489</b>	<b>661</b>	<b>35%</b>	<b>1.8</b>		<b>A</b>
Boston Post Rd NB All	190	225	18%	<1	0.12	A	305	426	40%	1.7	0.22	A
Boston Post Rd SB All	358	459	28%	2.8	0.24	A	145	192	33%	<1	0.10	A
Foundry St EB All	111	174	57%	31.6	0.64	D	28	31	11%	11	0.06	B
Foundry St WB All	22	25	12%	26.1	0.21	D	11	12	12%	13.1	0.04	B
<b>Boston Post Rd &amp; Middle St</b>	<b>588</b>	<b>738</b>	<b>25%</b>	<b>2.2</b>		<b>A</b>	<b>503</b>	<b>643</b>	<b>28%</b>	<b>&lt;1</b>		<b>A</b>
Boston Post Rd NB All	166	216	30%	<1	0.11	A	315	406	29%	<1	0.21	A
Boston Post Rd SB All	381	475	25%	2	0.25	A	178	226	27%	<1	0.12	A
Middle St NWB All	41	47	15%	11.3	0.15	B	10	11	15%	11.3	0.03	B
<b>Boston Post Rd &amp; New Boston Rd</b>	<b>438</b>	<b>571</b>	<b>30%</b>	<b>3.6</b>		<b>A</b>	<b>459</b>	<b>604</b>	<b>31%</b>	<b>2.2</b>		<b>A</b>
Boston Post Rd NB All	119	165	39%	<1	0.10	A	289	387	34%	<1	0.27	A
Boston Post Rd SB All	214	288	35%	<1	0.15	A	95	133	40%	<1	0.07	A
New Boston Rod SB All	105	117	12%	14.3	0.30	B	75	84	12%	14.4	0.23	B



**Table 16 - Intersection Control Modified to Two-Way Stop for Main Street**

Intersection	AM Peak						PM Peak					
	Intersection Volume						Intersection Volume					
	<u>2021</u>	<u>2045</u>	<u>% Chng</u>	<u>Delay</u>	<u>V/C</u>	<u>AM LOS</u>	<u>2021</u>	<u>2045</u>	<u>% Chng</u>	<u>Delay</u>	<u>V/C</u>	<u>AM LOS</u>
<b>Boston Post Rd &amp; Main St</b>	<b>736</b>	<b>933</b>	<b>27%</b>	<b>4.7</b>		<b>A</b>	<b>621</b>	<b>797</b>	<b>28%</b>	<b>19.7</b>		<b>A</b>
Boston Post Rd NB All	197	234	19%	1.3	0.12	A	340	466	37%	<1	0.25	A
Boston Post Rd SB All	434	579	33%	<1	0.30	A	194	230	19%	<1	0.12	A
Main St EB All	52	58	12%	34.2	0.35	D	50	58	16%	24.7	0.28	C
Main St WB All	53	62	17%	42.5	0.44	E	37	43	17%	26.3	0.25	D





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

**Title:** Locality Equipment Matching Program

**Department:** Administration

**Meeting Date:** May 9, 2022

**Staff Contact:** Dean Shankle

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### **BACKGROUND INFORMATION:**

The Locality Equipment Matching Program is a NH Program described as follows:: "On October 29, 2021 the Governor's Office for Emergency Relief and Recovery (GOFERR) opened the applications for the Locality Equipment Matching Program which provides support of up to \$50,000 per New Hampshire locality (cities and towns) for 90% of the purchase price of safety and emergency equipment needed as a result of or in response to the health crisis and its negative effects."

At your last meeting there was some discussion for its use from DPW. Since then, I have also been approached by Fire Rescue.

Prior to being aware that either of these departments was interested, the Police had been authorized to apply for a grant of \$1,250, which was 90% of a \$1388 purchase of for air purifying units.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

After discussing the requests from DPW and Fire Rescue we agreed that we would submit a grant application that would include the following items:

For Fire Rescue: Lifepak 15. \$35,661.

For DPW: Trailer. \$43,000.

Further, it was agreed that the reimbursements would be evenly distributed between the two projects so each would be offset by \$24,375.

This means that the remainder of the funding for the Fire Rescue purchase ( \$11,286 ) would come from the Fire Equipment Capital Reserve Fund and the



remainder of the funding for the DPW purchase ( \$18,625 ) would come from his current budget.

**SUGGESTED MOTION:**

"I move that we approve the application for Local Equipment Matching funds of \$48,750 to be split evenly between the DPW for their trailer to allow for continued social distancing and Fire Rescue for purchase of a Lifepak 15 for their ambulance.

**TOWN ADMINISTRATOR RECOMMENDATION:**

concur

**ATTACHMENTS:**

None





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

**Title:** Conceptual planning/master plan for Buck Meadow Fields

**Department:** Parks & Recreation Department

**Meeting Date:** May 9, 2022

**Staff Contact:** Craig Fraley

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### **BACKGROUND INFORMATION:**

The Recreation Department would like to hire an outside firm to assist with the design and master plan for the Buck Meadow Conservation and Recreation Area. On the 10 acre lot the Parks and Recreation Department oversees, we want to be sure we plan accordingly before any layout happens so we can plan accordingly for the future. It can be a huge mistake to just start placing different park features on the property without any conceptual planning as we may be off in what we think we can fit.

The Recreation Department solicited quotes from three different vendors and Tighe & Bond was the most reasonable(see attached).

The Recreation Department would like to pay for this plan out of the existing Field Acquisition and Construction Capital Reserve Fund (created in 2007, see attachment). There is currently \$100,494 in this CRF. When and if a grant is awarded by the Land Water Conservation Fund, we will be able to count this against our 50% match to the grant.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Funding Comes from the Recreation Fields Acquisition and Construction CRF (Created in 2007)

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

The Parks and Recreation Department proposes this plan happen

### **SUGGESTED MOTION:**

I move to expend \$6,500 out of the Field construction/improvement Capital Reserve Fund for the purpose of hiring Tighe & Bond to make a master plan for the Buck Meadow Conservation and Recreation Area fields.

### **TOWN ADMINISTRATOR RECOMMENDATION:**



ATTACHMENTS:

1. 20220503101238



TOWN OF AMHERST

Town Department: Recreation

Date: May 9, 2022

Line Item: Recreation Fields Acquisition and Construction CRF Budget Amount: \$6,500

Bid #: Item: Buck Meadow Masterplan Date Bid To Be Awarded: May 9, 2022

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
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Tighe & Bond 177 Corporate Drive Portsmouth NH 03801		\$6,500	
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Weston & Sampson 55 Walkers Brook Drive # 100 Reading, MA 01867		\$24,500	
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Gale Associates 6 Bedford Farms Dr Bedford NH 03110			Called for a quote and couldn't get a call back.
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Recommend bid be awarded to: Tighe & Bond

Signature of Town Administrator/ Date

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









10-5091-P001  
March 23, 2022

Craig Fraley, Director  
Amherst Parks & Recreation Department  
4 Cross Road  
Amherst, NH 03031  
cfraley@amherstnh.gov

**Re: Buck Meadow Master Plan  
Amherst, NH**

Dear Mr. Fraley:

Tighe & Bond appreciates the opportunity to submit our proposal to provide the Town of Amherst with professional planning services in support of the effort to create a phased master plan for facility improvements at the former Buck Meadow Golf Course property in Amherst, New Hampshire. The 40.7 acre property is located at 30 NH Route 101A and is listed in the town's assessor's records as Map 2, Lot 98-33. In addition, there is a significant portion of Map 2, Lot 98 that is set aside for parking and recreation via easement.

## **PROJECT UNDERSTANDING**

We understand that the Town recently acquired the Buck Meadow Golf Course property in a cooperative effort by the Recreation Department and the Amherst Conservation Commission (ACC). The town would like to prepare a phased development master plan to serve as the basis for future development of the park, and to guide efforts to apply for grant funding for improvements.

## **SCOPE OF SERVICES**

### **Buck Meadow Master Plan**

The proposed scope detailed below is for development of a phased conceptual master plan for the recreational facilities at the Buck Meadow Golf Course property.

#### **Task 1: Site Visit & Kick-off Meeting**

We will visit the site to review current conditions and gather available base information. We would also propose to meet with the Recreation Director and Recreation Commission (or their designees) to review program priorities for the development of the master plan.

#### **Task 2: Conceptual Plan Development**

Tighe & Bond will use available base mapping and property survey(s) to develop preliminary concept master plan alternatives. Up to two (2) conceptual plan alternatives will be provided illustrating a variety of program alternatives. Program elements to be explored will be soccer/lacrosse fields, basketball court, pickleball court(s), improved parking, walking/cross-country ski trails, improved clubhouse/senior center facility and integration of ACC efforts into the plan for the park facility.



### **Task 3 Planning-Level Opinion of Probable Construction Cost**

Conceptual level cost estimates using current dollars will be developed for various plan elements. Due to the conceptual nature of this effort, the cost analysis should be considered a guide for future planning and not an estimate of actual construction cost.

### **Task 4 Final Master Plan Development**

Based on review and comment by the Recreation Department, we will modify the plan alternatives to incorporate the selected alternatives into a single final master plan, with consideration given to logical phasing of development.

## **INFORMATION TO BE PROVIDED BY CLIENT:**

- Existing survey and mapping of the property
- Information regarding program elements to be considered

## **ADDITIONAL SERVICES**

To provide the Town of Amherst with a reasonable fee, we have assumed the following information is not necessary at this time. If you would like these services to be performed at a later date, we can provide a separate proposal.

- Public Opinion Surveys
- Soil Mapping
- Design of recommended improvements
- Local, State and Federal Permitting
- Boundary and Topographic Surveys or land title research

## **SCHEDULE**

We anticipate that the project scope detailed above will be completed within 6 weeks for the notice to proceed.

## **FEES FOR CONSULTING SERVICES**

Tighe & Bond will perform these services for a lump sum fee of \$6,500. We will undertake this work on a lump sum fee basis and you will be billed monthly based on the percent complete. In the event the scope of work is increased for any reason, the limiting fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement.

The included schedule and fees are based on the above scope of work and assumptions. The schedule includes reasonable allowances for review and approval times by applicable parties. This schedule may need to be adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by you, or for delays or other causes beyond our reasonable control, including delays due to Force Majeure, including those delays that may incur due to the COVID-19 pandemic.



**"CLIENT" is defined in the acceptance line of the accompanying proposal letter or the name the proposal is issued to; Tighe & Bond, Inc. is hereby referenced as "CONSULTANT"; "PROJECT" is defined in the accompanying proposal letter**

#### **1. SCHEDULE OF PAYMENTS**

**1.1** Invoices will generally be submitted once a month for services performed during the previous month. Payment will be due within 30 days of invoice date. Monthly payments to CONSULTANT shall be made on the basis of invoices submitted by CONSULTANT and approved by CLIENT. If requested by CLIENT, monthly invoices may be supplemented with such supporting data as reasonably requested to substantiate them.

**1.2** In the event of a disagreement as to billing, the CLIENT shall pay the agreed portion.

**1.3** Interest will be added to accounts in arrears at the rate of one and one-half (1.5) percent per month (18 percent per annum) or the maximum rate allowed by law, whichever is less, of the outstanding balance. In the event counsel is retained to obtain payment of an outstanding balance, CLIENT will reimburse CONSULTANT for all reasonable attorney's fees and court costs.

**1.4** If CLIENT fails to make payment in full within 30 days of the date due for any undisputed billing, CONSULTANT may, after giving seven days' written notice to CLIENT, suspend services and retain work product until paid in full, including interest. In the event of suspension of services, CONSULTANT will have no liability to CLIENT for delays or damages caused by such suspension.

#### **2. SUCCESSORS AND ASSIGNS**

**2.1** CLIENT and CONSULTANT each binds itself, its partners, successors, assigns and legal representatives to the other parties to this Agreement and to the partners, successors, assigns and legal representatives of such other parties with respect to all covenants of this Agreement. CONSULTANT shall not assign, sublet or transfer its interest in this Agreement without the written consent of CLIENT, which consent shall not be unreasonably withheld.

**2.2** This Agreement represents the entire and integrated Agreement between CLIENT and CONSULTANT and supersedes all prior negotiations, representations or Agreements, whether written or oral. This Agreement may be amended only by written instrument signed by both CLIENT and CONSULTANT. References to this agreement include these Terms & Conditions, any accompanying proposal or description of services, as well as any other documents referenced or incorporated therein. In the event one or more provisions of any of the foregoing documents conflict with the provisions of these Terms & Conditions, the provisions of these Terms & Conditions shall control.

**2.3** Nothing contained in this Agreement shall create a contractual relationship or cause of action in favor of a third party against CLIENT or against CONSULTANT.

#### **3. STANDARD OF CARE**

**3.1** In providing services, CONSULTANT will use that degree of care and skill ordinarily exercised under similar circumstances by individuals providing such services in the same or similar locality for similar projects.

#### **4. TERMINATION**

**4.1** This Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In addition, CLIENT may terminate this Agreement for its convenience at any time by giving written notice to CONSULTANT. In the event of any termination, CLIENT will pay CONSULTANT for all services rendered and reimbursable expenses incurred under the Agreement to the date of termination and all services and expenses related to the orderly termination of this Agreement.

#### **5. RECORD RETENTION**

**5.1** CONSULTANT will retain pertinent records relating to the services performed for the time required by law, during which period the records will be made available upon reasonable request and upon reimbursement for any applicable retrieval/copying charges.

**5.2** Samples - All soil, rock and water samples will be discarded 30 days after submission of CONSULTANT's report, unless mutually agreed otherwise or unless CONSULTANT's customary practice is to retain for a longer period of time for the specific type of services which CONSULTANT has agreed to perform. Upon request and mutual agreement regarding applicable charges, CONSULTANT will ship, deliver and/or store samples for CLIENT.

#### **6. OWNERSHIP OF DOCUMENTS**

**6.1** All reports, drawings, specifications, computer files, field data, notes, and other documents, whether in paper or electronic format or otherwise ("documents"), are instruments of service and shall remain the property of CONSULTANT, which shall retain all common law, statutory and other reserved rights including, without limitation, the copyright thereto. CLIENT's payment to CONSULTANT of the compensation set forth in the Agreement shall be a condition precedent to the CLIENT's right to use documents prepared by CONSULTANT.

**6.2** Documents provided by CONSULTANT are not intended or represented to be suitable for reuse by CLIENT or others on any extension or modification of this PROJECT or for any other projects or sites. Documents provided by CONSULTANT on this PROJECT shall not, in whole or in part, be disseminated or conveyed to any other party, nor used by any other party, other than regulatory agencies, without the prior written consent of CONSULTANT. Reuse of documents by CLIENT or others on extensions or modifications of this project or on other sites or use by others on this PROJECT, without CONSULTANT's written permission and mutual agreement as to scope of use and as to compensation, if applicable, shall be at the user's sole risk, without liability on CONSULTANT's part, and CLIENT agrees to indemnify and hold CONSULTANT harmless from all claims, damages, and expenses, including attorney's fees, arising out of such unauthorized use or reuse.

**6.3** Electronic Documents - CONSULTANT cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic writeable format. If CONSULTANT provides documents in writeable electronic format for CLIENT's convenience, CLIENT agrees to waive any and all claims against CONSULTANT resulting in any way from the unauthorized use, alteration, misuse or reuse of the electronic documents, and to defend, indemnify, and hold CONSULTANT harmless from any claims, losses, damages, or costs, including attorney's fees, arising out of the unauthorized use, alteration, misuse or reuse of any electronic documents provided to CLIENT.



For informational purposes, the below summary provides the anticipated break out of the project. The summary is presented to give the Town of Amherst better understanding of how the project budget was developed. Invoices will be submitted based on the total fee for each phase.

**Table 1: Summary of Fee**

Summary		Fee	Expenses
Task 1.1	Site Visit & Kickoff Meeting	\$400	\$50
Task 2	Conceptual Master Plan Alternatives	\$4,000	\$150
Task 3	Planning Level OPCC	\$700	\$0
Task 4	Final Master Plan Development	\$1,200	\$0
		<b>\$6,300</b>	<b>\$200</b>

If you have any questions or need additional information, please contact me at 603-433-8818 or [gleedy@tighebond.com](mailto:gleedy@tighebond.com). Thank you for the opportunity to submit this proposal. We look forward to working with you.

Sincerely,

**TIGHE & BOND**



R. Gordon Leedy, Jr., AICP  
Principal Landscape Architect



Brad Mezquita, PE  
Vice President

Enclosure: Terms and Conditions – REV 04/2020

**ACCEPTANCE:**

On behalf of The Town of Amherst, the scope, fee, and terms of this proposal are hereby accepted.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date



**6.4 Electronic Data Bases** – In the event that CONSULTANT prepares electronic data bases, geographical information system (GIS) deliverables, or similar electronic documents, it is acknowledged by CLIENT and CONSULTANT that such PROJECT deliverables will be used and perhaps modified by CLIENT and that CONSULTANT's obligations are limited to the deliverables and not to any subsequent modifications thereof. Once CLIENT accepts the delivery of maps, databases, or similar documents developed by CONSULTANT, ownership is passed to CLIENT. CONSULTANT will retain the right to use the developed data and will archive the data for a period of three years from the date of PROJECT completion.

## **7. INSURANCE**

**7.1** CONSULTANT will retain Workmen's Compensation Insurance, Professional Liability Insurance with respect to liabilities arising from negligent errors and omissions, Commercial General Liability Insurance, Excess Liability, Unmanned Aircraft, Cyber Liability, and Automobile Liability during this PROJECT. CONSULTANT will furnish certificates at CLIENT's request.

**7.2 Risk Allocation** - To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the CONSULTANT to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damage, of any nature whatsoever, the liability of CONSULTANT to all claimants with respect to this PROJECT will be limited to an aggregate sum not to exceed \$100,000 or CONSULTANT's compensation for consulting services, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**7.3 Damages** – Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the PROJECT or to this Agreement. This mutual waiver of certain damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that may be incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both CLIENT and CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this PROJECT.

**7.4** CLIENT agrees that any and all limitations of CONSULTANT's liability or waivers of damages by CLIENT to CONSULTANT shall include and extend to those individuals and entities CONSULTANT retains for performance of the services under this Agreement, including but not limited to CONSULTANT's officers, partners, and employees and their heirs and assigns, as well as CONSULTANT's subconsultants and their officers, employees, and heirs and assigns.

## **8. DISPUTE RESOLUTION**

**8.1** In the event of a disagreement arising out of or relating to this Agreement or the services provided hereunder, CLIENT and CONSULTANT agree to attempt to resolve any such disagreement through direct negotiations between senior, authorized representatives of each party. If any disagreement is not resolved by such direct negotiations, CLIENT and CONSULTANT further agree to consider using mutually acceptable non-binding mediation service in order to resolve any disagreement prior to proceeding to litigation.

## **9. SITE ACCESS**

**9.1 Right of Entry** - Unless otherwise agreed, CLIENT will furnish right-of-entry on the land for CONSULTANT to make any surveys, borings, explorations, tests or similar field investigations. CONSULTANT will take reasonable precautions to limit damage to the land from use of equipment, but the cost for restoration of any damage that may result from such field investigations is not included in the agreed compensation for CONSULTANT. If restoration of the land is required greater than those included in the scope of work, upon mutual agreement this may be accomplished as a reimbursable additional service at cost plus ten percent.

**9.2 Damage to Underground Structures** - Reasonable care will be exercised in locating underground structures in the vicinity of proposed subsurface explorations. This may include contact with the local agency coordinating subsurface utility information and/or a review of plans provided by CLIENT or CLIENT representatives for the site to be investigated. CONSULTANT shall be entitled to rely upon any information or plans prepared or made available by others. In the absence of physically confirmed underground structure locations, CLIENT agrees to accept the risk of damage and costs associated with repair and restoration of damage resulting from the exploration work.

## **10. OIL AND HAZARDOUS MATERIALS**

**10.1** If, at any time, evidence of the existence or possible existence of asbestos, oil, or other hazardous materials or substances is discovered, outside of any agreed scope of work or greater than those anticipated in any agreed scope of work, CONSULTANT reserves the right to renegotiate the fees for CONSULTANT's services and CONSULTANT's continued involvement in the PROJECT. CONSULTANT will notify CLIENT as soon as practical if evidence of the existence or possible existence of such hazardous materials or substances is discovered.

**10.2** The discovery of the existence or possible existence of hazardous materials or substances, outside or greater than any proposed in the agreed scope of work, may make it necessary for CONSULTANT to take accelerated action to protect human health and safety, and/or the environment. CLIENT agrees to compensate CONSULTANT for the cost of any and all measures that in its professional opinion are appropriate to preserve and/or protect the health and safety of the public, the environment, and/or CONSULTANT's personnel. To the full extent permitted by law, CLIENT waives any claims against CONSULTANT and agrees to indemnify, defend and hold harmless CONSULTANT from any and all claims, losses, damages, liability, and costs, including but not limited to cost of defense, arising out of or in any way connected with the existence or possible existence of such hazardous materials substances at the site.

## **11. SITE INVESTIGATIONS**

**11.1** In soils, groundwater, soil gas, indoor air, or other investigations, conditions may vary between successive test points and sample intervals and for locations at or between where observations, exploration, and investigations have been made. Because of the variability of conditions and the inherent uncertainties in such evaluations, explorations, or investigations, changed or unanticipated conditions may occur that may affect overall PROJECT costs and/or execution. These variable conditions and related impacts on cost and PROJECT execution are not the responsibility of CONSULTANT.

**11.2** CLIENT recognizes that special risks occur whenever engineering or related disciplines are applied to provide



information regarding subsurface conditions. Even an agreed sampling and testing program, implemented with appropriate equipment and personnel with the assistance of a trained professional performing in accordance with the applicable professional standard of care, may provide data or information which differs significantly from that discovered or encountered subsequently. Environmental, geological, and geotechnical conditions, that CONSULTANT may infer to exist between sampling points may differ significantly from those discovered or encountered subsequently. The passage of time also should be considered, and CLIENT recognizes that due to natural occurrences or direct, or indirect human intervention at or near the site, actual conditions may quickly change. CONSULTANT shall not be responsible for the identification of emerging contaminants for which no current regulatory provisions exists nor shall CONSULTANT be held liable for not identifying or discussing these compounds even if those compounds are detected at a later date. CLIENT realizes that these risks cannot be eliminated. The services included in this agreement are those agreed to, or selected, consistent with CLIENT's risk preferences and other considerations including cost and schedule.

**11.3** By authorizing CONSULTANT to proceed with the site investigation services, CLIENT confirms that CONSULTANT has not created nor contributed to the presence of any existing hazardous substances or conditions at or near the site. CLIENT recognizes that there is an inherent risk in drilling, borings, punching or driving probes, excavating trenches or implementing other methods of subsurface exploration at or near a site contaminated by hazardous materials. Further, CLIENT recognizes that these are inherent even through the exercise of the Standard of Care. CLIENT accepts the risk and agrees to defend, indemnify, and hold CONSULTANT and each of CONSULTANT's subcontractors, consultants, officers, directors, and employees harmless against and all claims for damages, costs, or expenses direct or consequential, in connection with a release of hazardous substances, except to the extent that such claims, damages, or losses are adjudicated to have resulted from CONSULTANT's gross negligence or willful misconduct in the performance of the services.

#### **12. FEDERAL AND STATE REGULATORY AGENCY AUDITS**

**12.1** For certain services rendered by CONSULTANT, documents filed with federal and state regulatory agencies may be audited after the date of filing. In the event that CLIENT's PROJECT is selected for an audit, CLIENT agrees to compensate CONSULTANT for time spent preparing for and complying with an agency request for information or interviews in conjunction with such audit. CLIENT will be notified at the time of any such request by an agency, and CONSULTANT will invoice CLIENT based on its standard billing rates in effect at the time of the audit.

#### **13. CLIENT'S RESPONSIBILITIES**

**13.1** Unless otherwise stated in the Agreement, CLIENT will obtain, arrange, and pay for all notices, permits, and licenses required by local, state, or federal authorities; and CLIENT will make available the land, easements, rights-of-way, and access necessary for CONSULTANT's services or PROJECT implementation.

**13.2** CLIENT will examine CONSULTANT's studies, reports, sketches, drawings, specifications, proposals, and other documents and communicate promptly to CONSULTANT in the event of disagreement regarding the contents of any of the foregoing. CLIENT, at its own cost, will obtain advice of an attorney, insurance counselor, accountant, auditor, bond and financial advisors, and other consultants as CLIENT

deems appropriate; and render in writing decisions required by CLIENT in a timely manner.

#### **14. OPINIONS OF COST, FINANCIAL ANALYSES, ECONOMIC FEASIBILITY PROJECTIONS, AND SCHEDULES**

**14.1** CONSULTANT has no control over cost or price of labor and materials required to implement CLIENT's PROJECT, unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that may materially affect the ultimate PROJECT cost or schedule. Therefore, CONSULTANT makes no warranty, expressed or implied, that CLIENT's actual PROJECT costs, financial aspects, economic feasibility, or schedules will not vary from any opinions, analyses, projections, or estimates which may be provided by CONSULTANT. If CLIENT wishes additional information as to any element of PROJECT cost, feasibility, or schedule, CLIENT at its own cost will employ an independent cost estimator, contractor, or other appropriate advisor.

#### **15. CONSTRUCTION PHASE PROVISIONS**

The following provisions shall be applicable should the CONSULTANT be retained to provide Construction Phase Services in connection with the PROJECT:

**15.1** CLIENT and Contractor - The presence of CONSULTANT's personnel at a construction site, whether as onsite representatives or otherwise, does not make CONSULTANT or CONSULTANT's personnel in any way responsible for the obligations, duties, and responsibilities of the CLIENT and/or the construction contractors or other entities, and does not relieve the construction contractors or any other entity of their respective obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction contract documents and for providing and/or enforcing all health and safety precautions required for such construction work.

**15.2** Contractor Control - CONSULTANT and CONSULTANT's personnel have no authority or obligation to monitor, to inspect, to supervise, or to exercise any control over any construction contractor or other entity or their employees in connection with their work or the health and safety precautions for the construction work and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except CONSULTANT's own personnel.

**15.3** On-site Responsibility - The presence of CONSULTANT's personnel at a construction site is for the purpose of providing to CLIENT an increased degree of confidence that the completed construction work will conform generally to the construction documents and that the design concept as reflected in the construction documents generally has been implemented and preserved by the construction contractor(s). CONSULTANT neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

**15.4** Payment Recommendations - Recommendations by CONSULTANT to CLIENT for periodic construction progress payments to the construction contractor(s) are based on CONSULTANT's knowledge, information, and belief from selective observation that the work has progressed to the point indicated. Such recommendations do not represent that



continuous or detailed examinations have been made by CONSULTANT to ascertain that the construction contractor(s) have completed the work in exact accordance with the construction documents; that the final work will be acceptable in all respects; that CONSULTANT has made an examination to ascertain how or for what purpose the construction contractor(s) have used the moneys paid; that title to any of the work, materials, or equipment has passed to CLIENT free and clear of liens, claims, security interests, or encumbrances; or that there are no other matters at issue between CLIENT and the construction contractors that affect the amount that should be paid.

**15.5 Record Drawings** - Record drawings, if required as part of CONSULTANT's agreed scope of work, will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the PROJECT was finally constructed. CONSULTANT is not responsible for any errors or omissions in the information from others that are incorporated into the record drawings.

#### **16. DESIGN WITHOUT CONSTRUCTION PHASE SERVICES**

The following provisions shall be applicable should the CONSULTANT be retained to provide design services but not be retained to provide Construction Phase Services in connection with the PROJECT:

**16.1** It is understood and agreed that the CONSULTANT's Scope of Services under this proposal does not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided by the CLIENT or others. The CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against the CONSULTANT that may be in any way connected thereto.

**16.2** In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, directors, employees and subconsultants (collectively, CONSULTANT) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the CONSULTANT.

#### **17. SCHEDULE**

**17.1** The CLIENT agrees that the CONSULTANT is not responsible for damages arising directly or indirectly from any delays for causes beyond the CONSULTANT's reasonable control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters, pandemics, or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in timely manner; failure of performance by the CLIENT or the CLIENT's contractors or consultants.

**17.2** The CONSULTANT's schedule includes reasonable allowances for review and approval times required by the CLIENT, performance of services by the CLIENT's consultants, and review and approval times required by public authorities having jurisdiction over the PROJECT. This schedule shall be equitably adjusted as the PROJECT progresses, allowing for changes in scope, character or size

of the PROJECT requested by the Client, or for delays or other causes beyond the Consultant's reasonable control.

#### **18. MISCELLANEOUS TERMS**

**18.1 GOVERNING LAW** - The CLIENT and the CONSULTANT agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the jurisdiction where the PROJECT is located, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions.

**18.2 LENDERS' REQUIREMENTS** - The CONSULTANT shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the CONSULTANT, increase the CONSULTANT's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

**18.3 CORPORATE PROTECTION** - Notwithstanding anything to the contrary contained herein, the CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the CONSULTANT, a Massachusetts corporation, and not against any of the CONSULTANT's individual employees, officers or directors.

**18.4 TITLES** - The section headings used in this Agreement are intended principally for convenience and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

**18.5** Upon execution, these terms as incorporated into the accompanying proposal represent the final intent of the parties. Any modification, rescission, or waivers of these terms shall only be effective and binding if agreed to in writing by the parties.

PA\CONTRACTS & AGREEMENTS\PRIVATE\AGREE\TERMS&CONDITIONS\CURRENT TERMS AND CONDITIONS\TERMS\CONDITIONS-REV 04-2020 FINAL.DOC







April 22, 2022

Mr. Craig Fraley  
Recreation Director  
Amherst Parks and Recreation Department  
2 Main Street  
Amherst, NH 03031

**Re: Buck Meadow Recreation Area and Conservation Lands Master Plan**  
**Subject: Designer Services Proposal**

Dear Mr. Fraley:

Weston & Sampson is pleased to submit this proposal to provide master planning services to include all exterior recreation facilities. As discussed in our conversations, the basic work efforts will involve assessing and analyzing Buck Meadow Recreation Area and Conservation Land site related field and amenity layout, located at 32 NH-101A. (see Image below).



*Aerial Image of Buck Meadow Recreation Area and Conservation Land and anticipated approximate project area*

All work shall be coordinated with designated representatives of the Amherst Parks and Recreation Department. To obtain necessary project approvals and community buy-in we anticipate meeting with the following entities as needed and at your discretion:



- Parks and Recreation Commission
- Conservation Commission
- School Department (Athletics + other programs making use of town facilities) - TBD
- Department of Public Works
- Building Department
- Planning Department
- Other interested project stakeholders

We anticipate up to three (3) public meetings, as described under Item 5 below. We anticipate that an extensive and well-planned public engagement (and associated preparation) process will be required to inform, build support, and yield successful project outcomes.

Based on our understanding, the scope of actual site improvements will focus on, but not limited to

- Little League and or Softball field
- Rectangular multi-purpose fields
- Playground
- Multi-use trails
- Parking
- Secondary vehicular access to Sterns Road

To accomplish the master plan efforts for this project, we offer the following scope of services for consideration:

#### **Anticipated Scope of Work**

1. **Project Kick-off Meeting-** We will meet with Amherst Parks and Recreation Department and other stakeholders at the outset of the project to confirm all basic project expectations, the preferred direction of our master planning efforts and project timelines. We will also establish the desired approach to public outreach and to project coordination with key town departments, commissions, and other designated constituent groups. Our intention is to obtain all relevant project information pertaining to the property from the Town at this meeting.
2. **Baseplan Compilation-** Working with the Town of Amherst to develop a suitable property survey plans (including property lines, topography, site details and utilities) from GIS, record plans and other information available. Weston & Sampson will prepare an appropriate base plan for the development of the physical master plan.
3. **Detailed Evaluation of Current Facilities-** Our project team will perform site reconnaissance efforts to visually review and assess all property areas and facilities/features, including passive recreational elements and natural environmental areas.

We anticipate making multiple visits to the property with key project representatives from the town department in attendance and with appropriate professional design, technical and scientific disciplines that are firm represents. One major goal of the site visits will be to confirm current conditions in relation to the potential and anticipated work and project areas that may occur at this site.

We will meet with all key project stakeholders and confirm all observations, assessments, and collected data. This shall include:

- Site condition assessments
- Town field usage data and programming matrix
- Potential new development phasing strategies (short term/long term)
- Master Plan identifying sports facilities, ancillary amenities, and identification of all other needed or desired site improvements
- Phasing strategies





*Example of a 3D view perspective that would be created as part of the master plan*

**Price Proposal-** We have established the following pricing strategy for the development of master planning efforts that address the scope described and as articulated throughout this document. As we are keenly interested in providing the most value, and we are completely willing to negotiate in good faith with Town of Orleans representatives to potentially refine our assumptions and adjust our scope and approach in any way that is mutually beneficial and agreeable.

Scope Item or Phase	Cost
1. Project Kick-off Meeting	NC
2. Baseplan Compilation	\$ 3,000
3. Detailed Evaluation of Current Facilities (*)	\$ 6,000
4. Public Engagement and other Meetings	\$ 7,500
5. Final Deliverables	\$ 8,000
<b>Total Cost</b>	<b>\$24,500</b>

(\*) As a final note regarding the scope and pricing information contained herein, we have not included costs associated with soil testing, subsurface geotechnical soil borings, or the execution of test pits as the potential need for these items is not known at this time.

Thanks for the opportunity to work with the Town of Amherst on this important town recreation facility master planning endeavor and please contact our office with any questions pertaining to this proposal.

Regards,

WESTON & SAMPSON

Brandon Kunkel, RLA  
Practice Leader



- Implementation strategies
- Estimates of probable cost for various recommended initiatives

All master plans will be prepared in an illustrative format for ease of presenting the information to a lay audience and for receiving meaningful input from that audience.

During this stage we will assume natural turf fields only in relation to the public dialogue about the benefits and limitations. We are fully prepared to lead a constructive dialogue with all project stakeholders and other interested residents.

4. **Public Engagement and other Meetings-** in cooperation with the Amherst Parks and Recreation Department, Weston & Sampson will present master plan findings to the town and community representatives at up to three (3) public information meetings. We anticipate that the first meeting would be near the conclusion of the existing facility inventory and analysis of existing conditions phase. Using input from the first meeting we would develop a preliminary master strategic facilities improvement plan, with a variety of options and budget guidance. We would then present this information at a second meeting. Using input from this second meeting, master plans design, cost estimates, implementation and phasing approaches shall be refined, and a single preferred master improvements plan and implementation strategy shall be established. On your behalf, we would look for adoption of the final preferred design plan at this time.

In addition to the public information meetings, we anticipate additional meetings with other key athletic facility constituents throughout the master planning process.

5. **Final Deliverables-** In conjunction with developing the Master Plan, we anticipate preparing and furnishing to the town the following documents:

- **Existing Conditions and Analysis Plan-** This plan will identify and analyze all current conditions at the property, including potential environmental impacts, support facilities/features and site amenities. Work may also include the review of previously undeveloped or underperforming areas to determine the potential for new, reoriented or expanded facilities. All existing site features shall be identified. Analysis notes will highlight all existing conditions and identify opportunities for potential improvements or limitations that might hinder improvements.
- **Preferred Master Plan-** this high-quality illustrative drawing will represent the physical aspects of the updated master plan and identify all potential facility improvements. All parts of the project area shall be considered including the previously undeveloped or underperforming areas.

Weston & Sampson will develop high quality presentation graphic illustrative site plans and 3D view perspectives for the use by the town to use to meet with stakeholders. The illustrative plans will provide artistic representations of conceptual ideas for the trail for Phase 1 and future phase work as desired. Weston & Sampson will provide three (3) total graphics representing views, and locations throughout the project area.

- **Master Plan Narrative-** This narrative document will include a summary of all project findings and outcomes. It will describe the community participation process, outcomes of all town department and commission meetings, identify all significant master plan recommendations, identify cost considerations, and introduce phasing and implementation considerations.  
The master plan narrative will include color photos and support graphics and both the analysis plan and illustrative master plan in fold-out formats. The document will be suitable for distribution in hard copy form or electronically. We anticipate that this document will be useful to building community support for the necessary upgrades to this recreation facility footprint.



Selectman Bowler explained that the vehicle is 11 years old. If replaced the old vehicle would go replace a public works vehicle. There was little discussion. Placed on ballot as written. Motion to restrict reconsideration passed.

**Article 10: Recreation Fields Acquisition and Construction Capital Reserve Fund**  
To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1, which shall be known as the Recreational Fields Acquisition and Construction Capital Reserve Fund, for the purpose of paying the costs of locating and acquiring property, including costs of due diligence investigation of the same, legal costs associated with purchasing property, etc., which property shall be utilized by the Town for recreational playing fields, and, additionally, for the purpose of paying the costs of constructing and establishing playing fields on such acquired property or other property, and to raise and appropriate the sum of up to Two Hundred Fifty Thousand (\$250,000) Dollars, to be placed into this fund, said sum to be raised from the unexpended fund balance, (surplus), to the extent that funds are available in said fund balance, and no amount to be raised from taxation, and to further appoint the Board of Selectmen as agents to expend from this Fund in accordance with RSA 35:15 II or take any action relative thereto. This is a Special Warrant Article in accordance with RSA 32.

*(The Board of Selectmen unanimously recommends a yes vote. The Ways and Means Committee unanimously supports this Article.) This article has no impact on the tax rate.*

Selectman Panasiti spoke to this article. Amended by Cal Wood to correct it by inserting the word 'be' between 'to' and 'raised'. Amendment passed. Placed on ballot as amended. Motion to restrict reconsideration passed.

**Article 11: Peabody Mill Environmental Center Building Phase III LUCT Funding**  
To see if the Town will vote to raise and appropriate the sum of two hundred twenty five thousand dollars (\$225,000) for the purpose of completing construction of the Peabody Mill Environmental Center facility located on Brook Road, and further to authorize the Board of Selectmen, pursuant to RSA 79-A:25-a, (II), to withdraw said funds from the Land Use Change Tax Fund. This is a non-lapsing Special Warrant Article in accordance with RSA 32.

*(The Board of Selectmen unanimously recommends a yes vote. The Ways and Means Committee supports this Article by a vote of 8 to 1.) This article has no tax impact.*

Selectman Panasiti commented on this article. Kay May, a PMEC Advisory Board member. This money would complete phase 3. Money for phases 1 and 2 had private donations. This money would complete the building. She stated that the interest in this center has been more than expected. David Micciche motioned to reduce the amount to \$1.00 but failed for lack of a second. Jan Bunker spoke against the article stating that it was originally supposed to be self-supporting not tax payer funded. After more discussion it was placed on ballot as written. Motion to restrict reconsideration passed.

**Article 12: Town Computer System Capital Reserve Fund**  
To see if the Town will vote to establish a Capital Reserve Fund under the provisions of

124

RSA 35:1, which shall be known as the Computer System Capital Reserve Fund, for the purpose of purchasing major computer system components, critical software updates, and/or emergency computer repairs for all Town Departments, and to raise and appropriate the sum of seven thousand five hundred dollars (\$7,500) to be placed into this fund, and to further appoint the Board of Selectmen as agents to expend from this Fund in accordance with RSA 35:15 II or take any action relative thereto. This is a Special Warrant Article in accordance with RSA 32.

*(The Board of Selectmen unanimously recommends a yes vote. The Ways and Means Committee unanimously supports this Article.) This article has a tax impact of less than \$.01*

Selectman Infanti spoke to this article. No discussion. Placed on ballot as written. Motion to restrict reconsideration passed.

**Article 13: Public Access Television Equipment Capital Reserve Fund**  
To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1, which shall be known as the Public Access Television Equipment Capital Reserve Fund, for the purpose of purchasing equipment necessary to enhance the capabilities of the local access television network (Amherst Community Access Television), and to raise and appropriate the sum of twenty five thousand dollars (\$25,000) to be placed into this fund, and to further appoint the Board of Selectmen as agents to expend from this Fund in accordance with RSA 35:15 II or take any action relative thereto. This is a Special Warrant Article in accordance with RSA 32.  
*(The Board of Selectmen unanimously recommends a yes vote. The Ways and Means Committee unanimously supports this Article.) This article has a tax impact of \$.01.*

Selectman Jay Dinkel spoke to this article. George Bower said that some residents do not have cable access. Dinkel advised that they were negotiating with Comcast and hope to reach those areas. Article was placed on ballot as written. Motion to restrict reconsideration passed.

**Article 14: Recreation Bean Field LUCT Funding**

To see if the Town will vote to raise and appropriate the sum of \$250,000 for the purpose of constructing athletic playing fields on property of the Amherst School District, (Map 2, Lots 141-1, 142, 144, 145), commonly known as the 'Bean Property', located on Boston Post Road, in return for an agreement to allow the Town to use said fields on terms and conditions acceptable to the Board of Selectmen and, further, to authorize the Board of Selectmen, pursuant to RSA 79-A:25-a, (II), to withdraw said funds from the Land Use Change Tax Fund. This is a non-lapsing Special Warrant Article in accordance with RSA 32.

*(The Board of Selectmen recommends (4-1) a yes vote. The Ways and Means Committee unanimously supports this Article.) This article has no tax impact.*

125









# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Parks and Recreation Quarterly  
Report

**Department:** Parks & Recreation  
Department

**Meeting Date:** May 9, 2022

**Staff Contact:** Craig Fraley

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## **BACKGROUND INFORMATION:**

The Recreation Director will be giving a staff report on the following items:

Revolving Fund FY21 recap

Facilities

Programs

Strategic Planning

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

N/A

## **POLICY IMPLICATIONS:**

n/a

## **DEPARTMENT HEAD RECOMMENDATION:**

N/A

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Finance Update

**Department:** Finance Department

**Meeting Date:** May 9, 2022

**Staff Contact:** Debbie Bender

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## **BACKGROUND INFORMATION:**

Presenting the Town budget vs actual expenses as of 4/30/22. Also, Craig and I have been working on the Recreation - Fund 02 budget. Craig already had budget amounts that recreation comes up with yearly, for all the different programs. I am entering those into Springbrook so that the amounts will be available to the Board. This will be a process that will continue until we have budgets for all the line items.

Also, I want to talk a little about the progress that has been made and the challenges that still exist in the finance department.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 04.30.22 - Budget Status by Dept



# General Ledger

## Budget Status

User: dbender  
 Printed: 5/5/2022 - 9:27 AM  
 Period: 1 to 10, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-4130	Executive							
E01	General Government							
01-4130-10-1110	Wages, Full Time Permanent	170,623.02	136,154.92	136,154.92	34,468.10	0.00	34,468.10	20.20
01-4130-10-1115	Wages, Part Time Permanent	4,386.72	2,251.37	2,251.37	2,135.35	0.00	2,135.35	48.68
01-4130-10-1130	Elected Officials	23,400.00	29,253.99	29,253.99	-5,853.99	0.00	-5,853.99	0.00
01-4130-10-1131	Moderator Wages	900.00	0.00	0.00	900.00	0.00	900.00	100.00
01-4130-10-1132	Merit Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4130-10-1140	Overtime	1.00	5,278.49	5,278.49	-5,277.49	0.00	-5,277.49	0.00
01-4130-20-1210	Health Insurance	16,995.42	27,025.33	27,025.33	-10,029.91	0.00	-10,029.91	0.00
01-4130-20-1211	Dental Insurance	2,223.16	2,115.05	2,115.05	108.11	0.00	108.11	4.86
01-4130-20-1220	Social Security	12,558.21	11,799.37	11,799.37	758.84	0.00	758.84	6.04
01-4130-20-1225	Medicare	2,937.01	2,759.69	2,759.69	177.32	0.00	177.32	6.04
01-4130-20-1230	Deferred Compensation	9,384.27	7,472.08	7,472.08	1,912.19	0.00	1,912.19	20.38
01-4130-20-1266	Sick Leave Incentive	3,238.00	3,463.58	3,463.58	-225.58	0.00	-225.58	0.00
01-4130-20-1290	Longevity	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4130-20-1294	Educat & Training/Prof Dev.	5,000.00	105.00	105.00	4,895.00	0.00	4,895.00	97.90
01-4130-30-2335	Records Retention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4130-30-2338	Records Retention	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4130-30-2341	Telephone	6,025.00	5,607.89	5,607.89	417.11	0.00	417.11	6.92
01-4130-30-2342	Cable Access	21,000.00	14,264.29	14,264.29	6,735.71	0.00	6,735.71	32.07
01-4130-30-2343	Internet Service	2,400.00	1,950.97	1,950.97	449.03	0.00	449.03	18.71
01-4130-30-2374	Custodian	6,700.00	5,533.40	5,533.40	1,166.60	0.00	1,166.60	17.41
01-4130-30-2381	Outside Hire	1.00	71,085.75	71,085.75	-71,084.75	0.00	-71,084.75	0.00
01-4130-30-2392	Outside Hire - Web Site	2,000.00	5,199.49	5,199.49	-3,199.49	0.00	-3,199.49	0.00
01-4130-30-2395	Outside Hire IT	100,000.00	86,236.98	86,236.98	13,763.02	0.00	13,763.02	13.76
01-4130-40-2410	Electricity	11,000.00	8,051.47	8,051.47	2,948.53	0.00	2,948.53	26.80
01-4130-40-2411	Heat	6,000.00	4,736.67	4,736.67	1,263.33	0.00	1,263.33	21.06
01-4130-40-2412	Water	2,600.00	2,970.61	2,970.61	-370.61	0.00	-370.61	0.00
01-4130-40-2430	Equipment Repair & Maintenance	100.00	2,313.57	2,313.57	-2,213.57	0.00	-2,213.57	0.00
01-4130-50-2550	Printing	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
01-4130-50-2551	Advertising	1,100.00	3,717.59	3,717.59	-2,617.59	0.00	-2,617.59	0.00
01-4130-50-2552	Town Report	2,250.00	2,142.00	2,142.00	108.00	0.00	108.00	4.80
01-4130-50-2553	Record Binding	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4130-50-2560	Dues & Subscriptions	13,700.00	12,167.00	12,167.00	1,533.00	0.00	1,533.00	11.19



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4130-50-2565	Software Licenses	5,300.00	1,131.95	1,131.95	4,168.05	0.00	4,168.05	78.64
01-4130-50-2581	Travel (Convention Hotels)	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4130-60-2620	Office Supplies	2,000.00	1,652.59	1,652.59	347.41	0.00	347.41	17.37
01-4130-60-2621	Computer Equipment	1,200.00	2,429.62	2,429.62	-1,229.62	0.00	-1,229.62	0.00
01-4130-60-2625	Postage	5,000.00	571.52	571.52	4,428.48	0.00	4,428.48	88.57
01-4130-80-2618	Special Events & Supplies	1,000.00	563.69	563.69	436.31	0.00	436.31	43.63
01-4130-80-2762	Equipment Lease Payment	4,000.00	2,839.86	2,839.86	1,160.14	0.00	1,160.14	29.00
01-4130-80-2820	Mileage	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4130-80-2825	Meetings & Conferences	2,000.00	2,574.69	2,574.69	-574.69	0.00	-574.69	0.00
	E01 Sub Totals:	451,224.81	465,420.47	465,420.47	-14,195.66	0.00	-14,195.66	0.00
	Expense Sub Totals:	451,224.81	465,420.47	465,420.47	-14,195.66	0.00	-14,195.66	0.00
	Dept 4130 Sub Totals:	451,224.81	465,420.47	465,420.47	-14,195.66	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4140	Election, Reg & Vital Stats							
E01		General Government							
01-4140-10-1110		Town Clerk Wages	67,516.18	53,753.87	53,753.87	13,762.31	0.00	13,762.31	20.38
01-4140-10-1111		Full Time Wages	54,392.00	43,336.02	43,336.02	11,055.98	0.00	11,055.98	20.33
01-4140-10-1115		Part Time Wages-Town Clerk	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4140-10-1130		Supervisor Of Check List, Wages	2,496.00	0.00	0.00	2,496.00	0.00	2,496.00	100.00
01-4140-10-1140		Overtime Town Clerk	0.00	647.30	647.30	-647.30	0.00	-647.30	0.00
01-4140-20-1210		Health Insurance	50,685.96	29,157.37	29,157.37	21,528.59	0.00	21,528.59	42.47
01-4140-20-1211		Dental Insurance	1,975.44	1,173.59	1,173.59	801.85	0.00	801.85	40.59
01-4140-20-1220		Social Security	7,986.12	6,219.71	6,219.71	1,766.41	0.00	1,766.41	22.12
01-4140-20-1225		Medicare	1,867.88	1,454.56	1,454.56	413.32	0.00	413.32	22.13
01-4140-20-1230		Deferred Compensation	6,704.95	5,187.78	5,187.78	1,517.17	0.00	1,517.17	22.63
01-4140-20-1266		Sick Leave Incentive	2,400.00	1,882.90	1,882.90	517.10	0.00	517.10	21.55
01-4140-20-1290		Longevity	2,000.00	2,060.00	2,060.00	-60.00	0.00	-60.00	0.00
01-4140-50-2551		Advertising	200.00	185.00	185.00	15.00	0.00	15.00	7.50
01-4140-50-2562		Ballot Machine Programing	800.00	5,722.45	5,722.45	-4,922.45	0.00	-4,922.45	0.00
01-4140-50-2565		Software Licenses	7,486.00	7,722.86	7,722.86	-236.86	0.00	-236.86	0.00
01-4140-60-2610		Supplies - General	2,000.00	763.94	763.94	1,236.06	0.00	1,236.06	61.80
01-4140-60-2620		Office Supplies	2,000.00	3,486.59	3,486.59	-1,486.59	0.00	-1,486.59	0.00
01-4140-60-2621		Computer Equipment	1.00	3,585.59	3,585.59	-3,584.59	0.00	-3,584.59	0.00
01-4140-60-2625		Postage	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
01-4140-80-2612		Equipment Purchases	800.00	0.00	0.00	800.00	0.00	800.00	100.00
01-4140-80-2820		Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4140-80-2825		Meetings & Conferences	750.00	558.41	558.41	191.59	0.00	191.59	25.55
E01 Sub Totals:			216,063.53	166,897.94	166,897.94	49,165.59	0.00	49,165.59	22.76
Expense Sub Totals:			216,063.53	166,897.94	166,897.94	49,165.59	0.00	49,165.59	22.76
Dept 4140 Sub Totals:			216,063.53	166,897.94	166,897.94	49,165.59	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4150	Financial Administration							
E01	General Government							
01-4150-10-1110	Accounting Wages	143,669.25	81,008.34	81,008.34	62,660.91	0.00	62,660.91	43.61
01-4150-10-1115	Part Time Accounting	811.20	17,674.82	17,674.82	-16,863.62	0.00	-16,863.62	0.00
01-4150-10-1130	Treasurer Wages	13,833.60	10,701.60	10,701.60	3,132.00	0.00	3,132.00	22.64
01-4150-10-1140	Overtime	1.00	1,245.79	1,245.79	-1,244.79	0.00	-1,244.79	0.00
01-4150-20-1210	Health Insurance	38,028.38	15,835.11	15,835.11	22,193.27	0.00	22,193.27	58.36
01-4150-20-1211	Dental Insurance	1,077.12	904.26	904.26	172.86	0.00	172.86	16.05
01-4150-20-1220	Social Security	9,998.47	7,322.93	7,322.93	2,675.54	0.00	2,675.54	26.76
01-4150-20-1225	Medicare	2,338.55	1,712.55	1,712.55	626.00	0.00	626.00	26.77
01-4150-20-1230	Deferred Compensation	7,901.81	3,792.05	3,792.05	4,109.76	0.00	4,109.76	52.01
01-4150-20-1266	Sick Leave Incentive	2,945.00	0.00	0.00	2,945.00	0.00	2,945.00	100.00
01-4150-20-1294	Educate & Training/Prof Dev.	3,847.00	1,969.00	1,969.00	1,878.00	0.00	1,878.00	48.82
01-4150-30-2301	Auditing	19,400.00	22,200.00	22,200.00	-2,800.00	0.00	-2,800.00	0.00
01-4150-50-2560	Dues & Subscriptions	285.00	150.00	150.00	135.00	0.00	135.00	47.37
01-4150-50-2561	Bank Charges and Fees	15,300.00	144.84	144.84	15,155.16	0.00	15,155.16	99.05
01-4150-50-2565	Software Licenses	58,146.00	45,889.21	45,889.21	12,256.79	0.00	12,256.79	21.08
01-4150-60-2620	Office Supplies	3,350.00	2,297.83	2,297.83	1,052.17	0.00	1,052.17	31.41
01-4150-60-2621	Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4150-80-2820	Mileage	1.00	12.55	12.55	-11.55	0.00	-11.55	0.00
01-4150-90-2301	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	320,933.38	212,860.88	212,860.88	108,072.50	0.00	108,072.50	33.67
	Expense Sub Totals:	320,933.38	212,860.88	212,860.88	108,072.50	0.00	108,072.50	33.67
	Dept 4150 Sub Totals:	320,933.38	212,860.88	212,860.88	108,072.50	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4151	Tax Collecting							
E01	General Government							
01-4151-10-1110	Tax Collector Wages	67,516.80	53,753.79	53,753.79	13,763.01	0.00	13,763.01	20.38
01-4151-10-1140	Overtime Tax	4,333.00	2,775.35	2,775.35	1,557.65	0.00	1,557.65	35.95
01-4151-20-1210	Health Insurance	34,202.22	26,369.04	26,369.04	7,833.18	0.00	7,833.18	22.90
01-4151-20-1211	Dental Insurance	1,749.44	1,357.44	1,357.44	392.00	0.00	392.00	22.41
01-4151-20-1220	Social Security	4,594.19	3,530.85	3,530.85	1,063.34	0.00	1,063.34	23.15
01-4151-20-1225	Medicare	1,074.95	825.79	825.79	249.16	0.00	249.16	23.18
01-4151-20-1230	Deferred Compensation	3,713.42	2,956.38	2,956.38	757.04	0.00	757.04	20.39
01-4151-20-1266	Sick Leave Incentive	1,000.00	1,761.08	1,761.08	-761.08	0.00	-761.08	0.00
01-4151-20-1290	Longevity	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00
01-4151-20-1294	Educat & Training/Prof Dev.	700.00	65.00	65.00	635.00	0.00	635.00	90.71
01-4151-30-2340	Banking Services (Lockbox)	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
01-4151-30-2391	Registry Fees	700.00	131.83	131.83	568.17	0.00	568.17	81.17
01-4151-30-2393	Tax Lien & Deed Researach	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
01-4151-50-2560	Dues & Subscriptions	60.00	20.00	20.00	40.00	0.00	40.00	66.67
01-4151-50-2565	Software Licenses	3,604.00	3,283.65	3,283.65	320.35	0.00	320.35	8.89
01-4151-60-2620	Office Supplies	1,700.00	633.30	633.30	1,066.70	0.00	1,066.70	62.75
01-4151-60-2621	Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4151-60-2625	Postage	7,000.00	2,566.72	2,566.72	4,433.28	0.00	4,433.28	63.33
01-4151-60-2690	Misc. Supplies	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4151-70-2740	New Equipment Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4151-80-2621	Computer Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4151-80-2743	Office Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4151-80-2820	Mileage	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4151-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	139,400.02	101,280.22	101,280.22	38,119.80	0.00	38,119.80	27.35
	Expense Sub Totals:	139,400.02	101,280.22	101,280.22	38,119.80	0.00	38,119.80	27.35
	Dept 4151 Sub Totals:	139,400.02	101,280.22	101,280.22	38,119.80	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4152	Property Assessment & Revals							
E01		General Government							
	01-4152-10-1110	Assessing Wages	61,276.80	48,786.00	48,786.00	12,490.80	0.00	12,490.80	20.38
	01-4152-10-1140	Overtime Assessing	208.00	44.19	44.19	163.81	0.00	163.81	78.75
	01-4152-20-1210	Health Insurance	12,685.40	9,726.75	9,726.75	2,958.65	0.00	2,958.65	23.32
	01-4152-20-1211	Dental Insurance	538.56	413.03	413.03	125.53	0.00	125.53	23.31
	01-4152-20-1220	Social Security	3,951.56	3,175.62	3,175.62	775.94	0.00	775.94	19.64
	01-4152-20-1225	Medicare	924.66	742.74	742.74	181.92	0.00	181.92	19.67
	01-4152-20-1230	Deferred Compensation	3,370.22	2,639.94	2,639.94	730.28	0.00	730.28	21.67
	01-4152-20-1266	Sick Leave Incentive	1,000.00	479.43	479.43	520.57	0.00	520.57	52.06
	01-4152-20-1290	Longevity	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00
	01-4152-20-1294	Educate & Training/Prof Dev.	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	01-4152-30-2381	Outside Hire	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	01-4152-30-2382	Outside Hire - Professional Svcs	84,000.00	36,232.47	36,232.47	47,767.53	0.00	47,767.53	56.87
	01-4152-30-2391	Registry Fees	200.00	159.06	159.06	40.94	0.00	40.94	20.47
	01-4152-30-2394	Tax Maps	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	01-4152-50-2560	Dues & Subscriptions	30.00	0.00	0.00	30.00	0.00	30.00	100.00
	01-4152-50-2565	Software License	10,906.00	10,596.65	10,596.65	309.35	0.00	309.35	2.84
	01-4152-60-2620	Office Supplies	350.00	310.36	310.36	39.64	0.00	39.64	11.33
	01-4152-60-2621	Computer Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	01-4152-60-2625	Postage	600.00	0.00	0.00	600.00	0.00	600.00	100.00
	01-4152-60-2670	Books & Periodicals	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	01-4152-80-2743	Office Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	01-4152-80-2820	Mileage	250.00	0.00	0.00	250.00	0.00	250.00	100.00
		E01 Sub Totals:	183,144.20	114,556.24	114,556.24	68,587.96	0.00	68,587.96	37.45
		Expense Sub Totals:	183,144.20	114,556.24	114,556.24	68,587.96	0.00	68,587.96	37.45
		Dept 4152 Sub Totals:	183,144.20	114,556.24	114,556.24	68,587.96	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4153	Legal Expense							
E01	General Government							
01-4153-30-2320	Town Counsel	45,000.00	24,941.55	24,941.55	20,058.45	0.00	20,058.45	44.57
01-4153-30-2321	Collective Bargaining	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4153-30-2322	Misc. Legal (Code Enforcement)	0.00	963.50	963.50	-963.50	0.00	-963.50	0.00
	E01 Sub Totals:	45,100.00	25,905.05	25,905.05	19,194.95	0.00	19,194.95	42.56
	Expense Sub Totals:	45,100.00	25,905.05	25,905.05	19,194.95	0.00	19,194.95	42.56
	Dept 4153 Sub Totals:	45,100.00	25,905.05	25,905.05	19,194.95	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4155	Personnel Administration							
E01	General Government							
01-4155-20-1214	Short Term Disability Insurance	20,110.00	13,374.42	13,374.42	6,735.58	0.00	6,735.58	33.49
01-4155-20-1215	Life and Disability Insurance	18,417.00	14,395.41	14,395.41	4,021.59	0.00	4,021.59	21.84
01-4155-20-1250	NH Unemployment	6,668.00	0.00	0.00	6,668.00	0.00	6,668.00	100.00
01-4155-20-1260	Workers Comp Insurance	176,835.00	15,810.64	15,810.64	161,024.36	0.00	161,024.36	91.06
01-4155-20-1280	Health Reimbursement Account	11,000.00	5,636.94	5,636.94	5,363.06	0.00	5,363.06	48.76
	E01 Sub Totals:	233,030.00	49,217.41	49,217.41	183,812.59	0.00	183,812.59	78.88
	Expense Sub Totals:	233,030.00	49,217.41	49,217.41	183,812.59	0.00	183,812.59	78.88
	Dept 4155 Sub Totals:	233,030.00	49,217.41	49,217.41	183,812.59	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4191	Planning Department							
E01	General Government							
01-4191-10-1115	Planning Board Part Time Wages	2,632.03	3,005.34	3,005.34	-373.31	0.00	-373.31	0.00
01-4191-20-1220	Social Security	163.19	183.07	183.07	-19.88	0.00	-19.88	0.00
01-4191-20-1225	Medicare	38.16	42.83	42.83	-4.67	0.00	-4.67	0.00
01-4191-30-2381	Outside Hire	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
01-4191-30-2382	Outside Hire-Professional Srvc	1.00	1,684.00	1,684.00	-1,683.00	0.00	-1,683.00	0.00
01-4191-30-2430	Equipment Repair & Maintenance	700.00	0.00	0.00	700.00	0.00	700.00	100.00
01-4191-50-2396	Storm Water II Project	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
01-4191-50-2550	Printing	1,060.00	0.00	0.00	1,060.00	0.00	1,060.00	100.00
01-4191-50-2551	Advertising	951.00	0.00	0.00	951.00	0.00	951.00	100.00
01-4191-50-2555	Master Plan	54,800.00	48,784.04	48,784.04	6,015.96	0.00	6,015.96	10.98
01-4191-50-2560	Dues & Fees	10,063.00	10,063.00	10,063.00	0.00	0.00	0.00	0.00
01-4191-60-2620	Office Supplies	1,750.00	557.89	557.89	1,192.11	0.00	1,192.11	68.12
01-4191-60-2625	Postage	3,060.00	0.00	0.00	3,060.00	0.00	3,060.00	100.00
01-4191-90-2555	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4191-90-9800	P/Y Encumbrance	41,446.19	0.00	0.00	41,446.19	0.00	41,446.19	100.00
	E01 Sub Totals:	164,164.57	64,320.17	64,320.17	99,844.40	0.00	99,844.40	60.82
	Expense Sub Totals:	164,164.57	64,320.17	64,320.17	99,844.40	0.00	99,844.40	60.82
	Dept 4191 Sub Totals:	164,164.57	64,320.17	64,320.17	99,844.40	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4192	Zoning Department							
E01	General Government							
01-4192-10-1110	Zoning Full Time Wages	259,515.37	194,082.33	194,082.33	65,433.04	0.00	65,433.04	25.21
01-4192-10-1115	Part Time Wages	2,632.03	706.55	706.55	1,925.48	0.00	1,925.48	73.16
01-4192-10-1140	Overtime	2,800.00	134.61	134.61	2,665.39	0.00	2,665.39	95.19
01-4192-20-1210	Health Insurance	88,323.30	65,847.59	65,847.59	22,475.71	0.00	22,475.71	25.45
01-4192-20-1211	Dental Insurance	3,972.60	3,380.38	3,380.38	592.22	0.00	592.22	14.91
01-4192-20-1220	Social Security	16,635.73	12,564.84	12,564.84	4,070.89	0.00	4,070.89	24.47
01-4192-20-1225	Medicare	3,890.73	2,938.39	2,938.39	952.34	0.00	952.34	24.48
01-4192-20-1230	Deferred Compensation	14,273.35	10,029.66	10,029.66	4,243.69	0.00	4,243.69	29.73
01-4192-20-1266	Sick Leave Incentive	3,375.00	2,731.25	2,731.25	643.75	0.00	643.75	19.07
01-4192-20-1290	Longevity	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-20-1294	Educate & Training/Prof Dev.	4,217.00	820.38	820.38	3,396.62	0.00	3,396.62	80.55
01-4192-30-2341	Telephone	3,360.00	2,352.55	2,352.55	1,007.45	0.00	1,007.45	29.98
01-4192-30-2382	Outside Hire-Professional Srvc	5,850.00	25.00	25.00	5,825.00	0.00	5,825.00	99.57
01-4192-40-2425	Vehicle Repairs	1,000.00	171.96	171.96	828.04	0.00	828.04	82.80
01-4192-40-2430	Equipment Repair & Maintenance	690.00	690.00	690.00	0.00	0.00	0.00	0.00
01-4192-50-2550	Printing	3,060.00	0.00	0.00	3,060.00	0.00	3,060.00	100.00
01-4192-50-2551	Advertising	1,320.00	846.00	846.00	474.00	0.00	474.00	35.91
01-4192-50-2560	Dues & Subscriptions	1,134.00	465.00	465.00	669.00	0.00	669.00	58.99
01-4192-50-2565	Software License	12,311.00	12,486.53	12,486.53	-175.53	0.00	-175.53	0.00
01-4192-50-2615	Uniforms	200.00	76.00	76.00	124.00	0.00	124.00	62.00
01-4192-60-2620	Office Supplies	484.00	186.57	186.57	297.43	0.00	297.43	61.45
01-4192-60-2625	Postage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-60-2635	Gasoline	275.00	225.37	225.37	49.63	0.00	49.63	18.05
01-4192-80-2621	Computer Equipment	1.00	1,370.79	1,370.79	-1,369.79	0.00	-1,369.79	0.00
01-4192-80-2743	Office Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-80-2820	Mileage	340.00	221.07	221.07	118.93	0.00	118.93	34.98
	E01 Sub Totals:	429,663.11	312,352.82	312,352.82	117,310.29	0.00	117,310.29	27.30
	Expense Sub Totals:	429,663.11	312,352.82	312,352.82	117,310.29	0.00	117,310.29	27.30
	Dept 4192 Sub Totals:	429,663.11	312,352.82	312,352.82	117,310.29	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4194	General Government Buildings							
E01		General Government							
01-4194-10-1110		Full Time Wages - Buildings	61,560.98	49,056.92	49,056.92	12,504.06	0.00	12,504.06	20.31
01-4194-10-1140		Overtime -Building	1,997.75	-4,247.10	-4,247.10	6,244.85	0.00	6,244.85	312.59
01-4194-20-1210		Health Insurance	24,063.16	19,436.41	19,436.41	4,626.75	0.00	4,626.75	19.23
01-4194-20-1211		Dental Insurance	937.84	760.78	760.78	177.06	0.00	177.06	18.88
01-4194-20-1220		Social Security	4,062.51	3,480.64	3,480.64	581.87	0.00	581.87	14.32
01-4194-20-1225		Medicare	950.37	814.02	814.02	136.35	0.00	136.35	14.35
01-4194-20-1230		Deferred Compensation	3,385.85	2,719.90	2,719.90	665.95	0.00	665.95	19.67
01-4194-20-1266		Sick Leave Incentive	1,020.00	610.86	610.86	409.14	0.00	409.14	40.11
01-4194-20-1290		Longevity	949.50	1,000.00	1,000.00	-50.50	0.00	-50.50	0.00
01-4194-30-2374		Custodian	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4194-30-2397		Town Clocks	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4194-40-2410		Town Electricity & Lighting	1.00	92.98	92.98	-91.98	0.00	-91.98	0.00
01-4194-40-2412		Water	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4194-40-2430		Equipment Repair & Maintenance	125,000.00	135,056.68	135,056.68	-10,056.68	0.00	-10,056.68	0.00
01-4194-40-2433		Alarms	7,000.00	7,466.94	7,466.94	-466.94	0.00	-466.94	0.00
01-4194-40-2434		Common Lighting	600.00	761.50	761.50	-161.50	0.00	-161.50	0.00
01-4194-40-2451		Outside Hire	17,000.00	11,038.80	11,038.80	5,961.20	0.00	5,961.20	35.07
01-4194-50-2545		Trash Removal	1,800.00	1,357.00	1,357.00	443.00	0.00	443.00	24.61
01-4194-60-2630		Maintenance Supplies	4,000.00	6,048.15	6,048.15	-2,048.15	0.00	-2,048.15	0.00
01-4194-90-9800		P/Y Encumbrance	13,598.97	6,086.16	6,086.16	7,512.81	0.00	7,512.81	55.25
		E01 Sub Totals:	268,679.93	241,540.64	241,540.64	27,139.29	0.00	27,139.29	10.10
		Expense Sub Totals:	268,679.93	241,540.64	241,540.64	27,139.29	0.00	27,139.29	10.10
		Dept 4194 Sub Totals:	268,679.93	241,540.64	241,540.64	27,139.29	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4195	Cemeteries							
E01	General Government							
01-4195-10-1110	Wages, Cemetery	3,274.18	4,237.13	4,237.13	-962.95	0.00	-962.95	0.00
01-4195-10-1115	Part Time Wages-Cemetery	22,921.60	4,148.92	4,148.92	18,772.68	0.00	18,772.68	81.90
01-4195-10-1140	Overtime - Cemetery	1,126.25	430.68	430.68	695.57	0.00	695.57	61.76
01-4195-20-1210	Health Insurance	1,279.82	207.02	207.02	1,072.80	0.00	1,072.80	83.82
01-4195-20-1211	Dental Insurance	49.88	10.66	10.66	39.22	0.00	39.22	78.63
01-4195-20-1220	Social Security	1,633.86	545.76	545.76	1,088.10	0.00	1,088.10	66.60
01-4195-20-1225	Medicare	382.11	127.67	127.67	254.44	0.00	254.44	66.59
01-4195-20-1230	Deferred Compensation	180.08	212.40	212.40	-32.32	0.00	-32.32	0.00
01-4195-20-1290	Longevity	50.50	0.00	0.00	50.50	0.00	50.50	100.00
01-4195-40-2410	Electricity - Cemetery	790.00	605.83	605.83	184.17	0.00	184.17	23.31
01-4195-40-2412	Water	350.00	1,896.57	1,896.57	-1,546.57	0.00	-1,546.57	0.00
01-4195-40-2430	Equipment Repair & Maintenance	1,900.00	1,364.87	1,364.87	535.13	0.00	535.13	28.16
01-4195-40-2432	Headstone Repair	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4195-40-2451	Outside Hire	2,700.00	25,758.91	25,758.91	-23,058.91	0.00	-23,058.91	0.00
01-4195-40-2470	Tree Care	450.00	600.00	600.00	-150.00	0.00	-150.00	0.00
01-4195-50-2560	Dues & Subscriptions	1,040.00	1,434.83	1,434.83	-394.83	0.00	-394.83	0.00
01-4195-60-2610	Supplies - General	3,275.00	5,003.28	5,003.28	-1,728.28	0.00	-1,728.28	0.00
01-4195-60-2667	Loam	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4195-80-2612	Equipment Purchase	250.00	0.00	0.00	250.00	0.00	250.00	100.00
	E01 Sub Totals:	41,754.28	46,584.53	46,584.53	-4,830.25	0.00	-4,830.25	0.00
	Expense Sub Totals:	41,754.28	46,584.53	46,584.53	-4,830.25	0.00	-4,830.25	0.00
	Dept 4195 Sub Totals:	41,754.28	46,584.53	46,584.53	-4,830.25	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4196	Property/Liability Insurance							
E01		General Government							
01-4196-50-2525		Property/Liability Insurance	137,835.00	212,509.48	212,509.48	-74,674.48	0.00	-74,674.48	0.00
01-4196-50-2529		Insurance Deductible	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
		E01 Sub Totals:	139,835.00	212,509.48	212,509.48	-72,674.48	0.00	-72,674.48	0.00
		Expense Sub Totals:	139,835.00	212,509.48	212,509.48	-72,674.48	0.00	-72,674.48	0.00
		Dept 4196 Sub Totals:	139,835.00	212,509.48	212,509.48	-72,674.48	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4199		Other General Government							
E01		General Government							
01-4199-80-2870		Contingency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 4199 Sub Totals:	0.00	0.00	0.00	0.00	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4210	Police Department							
E02		Public Safety							
01-4210-10-1110		Wages Full Time Officers	1,112,841.60	925,902.87	925,902.87	186,938.73	0.00	186,938.73	16.80
01-4210-10-1111		Wages Full Time Clerical	61,276.80	48,623.73	48,623.73	12,653.07	0.00	12,653.07	20.65
01-4210-10-1112		Police Chief & Lieutenants	281,775.31	139,994.09	139,994.09	141,781.22	0.00	141,781.22	50.32
01-4210-10-1115		Wages Part Time Officers	250.00	12,395.60	12,395.60	-12,145.60	0.00	-12,145.60	0.00
01-4210-10-1116		Wages Part Time Clerical	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4210-10-1119		Traffic Aides-Wages	19,469.22	15,448.28	15,448.28	4,020.94	0.00	4,020.94	20.65
01-4210-10-1140		Overtime	97,976.00	103,268.73	103,268.73	-5,292.73	0.00	-5,292.73	0.00
01-4210-10-1141		Overtime-Clerical	6,894.00	4,042.34	4,042.34	2,851.66	0.00	2,851.66	41.36
01-4210-20-1210		Health Insurance	367,791.32	227,078.11	227,078.11	140,713.21	0.00	140,713.21	38.26
01-4210-20-1211		Dental Insurance	22,705.26	19,172.94	19,172.94	3,532.32	0.00	3,532.32	15.56
01-4210-20-1220		Social Security	6,921.68	5,260.68	5,260.68	1,661.00	0.00	1,661.00	24.00
01-4210-20-1225		Medicare	23,772.57	19,825.09	19,825.09	3,947.48	0.00	3,947.48	16.61
01-4210-20-1230		Deferred Compensation	3,370.22	2,682.98	2,682.98	687.24	0.00	687.24	20.39
01-4210-20-1235		Police Group II Retirement	487,468.75	404,923.87	404,923.87	82,544.88	0.00	82,544.88	16.93
01-4210-20-1240		Education Reimbursement	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
01-4210-20-1266		Sick Leave Incentive	22,000.00	24,171.42	24,171.42	-2,171.42	0.00	-2,171.42	0.00
01-4210-20-1269		Vacation Buyout-Union Contract	12,000.00	4,035.60	4,035.60	7,964.40	0.00	7,964.40	66.37
01-4210-20-1290		Longevity	15,750.00	19,523.44	19,523.44	-3,773.44	0.00	-3,773.44	0.00
01-4210-20-1294		Educat & Training/Prof Dev.	7,500.00	4,212.13	4,212.13	3,287.87	0.00	3,287.87	43.84
01-4210-20-1295		Educational Incentive	21,250.00	15,973.29	15,973.29	5,276.71	0.00	5,276.71	24.83
01-4210-30-2336		Blood Analysis	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-4210-30-2337		Crime Lab	1,000.00	605.03	605.03	394.97	0.00	394.97	39.50
01-4210-30-2341		Telephone	13,000.00	10,906.31	10,906.31	2,093.69	0.00	2,093.69	16.11
01-4210-30-2343		Internet Service	2,500.00	2,478.62	2,478.62	21.38	0.00	21.38	0.86
01-4210-30-2350		Physicals, Alcohol And Drug Testing	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-4210-30-2374		Custodian	11,225.00	9,524.00	9,524.00	1,701.00	0.00	1,701.00	15.15
01-4210-30-2380		Uniform Cleaning	4,300.00	3,460.95	3,460.95	839.05	0.00	839.05	19.51
01-4210-40-2410		Electricity	19,800.00	18,562.34	18,562.34	1,237.66	0.00	1,237.66	6.25
01-4210-40-2411		Heat	5,720.00	1,820.32	1,820.32	3,899.68	0.00	3,899.68	68.18
01-4210-40-2412		Water	1,900.00	1,394.48	1,394.48	505.52	0.00	505.52	26.61
01-4210-40-2425		Vehicle Repairs	16,000.00	20,382.66	20,382.66	-4,382.66	0.00	-4,382.66	0.00
01-4210-40-2429		Radio Repair	7,000.00	5,365.30	5,365.30	1,634.70	0.00	1,634.70	23.35
01-4210-40-2440		Equipment Rental	1,860.00	2,319.28	2,319.28	-459.28	0.00	-459.28	0.00
01-4210-40-2442		Office Equip Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4210-50-2550		Printing	1,200.00	974.10	974.10	225.90	0.00	225.90	18.83
01-4210-50-2551		Advertising	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4210-50-2560		Dues & Subscriptions	800.00	618.82	618.82	181.18	0.00	181.18	22.65
01-4210-50-2565		Software License	15,200.00	12,664.02	12,664.02	2,535.98	0.00	2,535.98	16.68
01-4210-50-2580		Public Relations	750.00	435.35	435.35	314.65	0.00	314.65	41.95
01-4210-60-2614		Ammunition & Supplies	3,500.00	4,018.38	4,018.38	-518.38	0.00	-518.38	0.00
01-4210-60-2615		Uniforms	9,500.00	4,281.49	4,281.49	5,218.51	0.00	5,218.51	54.93



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-60-2620	Office Supplies	2,500.00	2,693.36	2,693.36	-193.36	0.00	-193.36	0.00
01-4210-60-2621	Computer Equipment	18,000.00	20,270.69	20,270.69	-2,270.69	0.00	-2,270.69	0.00
01-4210-60-2625	Postage	1,800.00	15.90	15.90	1,784.10	0.00	1,784.10	99.12
01-4210-60-2635	Gasoline	39,000.00	27,094.77	27,094.77	11,905.23	0.00	11,905.23	30.53
01-4210-60-2643	Film	100.00	95.94	95.94	4.06	0.00	4.06	4.06
01-4210-60-2653	Tools & Equipment	1,800.00	1,352.74	1,352.74	447.26	0.00	447.26	24.85
01-4210-60-2654	Tires	7,500.00	7,897.58	7,897.58	-397.58	0.00	-397.58	0.00
01-4210-60-2660	Vehicle Supplies	800.00	410.82	410.82	389.18	0.00	389.18	48.65
01-4210-60-2670	Books & Periodicals (Lawbooks)	1,200.00	881.91	881.91	318.09	0.00	318.09	26.51
01-4210-70-2740	New Equipment Capital	7,500.00	6,177.46	6,177.46	1,322.54	0.00	1,322.54	17.63
01-4210-70-2750	Furniture Fixtures Office Eq.	500.00	284.91	284.91	215.09	0.00	215.09	43.02
01-4210-70-2760	New Vehicle Cruisers	67,315.00	82,405.80	82,405.80	-15,090.80	0.00	-15,090.80	0.00
01-4210-70-2761	Motorcycle Lease	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4210-80-2811	Prisoner Care	25.00	0.00	0.00	25.00	0.00	25.00	100.00
01-4210-80-2825	Meetings & Conferences	1,500.00	739.61	739.61	760.39	0.00	760.39	50.69
	E02 Sub Totals:	2,839,459.73	2,246,668.13	2,246,668.13	592,791.60	0.00	592,791.60	20.88
	Expense Sub Totals:	2,839,459.73	2,246,668.13	2,246,668.13	592,791.60	0.00	592,791.60	20.88
	Dept 4210 Sub Totals:	2,839,459.73	2,246,668.13	2,246,668.13	592,791.60	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4215	Rescue							
E02	Public Safety							
01-4215-10-1115	EMS Part Time Wages	519,680.00	398,587.44	398,587.44	121,092.56	0.00	121,092.56	23.30
01-4215-10-1140	Overtime	4,404.00	4,758.85	4,758.85	-354.85	0.00	-354.85	0.00
01-4215-20-1220	Social Security	32,493.21	25,177.87	25,177.87	7,315.34	0.00	7,315.34	22.51
01-4215-20-1225	Medicare	7,599.22	5,888.35	5,888.35	1,710.87	0.00	1,710.87	22.51
01-4215-20-1294	Educate & Training/Prof Dev.	2,000.00	2,015.00	2,015.00	-15.00	0.00	-15.00	0.00
01-4215-20-1296	Supplemental Volunteer Insurance	3,600.00	3,523.50	3,523.50	76.50	0.00	76.50	2.13
01-4215-30-2305	Amb Billing Service Fee	33,124.00	17,667.73	17,667.73	15,456.27	0.00	15,456.27	46.66
01-4215-30-2341	Telephone	6,900.00	4,557.89	4,557.89	2,342.11	0.00	2,342.11	33.94
01-4215-40-2425	Vehicle Repairs	9,000.00	9,501.53	9,501.53	-501.53	0.00	-501.53	0.00
01-4215-40-2429	Radio Repair	2,500.00	1,426.30	1,426.30	1,073.70	0.00	1,073.70	42.95
01-4215-40-2430	Equipment Repair & Maintenance	4,000.00	2,720.00	2,720.00	1,280.00	0.00	1,280.00	32.00
01-4215-50-2560	Dues & Subscription	315.00	330.00	330.00	-15.00	0.00	-15.00	0.00
01-4215-60-2615	Uniforms	1,400.00	1,052.50	1,052.50	347.50	0.00	347.50	24.82
01-4215-60-2621	Computer Equipment	1,000.00	139.00	139.00	861.00	0.00	861.00	86.10
01-4215-60-2625	Postage	100.00	100.00	100.00	0.00	0.00	0.00	0.00
01-4215-60-2635	Gasoline	935.00	684.81	684.81	250.19	0.00	250.19	26.76
01-4215-60-2636	Diesel Fuel	7,150.00	4,665.53	4,665.53	2,484.47	0.00	2,484.47	34.75
01-4215-60-2680	ALS Supplies	4,500.00	6,303.17	6,303.17	-1,803.17	0.00	-1,803.17	0.00
01-4215-60-2685	Oxygen	1,400.00	1,283.69	1,283.69	116.31	0.00	116.31	8.31
01-4215-60-2686	BLS Supplies	5,100.00	7,299.41	7,299.41	-2,199.41	0.00	-2,199.41	0.00
01-4215-60-2690	Misc. Supplies	400.00	587.12	587.12	-187.12	0.00	-187.12	0.00
01-4215-70-2740	New Equipment Capital	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4215-80-2820	Mileage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	E02 Sub Totals:	647,701.43	498,269.69	498,269.69	149,431.74	0.00	149,431.74	23.07
	Expense Sub Totals:	647,701.43	498,269.69	498,269.69	149,431.74	0.00	149,431.74	23.07
	Dept 4215 Sub Totals:	647,701.43	498,269.69	498,269.69	149,431.74	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4220	Fire							
E02		Public Safety							
01-4220-10-1110		Full Time Fire Chief Wages	99,775.31	81,991.33	81,991.33	17,783.98	0.00	17,783.98	17.82
01-4220-10-1111		FullTime Deputy/Inspctor Wages	85,737.60	68,260.32	68,260.32	17,477.28	0.00	17,477.28	20.38
01-4220-10-1112		FullTime Captain Wages	81,244.80	62,730.36	62,730.36	18,514.44	0.00	18,514.44	22.79
01-4220-10-1114		Part Time Mechanic	11,165.00	6,025.00	6,025.00	5,140.00	0.00	5,140.00	46.04
01-4220-10-1115		Call Pay	101,500.00	17,815.72	17,815.72	83,684.28	0.00	83,684.28	82.45
01-4220-20-1210		Health Insurance	29,680.82	34,878.42	34,878.42	-5,197.60	0.00	-5,197.60	0.00
01-4220-20-1211		Dental Insurance	3,210.88	1,893.96	1,893.96	1,316.92	0.00	1,316.92	41.01
01-4220-20-1220		Social Security	6,985.23	1,463.52	1,463.52	5,521.71	0.00	5,521.71	79.05
01-4220-20-1225		Medicare	5,582.51	3,554.49	3,554.49	2,028.02	0.00	2,028.02	36.33
01-4220-20-1230		Deferred Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-20-1235		Group II Retirement-Fire	88,250.79	69,859.02	69,859.02	18,391.77	0.00	18,391.77	20.84
01-4220-20-1266		Sick Leave Incentive	4,817.00	5,267.79	5,267.79	-450.79	0.00	-450.79	0.00
01-4220-20-1290		Longevity	750.00	750.00	750.00	0.00	0.00	0.00	0.00
01-4220-20-1294		Educat & Training/Prof Dev.	7,000.00	2,366.50	2,366.50	4,633.50	0.00	4,633.50	66.19
01-4220-20-1296		Supplemental Fire Insurance	3,600.00	3,523.50	3,523.50	76.50	0.00	76.50	2.13
01-4220-30-2341		Telephone	7,700.00	6,030.94	6,030.94	1,669.06	0.00	1,669.06	21.68
01-4220-30-2343		Internet Service	3,081.00	2,811.01	2,811.01	269.99	0.00	269.99	8.76
01-4220-30-2350		Physicals, Alcohol And Drug Testing	2,500.00	1,303.00	1,303.00	1,197.00	0.00	1,197.00	47.88
01-4220-30-2351		Vaccinations	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4220-30-2374		Custodian	3,156.00	2,630.00	2,630.00	526.00	0.00	526.00	16.67
01-4220-40-2410		Electricity	13,650.00	8,364.12	8,364.12	5,285.88	0.00	5,285.88	38.72
01-4220-40-2411		Heat	8,500.00	7,445.91	7,445.91	1,054.09	0.00	1,054.09	12.40
01-4220-40-2412		Water	4,700.00	4,321.32	4,321.32	378.68	0.00	378.68	8.06
01-4220-40-2425		Vehicle Repairs	18,000.00	33,284.22	33,284.22	-15,284.22	0.00	-15,284.22	0.00
01-4220-40-2430		Equipment Repair & Maintenance	4,000.00	2,970.60	2,970.60	1,029.40	0.00	1,029.40	25.74
01-4220-50-2560		Dues & Subscriptions	6,100.00	5,065.94	5,065.94	1,034.06	0.00	1,034.06	16.95
01-4220-60-2610		Supplies - General	2,500.00	962.76	962.76	1,537.24	0.00	1,537.24	61.49
01-4220-60-2615		Uniforms	2,000.00	492.00	492.00	1,508.00	0.00	1,508.00	75.40
01-4220-60-2616		Protective Clothing	21,940.00	1,341.87	1,341.87	20,598.13	0.00	20,598.13	93.88
01-4220-60-2620		Office Supplies	2,000.00	809.53	809.53	1,190.47	0.00	1,190.47	59.52
01-4220-60-2621		Computer Equipment	3,466.00	2,898.34	2,898.34	567.66	0.00	567.66	16.38
01-4220-60-2624		Education and Prevention	1,500.00	299.72	299.72	1,200.28	0.00	1,200.28	80.02
01-4220-60-2625		Postage	300.00	222.00	222.00	78.00	0.00	78.00	26.00
01-4220-60-2635		Gasoline	3,700.00	3,563.64	3,563.64	136.36	0.00	136.36	3.69
01-4220-60-2636		Diesel Fuel	4,399.00	1,777.10	1,777.10	2,621.90	0.00	2,621.90	59.60
01-4220-60-2651		Breathing Apparatus	25,000.00	1,907.67	1,907.67	23,092.33	0.00	23,092.33	92.37
01-4220-60-2652		Radios And Pagers	8,000.00	2,431.07	2,431.07	5,568.93	0.00	5,568.93	69.61
01-4220-60-2653		Tools & Equipment	15,000.00	8,982.00	8,982.00	6,018.00	0.00	6,018.00	40.12
01-4220-60-2654		Tires	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
01-4220-80-2762		Equipment Lease Payment	1,273.00	0.00	0.00	1,273.00	0.00	1,273.00	100.00
01-4220-80-2820		Mileage	300.00	0.00	0.00	300.00	0.00	300.00	100.00



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4220-90-2615	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-90-2616	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-90-9800	P/Y Encumbrance	26,532.00	0.00	0.00	26,532.00	0.00	26,532.00	100.00
	E02 Sub Totals:	721,597.94	460,294.69	460,294.69	261,303.25	0.00	261,303.25	36.21
	Expense Sub Totals:	721,597.94	460,294.69	460,294.69	261,303.25	0.00	261,303.25	36.21
	Dept 4220 Sub Totals:	721,597.94	460,294.69	460,294.69	261,303.25	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4290	Emergency Management							
E02		Public Safety							
01-4290-50-2560		Dues & Subscriptions	8,500.00	9,052.50	9,052.50	-552.50	0.00	-552.50	0.00
01-4290-80-2612		Equipment Purchase	1.00	0.00	0.00	1.00	0.00	1.00	100.00
		E02 Sub Totals:	8,501.00	9,052.50	9,052.50	-551.50	0.00	-551.50	0.00
		Expense Sub Totals:	8,501.00	9,052.50	9,052.50	-551.50	0.00	-551.50	0.00
		Dept 4290 Sub Totals:	8,501.00	9,052.50	9,052.50	-551.50	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4299	Public Safety Communications							
E02		Public Safety							
	01-4299-10-1110	Public Safety - Full Time Wages	252,616.00	198,359.49	198,359.49	54,256.51	0.00	54,256.51	21.48
	01-4299-10-1115	Public Safety - Part Time Wages	20,862.40	14,850.64	14,850.64	6,011.76	0.00	6,011.76	28.82
	01-4299-10-1140	Overtime Public Safety	21,442.00	18,349.73	18,349.73	3,092.27	0.00	3,092.27	14.42
	01-4299-20-1210	Health Insurance	140,635.04	107,826.44	107,826.44	32,808.60	0.00	32,808.60	23.33
	01-4299-20-1211	Dental Insurance	2,611.34	4,576.16	4,576.16	-1,964.82	0.00	-1,964.82	0.00
	01-4299-20-1220	Social Security	18,523.06	14,087.64	14,087.64	4,435.42	0.00	4,435.42	23.95
	01-4299-20-1225	Medicare	4,331.61	3,305.91	3,305.91	1,025.70	0.00	1,025.70	23.68
	01-4299-20-1230	Deferred Compensation	8,823.67	8,472.13	8,472.13	351.54	0.00	351.54	3.98
	01-4299-20-1266	Sick Leave Incentive	3,332.00	4,546.67	4,546.67	-1,214.67	0.00	-1,214.67	0.00
	01-4299-20-1290	Longevity	500.00	890.63	890.63	-390.63	0.00	-390.63	0.00
	01-4299-20-1294	Educate & Training/Prof Dev.	0.00	620.00	620.00	-620.00	0.00	-620.00	0.00
	01-4299-30-2341	Telephone	6,000.00	5,341.45	5,341.45	658.55	0.00	658.55	10.98
	01-4299-30-2343	InternetService	3,000.00	1,960.85	1,960.85	1,039.15	0.00	1,039.15	34.64
	01-4299-30-2350	Physicals, Alcohol And Drug Testing	750.00	125.00	125.00	625.00	0.00	625.00	83.33
	01-4299-30-2430	Equipment Repair & Maintenance	1,250.00	1,300.00	1,300.00	-50.00	0.00	-50.00	0.00
	01-4299-40-2425	Vehicle Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4299-40-2440	Equipment Rental	1,295.00	0.00	0.00	1,295.00	0.00	1,295.00	100.00
	01-4299-50-2560	Dues & Subscription	350.00	395.00	395.00	-45.00	0.00	-45.00	0.00
	01-4299-50-2565	Software Licenses	7,500.00	6,011.87	6,011.87	1,488.13	0.00	1,488.13	19.84
	01-4299-60-2615	Uniforms	1,700.00	1,136.00	1,136.00	564.00	0.00	564.00	33.18
	01-4299-60-2620	Office Supplies	500.00	217.27	217.27	282.73	0.00	282.73	56.55
	01-4299-60-2621	Computer Equipment	2,500.00	1,333.74	1,333.74	1,166.26	0.00	1,166.26	46.65
	01-4299-60-2625	Postage	50.00	55.28	55.28	-5.28	0.00	-5.28	0.00
	01-4299-60-2690	Misc. Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4299-70-2740	New Equipment Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4299-70-2742	Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4299-80-2612	Equipment Purchases	1,000.00	893.70	893.70	106.30	0.00	106.30	10.63
	01-4299-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
		E02 Sub Totals:	499,573.12	394,655.60	394,655.60	104,917.52	0.00	104,917.52	21.00
		Expense Sub Totals:	499,573.12	394,655.60	394,655.60	104,917.52	0.00	104,917.52	21.00
		Dept 4299 Sub Totals:	499,573.12	394,655.60	394,655.60	104,917.52	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4311	Public Works Administration							
E03	Highways and Streets							
01-4311-10-1110	Full Time Wages-DPW	239,037.75	150,120.52	150,120.52	88,917.23	0.00	88,917.23	37.20
01-4311-10-1115	PT Wages - DPW	27,636.34	18,427.45	18,427.45	9,208.89	0.00	9,208.89	33.32
01-4311-10-1116	Wages-Other-Stormwater DPW	14,418.56	0.00	0.00	14,418.56	0.00	14,418.56	100.00
01-4311-10-1140	Overtime Public Works Admin	1,061.00	574.26	574.26	486.74	0.00	486.74	45.88
01-4311-20-1210	Health Insurance	32,209.32	20,609.24	20,609.24	11,600.08	0.00	11,600.08	36.01
01-4311-20-1211	Dental Insurance	3,498.88	2,402.50	2,402.50	1,096.38	0.00	1,096.38	31.34
01-4311-20-1220	Social Security	17,808.02	11,870.09	11,870.09	5,937.93	0.00	5,937.93	33.34
01-4311-20-1225	Medicare	4,165.11	2,776.02	2,776.02	1,389.09	0.00	1,389.09	33.35
01-4311-20-1230	Deferred Compensation	13,147.07	8,166.01	8,166.01	4,981.06	0.00	4,981.06	37.89
01-4311-20-1266	Sick Leave Incentive	4,320.00	4,390.44	4,390.44	-70.44	0.00	-70.44	0.00
01-4311-20-1290	Longevity	750.00	750.00	750.00	0.00	0.00	0.00	0.00
01-4311-20-1294	Educate & Training/Prof Dev.	3,000.00	1,087.00	1,087.00	1,913.00	0.00	1,913.00	63.77
01-4311-30-2310	Engineering	7,500.00	29,657.33	29,657.33	-22,157.33	0.00	-22,157.33	0.00
01-4311-30-2341	Telephone	5,500.00	5,509.74	5,509.74	-9.74	0.00	-9.74	0.00
01-4311-30-2343	Internet Service	3,500.00	4,311.04	4,311.04	-811.04	0.00	-811.04	0.00
01-4311-30-2374	Custodian	2,600.00	1,870.00	1,870.00	730.00	0.00	730.00	28.08
01-4311-30-2396	Storm Water II Projects	2,500.00	1,467.99	1,467.99	1,032.01	0.00	1,032.01	41.28
01-4311-40-2410	Electricity	12,500.00	9,708.06	9,708.06	2,791.94	0.00	2,791.94	22.34
01-4311-40-2411	Heat	7,500.00	5,078.72	5,078.72	2,421.28	0.00	2,421.28	32.28
01-4311-40-2412	Water	1,068.00	1,123.74	1,123.74	-55.74	0.00	-55.74	0.00
01-4311-40-2430	Equipment Repair & Maintenance	9,000.00	6,174.49	6,174.49	2,825.51	0.00	2,825.51	31.39
01-4311-50-2551	Advertising	1,500.00	852.49	852.49	647.51	0.00	647.51	43.17
01-4311-50-2560	Dues & Subscriptions	3,000.00	1,652.45	1,652.45	1,347.55	0.00	1,347.55	44.92
01-4311-60-2620	Office Supplies	3,000.00	2,651.95	2,651.95	348.05	0.00	348.05	11.60
01-4311-60-2621	Computer Equipment	2,000.00	2,325.64	2,325.64	-325.64	0.00	-325.64	0.00
01-4311-60-2625	Postage	300.00	264.35	264.35	35.65	0.00	35.65	11.88
01-4311-70-2750	Furniture Fixtures Office Eq.	1,500.00	607.48	607.48	892.52	0.00	892.52	59.50
01-4311-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4311-90-9800	PY Encumbrance	15,500.00	7,513.06	7,513.06	7,986.94	0.00	7,986.94	51.53
	E03 Sub Totals:	439,521.05	301,942.06	301,942.06	137,578.99	0.00	137,578.99	31.30
	Expense Sub Totals:	439,521.05	301,942.06	301,942.06	137,578.99	0.00	137,578.99	31.30
	Dept 4311 Sub Totals:	439,521.05	301,942.06	301,942.06	137,578.99	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4312	Department of Public Works							
E03	Highways and Streets							
01-4312-10-1110	Crew Wages	554,028.80	386,544.36	386,544.36	167,484.44	0.00	167,484.44	30.23
01-4312-10-1115	Part Time Wages-DPW	56,376.32	34,230.82	34,230.82	22,145.50	0.00	22,145.50	39.28
01-4312-10-1140	Overtime Crew	93,363.00	81,831.29	81,831.29	11,531.71	0.00	11,531.71	12.35
01-4312-20-1210	Health Insurance	202,230.86	152,552.07	152,552.07	49,678.79	0.00	49,678.79	24.57
01-4312-20-1211	Dental Insurance	7,762.32	7,035.49	7,035.49	726.83	0.00	726.83	9.36
01-4312-20-1220	Social Security	44,213.62	30,633.58	30,633.58	13,580.04	0.00	13,580.04	30.71
01-4312-20-1225	Medicare	10,339.89	7,164.29	7,164.29	3,175.60	0.00	3,175.60	30.71
01-4312-20-1230	Deferred Compensation	25,764.02	18,335.64	18,335.64	7,428.38	0.00	7,428.38	28.83
01-4312-20-1266	Sick Leave Incentive	2,860.00	3,048.88	3,048.88	-188.88	0.00	-188.88	0.00
01-4312-20-1290	Longevity	6,500.00	3,291.70	3,291.70	3,208.30	0.00	3,208.30	49.36
01-4312-30-2350	Physicals, Alcohol And Drug Testing	2,800.00	2,898.42	2,898.42	-98.42	0.00	-98.42	0.00
01-4312-40-2425	Vehicle Repairs & Maintenance	85,000.00	42,560.01	42,560.01	42,439.99	0.00	42,439.99	49.93
01-4312-40-2429	Radio Repairs	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4312-40-2430	Equipment Repair & Maintenance	57,000.00	87,677.38	87,677.38	-30,677.38	0.00	-30,677.38	0.00
01-4312-40-2431	Facility Maintenance & Repair	2,000.00	15,094.10	15,094.10	-13,094.10	0.00	-13,094.10	0.00
01-4312-40-2435	Fuel Tank Apron	1.00	5,336.17	5,336.17	-5,335.17	0.00	-5,335.17	0.00
01-4312-40-2443	Pennichuck Water Main Assessment	300,000.00	220,233.46	220,233.46	79,766.54	0.00	79,766.54	26.59
01-4312-40-2450	Line Stripe Roads	29,000.00	0.00	0.00	29,000.00	0.00	29,000.00	100.00
01-4312-40-2451	Outside Hire	90,000.00	72,331.49	72,331.49	17,668.51	0.00	17,668.51	19.63
01-4312-40-2452	Lease/Rental Payments	7,000.00	7,526.19	7,526.19	-526.19	0.00	-526.19	0.00
01-4312-40-2453	Fuel Tank Testing	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00	100.00
01-4312-40-2461	Street Sweeping	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
01-4312-40-2463	Catch Basin	12,500.00	265.00	265.00	12,235.00	0.00	12,235.00	97.88
01-4312-40-2470	Tree Care	15,000.00	10,300.00	10,300.00	4,700.00	0.00	4,700.00	31.33
01-4312-60-2610	Supplies - General	33,000.00	17,901.61	17,901.61	15,098.39	0.00	15,098.39	45.75
01-4312-60-2615	Uniforms	19,500.00	15,393.64	15,393.64	4,106.36	0.00	4,106.36	21.06
01-4312-60-2616	Protective Clothing	9,000.00	6,680.41	6,680.41	2,319.59	0.00	2,319.59	25.77
01-4312-60-2620	Safety Equipment	0.00	614.73	614.73	-614.73	0.00	-614.73	0.00
01-4312-60-2626	Oil & Grease	6,000.00	2,982.33	2,982.33	3,017.67	0.00	3,017.67	50.29
01-4312-60-2635	Gasoline	14,999.00	12,728.96	12,728.96	2,270.04	0.00	2,270.04	15.13
01-4312-60-2636	Diesel Fuel	50,000.00	25,371.68	25,371.68	24,628.32	0.00	24,628.32	49.26
01-4312-60-2653	Tools & Equipment	7,500.00	6,894.86	6,894.86	605.14	0.00	605.14	8.07
01-4312-60-2654	Tires	6,000.00	1,849.54	1,849.54	4,150.46	0.00	4,150.46	69.17
01-4312-60-2662	Salt	120,000.00	110,199.60	110,199.60	9,800.40	0.00	9,800.40	8.17
01-4312-60-2663	Sand	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
01-4312-60-2665	Gravel	12,000.00	6,580.92	6,580.92	5,419.08	0.00	5,419.08	45.16
01-4312-60-2666	Calcium Chloride	27,000.00	11,955.97	11,955.97	15,044.03	0.00	15,044.03	55.72
01-4312-60-2668	Cold Patch	2,500.00	689.92	689.92	1,810.08	0.00	1,810.08	72.40
01-4312-60-2684	Guardrails	7,000.00	3,906.50	3,906.50	3,093.50	0.00	3,093.50	44.19
01-4312-60-2687	Signs & Misc. Supplies	11,000.00	9,780.72	9,780.72	1,219.28	0.00	1,219.28	11.08
01-4312-70-2730	Road Maintenance (Hot Top)	100,000.00	21,723.22	21,723.22	78,276.78	0.00	78,276.78	78.28



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4312-70-2735	Road rebuild	1,300,000.00	614,000.07	614,000.07	685,999.93	0.00	685,999.93	52.77
01-4312-70-2740	New Equipment Capital	140,000.00	32,639.00	32,639.00	107,361.00	0.00	107,361.00	76.69
01-4312-70-2762	Equipment Lease Payment	46,500.00	0.00	0.00	46,500.00	0.00	46,500.00	100.00
01-4312-90-9800	PY Encumbrance	759,554.69	731,618.05	731,618.05	27,936.64	0.00	27,936.64	3.68
	E03 Sub Totals:	4,294,593.52	2,822,402.07	2,822,402.07	1,472,191.45	0.00	1,472,191.45	34.28
	Expense Sub Totals:	4,294,593.52	2,822,402.07	2,822,402.07	1,472,191.45	0.00	1,472,191.45	34.28
	Dept 4312 Sub Totals:	4,294,593.52	2,822,402.07	2,822,402.07	1,472,191.45	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4316	Street Lighting							
E03	Highways and Streets							
01-4316-40-2414	General Street Lighting	23,607.00	11,916.90	11,916.90	11,690.10	0.00	11,690.10	49.52
01-4316-40-2415	Warning Lights	2,200.00	1,669.15	1,669.15	530.85	0.00	530.85	24.13
01-4316-40-2416	Traffic Signals	1,300.00	847.31	847.31	452.69	0.00	452.69	34.82
	E03 Sub Totals:	27,107.00	14,433.36	14,433.36	12,673.64	0.00	12,673.64	46.75
	Expense Sub Totals:	27,107.00	14,433.36	14,433.36	12,673.64	0.00	12,673.64	46.75
	Dept 4316 Sub Totals:	27,107.00	14,433.36	14,433.36	12,673.64	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4323	Souhegan Regional Landfill							
E04		Sanitation							
01-4323-30-2307		Souhegan Regional Landfill	388,000.00	383,600.18	383,600.18	4,399.82	0.00	4,399.82	1.13
		E04 Sub Totals:	388,000.00	383,600.18	383,600.18	4,399.82	0.00	4,399.82	1.13
		Expense Sub Totals:	388,000.00	383,600.18	383,600.18	4,399.82	0.00	4,399.82	1.13
		Dept 4323 Sub Totals:	388,000.00	383,600.18	383,600.18	4,399.82	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4324	Landfill Department							
E04	Sanitation							
01-4324-10-1110	FT Wages-Landfill	45,676.80	44,249.59	44,249.59	1,427.21	0.00	1,427.21	3.12
01-4324-10-1115	Part Time Wages Landfill	84,850.27	41,026.99	41,026.99	43,823.28	0.00	43,823.28	51.65
01-4324-10-1140	Overtime Landfill	3,722.00	1,811.40	1,811.40	1,910.60	0.00	1,910.60	51.33
01-4324-20-1210	Health Insurance	34,202.22	29,603.72	29,603.72	4,598.50	0.00	4,598.50	13.45
01-4324-20-1211	Dental Insurance	1,749.44	1,520.10	1,520.10	229.34	0.00	229.34	13.11
01-4324-20-1220	Social Security	8,414.93	5,250.20	5,250.20	3,164.73	0.00	3,164.73	37.61
01-4324-20-1225	Medicare	1,968.48	1,227.91	1,227.91	740.57	0.00	740.57	37.62
01-4324-20-1230	Deferred Compensation	0.00	148.57	148.57	-148.57	0.00	-148.57	0.00
01-4324-20-1266	Sick Leave Incentive	727.00	321.18	321.18	405.82	0.00	405.82	55.82
01-4324-20-1290	Longevity	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4324-20-1294	Educat & Training/Prof Dev.	500.00	475.00	475.00	25.00	0.00	25.00	5.00
01-4324-30-2341	Telephone	1,250.00	1,024.49	1,024.49	225.51	0.00	225.51	18.04
01-4324-30-2343	Internet Service	2,400.00	1,984.40	1,984.40	415.60	0.00	415.60	17.32
01-4324-40-2410	Electricity - Landfill	7,866.00	5,307.96	5,307.96	2,558.04	0.00	2,558.04	32.52
01-4324-40-2412	Water	750.00	712.73	712.73	37.27	0.00	37.27	4.97
01-4324-40-2420	Waste Disposal	97,000.00	76,022.83	76,022.83	20,977.17	0.00	20,977.17	21.63
01-4324-40-2431	Facility Maintenance & Repairs	3,850.00	2,710.81	2,710.81	1,139.19	0.00	1,139.19	29.59
01-4324-40-2451	Outside Hire	11,000.00	2,131.00	2,131.00	8,869.00	0.00	8,869.00	80.63
01-4324-40-2452	Equipment Lease/Rental Payment	0.00	180.00	180.00	-180.00	0.00	-180.00	0.00
01-4324-50-2551	Advertising	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4324-50-2560	Dues & Subscriptions	8,400.00	9,180.89	9,180.89	-780.89	0.00	-780.89	0.00
01-4324-50-2561	Credit Card Fees And Expenses	2,700.00	0.00	0.00	2,700.00	0.00	2,700.00	100.00
01-4324-50-2563	Weighmaster Licenses	600.00	254.00	254.00	346.00	0.00	346.00	57.67
01-4324-60-2636	Diesel Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-60-2664	Landfill Waste Oil	2,500.00	1,136.50	1,136.50	1,363.50	0.00	1,363.50	54.54
01-4324-60-2665	Gravel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-60-2687	Signs & Misc. Supplies	950.00	901.67	901.67	48.33	0.00	48.33	5.09
01-4324-60-2688	Tire Removal	1,500.00	540.99	540.99	959.01	0.00	959.01	63.93
01-4324-60-2690	Miscellaneous Supplies	0.00	250.58	250.58	-250.58	0.00	-250.58	0.00
	E04 Sub Totals:	323,328.14	227,973.51	227,973.51	95,354.63	0.00	95,354.63	29.49
	Expense Sub Totals:	323,328.14	227,973.51	227,973.51	95,354.63	0.00	95,354.63	29.49
	Dept 4324 Sub Totals:	323,328.14	227,973.51	227,973.51	95,354.63	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4411	Health Administration							
E01	General Government							
01-4411-20-1210	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4411-20-1211	Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E03	Highways and Streets							
01-4411-20-1230	Deferred Compensation	0.00	72.67	72.67	-72.67	0.00	-72.67	0.00
	E03 Sub Totals:	0.00	72.67	72.67	-72.67	0.00	-72.67	0.00
E05	Health							
01-4411-10-1115	Health Officer	2,000.00	1,615.53	1,615.53	384.47	0.00	384.47	19.22
01-4411-20-1220	Social Security	124.00	92.40	92.40	31.60	0.00	31.60	25.48
01-4411-20-1225	Medicare	29.00	21.63	21.63	7.37	0.00	7.37	25.41
01-4411-20-1294	Educat & Training/Prof Dev.	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4411-60-2610	Supplies - General	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4411-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E05 Sub Totals:	2,156.00	1,729.56	1,729.56	426.44	0.00	426.44	19.78
	Expense Sub Totals:	2,156.00	1,802.23	1,802.23	353.77	0.00	353.77	16.41
	Dept 4411 Sub Totals:	2,156.00	1,802.23	1,802.23	353.77	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4414	Animal Control							
E05		Health							
01-4414-40-2430		Equipment Repairs & Maintenanc	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4414-60-2619		Dog Emergency Care	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4414-80-2811		Kennel Fees	0.00	400.00	400.00	-400.00	0.00	-400.00	0.00
		E05 Sub Totals:	401.00	400.00	400.00	1.00	0.00	1.00	0.25
		Expense Sub Totals:	401.00	400.00	400.00	1.00	0.00	1.00	0.25
		Dept 4414 Sub Totals:	401.00	400.00	400.00	1.00	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4415		Health & Human SRVC Agencies							
E05		Health							
01-4415-30-2399		Health Agencies and Hospitals	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
		E05 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
		Dept 4415 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4442	Direct Assistance (Welfare)							
E06	Welfare							
01-4442-10-1115	PT Welfare Officer	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-20-1220	Social Security	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-20-1225	Medicare	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-40-2441	Rent, WGA	12,070.00	1,200.00	1,200.00	10,870.00	0.00	10,870.00	90.06
01-4442-60-2627	Utilities, WGA	1,500.00	185.48	185.48	1,314.52	0.00	1,314.52	87.63
01-4442-60-2629	Medical - WGA	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-60-2631	Food Supplies WGA	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-60-2699	Other Charges WGA	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4442-80-2890	General Assistance	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E06 Sub Totals:	14,326.00	1,385.48	1,385.48	12,940.52	0.00	12,940.52	90.33
	Expense Sub Totals:	14,326.00	1,385.48	1,385.48	12,940.52	0.00	12,940.52	90.33
	Dept 4442 Sub Totals:	14,326.00	1,385.48	1,385.48	12,940.52	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4520	Recreation Department							
E07		Culture and Recreation							
01-4520-10-1110		Recreation Wages	140,654.28	112,537.77	112,537.77	28,116.51	0.00	28,116.51	19.99
01-4520-10-1112		Maintenance Employees Wage	114,108.80	90,736.16	90,736.16	23,372.64	0.00	23,372.64	20.48
01-4520-10-1113		Part Time Seasonal Labor	25,000.00	16,823.93	16,823.93	8,176.07	0.00	8,176.07	32.70
01-4520-10-1115		Secretary-PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-10-1125		Lifeguard Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-10-1140		Overtime Maintenance Employee	711.00	0.00	0.00	711.00	0.00	711.00	100.00
01-4520-20-1210		Health Insurance	57,552.30	34,599.96	34,599.96	22,952.34	0.00	22,952.34	39.88
01-4520-20-1211		Dental Insurance	3,599.06	2,847.70	2,847.70	751.36	0.00	751.36	20.88
01-4520-20-1220		Social Security	17,606.38	15,265.24	15,265.24	2,341.14	0.00	2,341.14	13.30
01-4520-20-1225		Medicare	4,117.37	3,570.08	3,570.08	547.29	0.00	547.29	13.29
01-4520-20-1230		Deferred Compensation	14,011.97	11,147.42	11,147.42	2,864.55	0.00	2,864.55	20.44
01-4520-20-1266		Sick Leave Incentive	2,500.00	1,957.51	1,957.51	542.49	0.00	542.49	21.70
01-4520-20-1290		Longevity	1,000.00	500.00	500.00	500.00	0.00	500.00	50.00
01-4520-30-2341		Telephone	7,356.00	4,172.66	4,172.66	3,183.34	0.00	3,183.34	43.28
01-4520-30-2343		Internet Service	2,640.00	2,259.40	2,259.40	380.60	0.00	380.60	14.42
01-4520-30-2374		Custodian	1,300.00	1,050.00	1,050.00	250.00	0.00	250.00	19.23
01-4520-40-2410		Electricity	11,682.00	9,153.70	9,153.70	2,528.30	0.00	2,528.30	21.64
01-4520-40-2411		Heat	5,000.00	3,659.77	3,659.77	1,340.23	0.00	1,340.23	26.80
01-4520-40-2412		Water	340.00	314.57	314.57	25.43	0.00	25.43	7.48
01-4520-40-2425		Vehicle Repairs	4,000.00	2,000.91	2,000.91	1,999.09	0.00	1,999.09	49.98
01-4520-40-2431		Facility Maintenance/Repairs	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00
01-4520-40-2436		Bean Property Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-50-2545		Trash Removal	1,400.00	780.00	780.00	620.00	0.00	620.00	44.29
01-4520-50-2551		Advertising	400.00	89.99	89.99	310.01	0.00	310.01	77.50
01-4520-50-2565		Software Licenses	888.00	947.22	947.22	-59.22	0.00	-59.22	0.00
01-4520-50-2615		Uniforms	1,400.00	1,304.39	1,304.39	95.61	0.00	95.61	6.83
01-4520-60-2610		Supplies - General	750.00	119.73	119.73	630.27	0.00	630.27	84.04
01-4520-60-2612		Equipment Purchases	0.00	395.68	395.68	-395.68	0.00	-395.68	0.00
01-4520-60-2620		Office Supplies	800.00	97.93	97.93	702.07	0.00	702.07	87.76
01-4520-60-2625		Postage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4520-60-2635		Gasoline	8,000.00	4,448.49	4,448.49	3,551.51	0.00	3,551.51	44.39
01-4520-60-2636		Diesel Fuel	2,800.00	815.16	815.16	1,984.84	0.00	1,984.84	70.89
01-4520-70-2732		Baboosic Lake Dock	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-70-2760		New Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-70-2762		Equipment Lease Payment	12,153.00	11,804.95	11,804.95	348.05	0.00	348.05	2.86
01-4520-80-2653		Tools & Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4520-80-2820		Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4520-80-2825		Meetings & Conferences	1,500.00	616.45	616.45	883.55	0.00	883.55	58.90
01-4520-80-2840		Vandalism	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E07 Sub Totals:			452,371.16	342,016.77	342,016.77	110,354.39	0.00	110,354.39	24.39



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	452,371.16	342,016.77	342,016.77	110,354.39	0.00	110,354.39	24.39
	Dept 4520 Sub Totals:	452,371.16	342,016.77	342,016.77	110,354.39	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4522	Parks & Recreation							
E07	Culture and Recreation							
01-4522-10-1115	Part Time Summer Mowing	9,700.00	11,487.68	11,487.68	-1,787.68	0.00	-1,787.68	0.00
01-4522-10-1140	Overtime Parks	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4522-20-1211	Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4522-20-1220	Social Security	601.40	712.23	712.23	-110.83	0.00	-110.83	0.00
01-4522-20-1225	Medicare	140.65	166.53	166.53	-25.88	0.00	-25.88	0.00
01-4522-20-1230	Deferred Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4522-40-2430	Equipment Repair & Maintenance	500.00	653.46	653.46	-153.46	0.00	-153.46	0.00
01-4522-40-2451	Outside Hire	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4522-60-2610	Supplies - General	350.00	621.90	621.90	-271.90	0.00	-271.90	0.00
01-4522-60-2613	Fertilizer & Lime	1,000.00	443.52	443.52	556.48	0.00	556.48	55.65
01-4522-80-2612	Equipment Purchase	650.00	0.00	0.00	650.00	0.00	650.00	100.00
	E07 Sub Totals:	13,443.05	14,085.32	14,085.32	-642.27	0.00	-642.27	0.00
	Expense Sub Totals:	13,443.05	14,085.32	14,085.32	-642.27	0.00	-642.27	0.00
	Dept 4522 Sub Totals:	13,443.05	14,085.32	14,085.32	-642.27	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4525		Peabody Mill Environmental CTR							
E07		Culture and Recreation							
01-4525-80-2830		PMEC Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 4525 Sub Totals:	0.00	0.00	0.00	0.00	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4550	Library							
E07		Culture and Recreation							
01-4550-10-1110		Wages FT Library	451,191.52	333,131.72	333,131.72	118,059.80	0.00	118,059.80	26.17
01-4550-10-1115		Wages Part Time	156,410.81	109,261.49	109,261.49	47,149.32	0.00	47,149.32	30.14
01-4550-20-1210		Health Insurance	126,379.50	100,154.40	100,154.40	26,225.10	0.00	26,225.10	20.75
01-4550-20-1211		Dental Insurance	4,486.60	4,760.07	4,760.07	-273.47	0.00	-273.47	0.00
01-4550-20-1220		Social Security	38,177.33	28,090.37	28,090.37	10,086.96	0.00	10,086.96	26.42
01-4550-20-1225		Medicare	8,928.48	6,569.52	6,569.52	2,358.96	0.00	2,358.96	26.42
01-4550-20-1230		Deferred Compensation	24,815.53	15,730.88	15,730.88	9,084.65	0.00	9,084.65	36.61
01-4550-20-1266		Sick Leave Incentive	5,658.00	6,662.38	6,662.38	-1,004.38	0.00	-1,004.38	0.00
01-4550-20-1290		Longevity	2,500.00	1,500.00	1,500.00	1,000.00	0.00	1,000.00	40.00
01-4550-20-1294		Educat & Training/Prof Dev.	300.00	10.00	10.00	290.00	0.00	290.00	96.67
01-4550-30-2339		Technical Consulting	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-30-2341		Telephone	3,960.00	2,166.22	2,166.22	1,793.78	0.00	1,793.78	45.30
01-4550-30-2343		Internet Service	4,092.00	4,523.87	4,523.87	-431.87	0.00	-431.87	0.00
01-4550-30-2374		Custodian	15,000.00	9,500.00	9,500.00	5,500.00	0.00	5,500.00	36.67
01-4550-30-2395		Outside Hire IT	4,500.00	2,520.00	2,520.00	1,980.00	0.00	1,980.00	44.00
01-4550-40-2410		Electricity	8,220.00	7,675.77	7,675.77	544.23	0.00	544.23	6.62
01-4550-40-2411		Heat	7,900.00	6,549.48	6,549.48	1,350.52	0.00	1,350.52	17.10
01-4550-40-2412		Water	1,950.00	2,155.83	2,155.83	-205.83	0.00	-205.83	0.00
01-4550-40-2430		Repairs Bldg & Grounds	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-4550-50-2560		Dues & Subscription	1,200.00	830.00	830.00	370.00	0.00	370.00	30.83
01-4550-50-2565		Software Licenses	45,000.00	39,691.71	39,691.71	5,308.29	0.00	5,308.29	11.80
01-4550-50-2581		Travel	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-60-2620		Office Supplies	6,500.00	5,188.06	5,188.06	1,311.94	0.00	1,311.94	20.18
01-4550-60-2621		Computer Equipment	0.00	29.99	29.99	-29.99	0.00	-29.99	0.00
01-4550-60-2625		Postage	1,500.00	412.99	412.99	1,087.01	0.00	1,087.01	72.47
01-4550-60-2670		Books & Periodicals	100,000.00	52,670.44	52,670.44	47,329.56	0.00	47,329.56	47.33
01-4550-70-2720		Library Renovation Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4550-70-2740		New Equipment Capital	1.00	35.00	35.00	-34.00	0.00	-34.00	0.00
01-4550-80-2612		Equipment Purchase	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4550-80-2618		Special Events & Supplies	16,000.00	10,910.52	10,910.52	5,089.48	0.00	5,089.48	31.81
01-4550-80-2621		Computer Equipment	10,000.00	6,140.84	6,140.84	3,859.16	0.00	3,859.16	38.59
01-4550-80-2820		Mileage	500.00	37.12	37.12	462.88	0.00	462.88	92.58
01-4550-80-2825		Meetings & Conferences	1,700.00	368.84	368.84	1,331.16	0.00	1,331.16	78.30
		E07 Sub Totals:	1,047,622.77	757,277.51	757,277.51	290,345.26	0.00	290,345.26	27.71
		Expense Sub Totals:	1,047,622.77	757,277.51	757,277.51	290,345.26	0.00	290,345.26	27.71
		Dept 4550 Sub Totals:	1,047,622.77	757,277.51	757,277.51	290,345.26	0.00		



Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept	01-4583	Patriotic Purposes							
E07		Culture and Recreation							
01-4583-80-2860		4th of July Subsidy	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
01-4583-80-2861		Memorial Day Subsidy	500.00	0.00	0.00	500.00	0.00	500.00	100.00
		E07 Sub Totals:	8,500.00	0.00	0.00	8,500.00	0.00	8,500.00	100.00
		Expense Sub Totals:	8,500.00	0.00	0.00	8,500.00	0.00	8,500.00	100.00
		Dept 4583 Sub Totals:	8,500.00	0.00	0.00	8,500.00	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4589	Heritage Commission							
E07	Culture and Recreation							
01-4589-10-1115	Wages Part Time	1,316.02	-93.92	-93.92	1,409.94	0.00	1,409.94	107.14
01-4589-20-1220	Social Security	81.59	22.56	22.56	59.03	0.00	59.03	72.35
01-4589-20-1225	Medicare	19.08	5.29	5.29	13.79	0.00	13.79	72.27
01-4589-30-2382	Outside Hire-Professional Srvc	50.00	3,700.00	3,700.00	-3,650.00	0.00	-3,650.00	0.00
01-4589-60-2610	Supplies - General	82.00	34.93	34.93	47.07	0.00	47.07	57.40
01-4589-60-2621	Computer Equipment	80.00	0.00	0.00	80.00	0.00	80.00	100.00
01-4589-80-2825	Meetings & Conferences	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E07 Sub Totals:	1,928.69	3,668.86	3,668.86	-1,740.17	0.00	-1,740.17	0.00
E08	Conservation and Development							
01-4589-50-2550	Printing	400.00	254.62	254.62	145.38	0.00	145.38	36.35
01-4589-80-2618	Special Events & Supplies	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E08 Sub Totals:	700.00	254.62	254.62	445.38	0.00	445.38	63.63
	Expense Sub Totals:	2,628.69	3,923.48	3,923.48	-1,294.79	0.00	-1,294.79	0.00
	Dept 4589 Sub Totals:	2,628.69	3,923.48	3,923.48	-1,294.79	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4611	Conservation Commission							
E08	Conservation and Development							
01-4611-10-1115	PT Wages	3,509.38	1,260.15	1,260.15	2,249.23	0.00	2,249.23	64.09
01-4611-20-1220	Social Security	217.58	78.13	78.13	139.45	0.00	139.45	64.09
01-4611-20-1225	Medicare	50.89	18.30	18.30	32.59	0.00	32.59	64.04
01-4611-20-1294	Educat & Training/Prof Dev	750.00	75.00	75.00	675.00	0.00	675.00	90.00
01-4611-40-2482	Surveying	0.00	8,000.00	8,000.00	-8,000.00	0.00	-8,000.00	0.00
01-4611-40-2483	Land Management	0.00	200.00	200.00	-200.00	0.00	-200.00	0.00
01-4611-40-2484	Town Meadow Maintenance	0.00	520.00	520.00	-520.00	0.00	-520.00	0.00
01-4611-40-2486	Water Crossing Repair & Maint	3,000.00	42.96	42.96	2,957.04	0.00	2,957.04	98.57
01-4611-40-2487	Invasives Mitigation	3,800.00	16,250.00	16,250.00	-12,450.00	0.00	-12,450.00	0.00
01-4611-40-2488	Signage	1,500.00	1,559.71	1,559.71	-59.71	0.00	-59.71	0.00
01-4611-40-2489	Kiosk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-50-2560	Dues & Subscriptions	1,200.00	840.00	840.00	360.00	0.00	360.00	30.00
01-4611-50-2561	Educational Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-50-2564	Educational Outreach	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-4611-60-2625	Postage	0.00	11.60	11.60	-11.60	0.00	-11.60	0.00
	E08 Sub Totals:	16,527.85	28,855.85	28,855.85	-12,328.00	0.00	-12,328.00	0.00
	Expense Sub Totals:	16,527.85	28,855.85	28,855.85	-12,328.00	0.00	-12,328.00	0.00
	Dept 4611 Sub Totals:	16,527.85	28,855.85	28,855.85	-12,328.00	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4711	Principal - L-T Bonds & Notes							
E09	Debt Service							
01-4711-90-2210	Principal Rd Const Phase1 & 2	306,000.00	305,999.90	305,999.90	0.10	0.00	0.10	0.00
01-4711-90-2211	Road Construction Bond Spring Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4711-90-2214	Principal - Road Construction FY 14	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	100.00
01-4711-90-2215	Principal - Road Construction FY 15	200,000.00	200,000.00	200,000.00	0.00	0.00	0.00	0.00
01-4711-90-2216	Principal - RdConstr FY16-FY17	400,000.00	400,000.00	400,000.00	0.00	0.00	0.00	0.00
	E09 Sub Totals:	1,106,000.00	905,999.90	905,999.90	200,000.10	0.00	200,000.10	18.08
	Expense Sub Totals:	1,106,000.00	905,999.90	905,999.90	200,000.10	0.00	200,000.10	18.08
	Dept 4711 Sub Totals:	1,106,000.00	905,999.90	905,999.90	200,000.10	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4721	Interest L-T Bonds & Notes							
E09	Debt Service							
01-4721-90-2209	Interest - Bridge Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4721-90-2210	Interest- Rd Constr Phase1 & 2	29,254.00	29,494.03	29,494.03	-240.03	0.00	-240.03	0.00
01-4721-90-2211	Interest -Road Const Spring Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4721-90-2214	Interest - Road Construction FY 14	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
01-4721-90-2215	Interest - Road Construction FY 15	12,660.00	12,716.17	12,716.17	-56.17	0.00	-56.17	0.00
01-4721-90-2216	Interest - Rd Constr FY16-FY17	45,946.00	45,896.01	45,896.01	49.99	0.00	49.99	0.11
	E09 Sub Totals:	96,860.00	88,106.21	88,106.21	8,753.79	0.00	8,753.79	9.04
	Expense Sub Totals:	96,860.00	88,106.21	88,106.21	8,753.79	0.00	8,753.79	9.04
	Dept 4721 Sub Totals:	96,860.00	88,106.21	88,106.21	8,753.79	0.00		



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	15,638,212.28	11,571,590.39	11,571,590.39	4,066,621.89	0.00	4,066,621.89	26.00
	Fund 01 Sub Totals:	15,638,212.28	11,571,590.39	11,571,590.39	4,066,621.89	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	15,638,212.28	11,571,590.39	11,571,590.39	4,066,621.89	0.00	4,066,621.89	26.00
	Report Totals:	15,638,212.28	11,571,590.39	11,571,590.39	4,066,621.89	0.00		





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

**Title:** Park Bench Donation  
**Meeting Date:** May 9, 2022

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

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### **BACKGROUND INFORMATION:**

On behalf of Rita Piotrowski, I seek acceptance by the Board for the donation of a 60" park bench with a memorial plaque (small metal plate affixed to the bench) to the Town. The bench will have a cast-aluminum frame powder-coated a dark evergreen color, and have oak wood slats. The donor wishes for the bench to be installed on the Town green across from the Town Hall. The specific location where the bench will be installed is notated on the attached diagram. A picture of the bench is also included in an attachment.

If accepted by the Board, the bench will be installed on the Town green in the specified location by the DPW as soon as the bench is in our possession, and our work schedule permits.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

Negligible.

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

I recommend that the Board accept the donation of a park bench and plaque, as described in this report, from Rita Piotrowski. I further recommend that the Board approve the installation of the bench on the Town green across from Town Hall as specified.

### **SUGGESTED MOTION:**

I move to accept the donation of a park bench and plaque from Rita Piotrowski as described. Further, I move to approve the installation of the bench on the Town green across from Town Hall as specified.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

ATTACHMENTS:



1. park bench picture
2. SKMBT\_28322050316540



Due to Limited Raw Material Supply and High Demand—Lead Times are Estimates Only and May Fluctuate.



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## Victorian Style | Wood Park Benches



### Wood Benches with Cast Aluminum Frames

These Victorian Style wood park benches are constructed with a cast aluminum frame and the seat and back are crafted with white oak planks. The frames come available in color options shown.

The intricate detailed design of the cast aluminum frames make these wood park benches attractive and versatile enough to suit any setting and the gorgeous white oak is sure to add a touch of class.

#### Matching Products



32 Gallon Wood Township Trash Can



Victorian Style Backless Wood Park Bench

#### Frame Color Options



red blue dark green evergreen

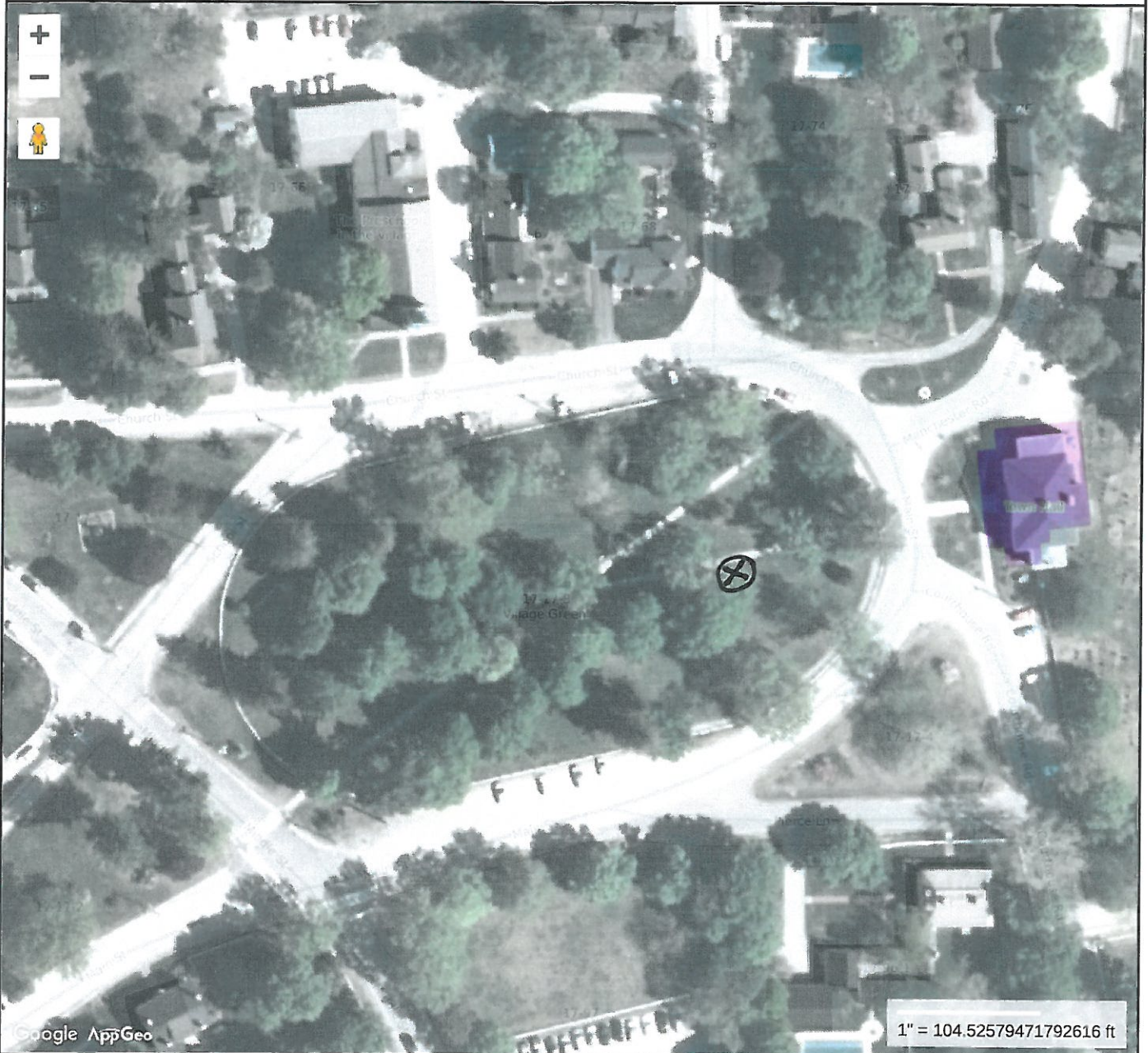


bronze brown tan white black

5'



# Proposed Park Bench Location



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

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

Geometry updated 03/18/2022  
Data updated 03/15/2022

Print map scale is approximate.  
Critical layout or measurement  
activities should not be done using  
this resource.





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Line Striping Bid  
**Meeting Date:** May 9, 2022

**Department:** Public Works  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

We received two bids for line striping roads. Industrial Traffic Lines had the low bid of \$36,129.91.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$15,980.21 from 01-4312-90-9800, \$20,149.70 from 01-4312-40-2450

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

Recommend award contract to Industrial Traffic Lines.

## **SUGGESTED MOTION:**

I move to award contract number 10-22, Line Striping, to Industrial Traffic Lines for the amount of \$36,129.91.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. line striping
2. Industrial Traffic Lines
3. Markings Inc



**TOWN OF AMHERST**

Town Department: DPW

Date: May 9, 2022

Line Item: 01-4312-40-2450

Budget Amount: \$29,000.00

Bid #: 10-22 Item: Line Striping

Date Bid To Be Awarded: May 9, 2022

<u>Vendor</u>	<u>Price</u>	<u>Total</u>	<u>Other Considerations</u>
Industrial Traffic Lines	double yellow .105 LF	342,774 LF = 35,991.27	
1. Londonderry NH	single white .062 LF	2,236 LF = 138.64	Grand Total 36,129.91
Markings, Inc.	double yellow .15 LF	342,774 LF = 51,416.10	
2. Pembroke MA	single white .076 LF	2,236 LF = 169.94	Grand Total 51,586.04

3. Property Innovation NO BID

4. JDK Striping NO BID

5. K5 Corporation NO BID

6

Recommend bid be awarded to: *Industrial Traffic Lines.*

\_\_\_\_\_  
Signature of Town Administrator / Date

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

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

This bid was post on the Town of Amherst website, Construction Summary of NH, ME, and VT, and Dodge Data & Analytics.



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

**BID NUMBER #10-22 Line Striping**

**CONTRACTOR'S PROPOSAL**

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 10-22 Line Striping with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

Estimated length of 4" double yellow  
lined @ 342,774' linear feet.

PRICE PER LINEAR FOOT IN-PLACE: 0.105

Estimated length of 4" single white  
fog line @ 2,236' linear feet

PRICE PER LINEAR FOOT IN-PLACE: 0.062

Per yellow linear foot Thirty Five Thousand Nine Hundred And Ninety One And 27/100  
(Written out)

Per white linear foot One Hundred Thirty eight And 63/100  
(Written out)

**INDUSTRIAL  
TRAFFIC LINES, Inc.**

3 Sanborn Road  
Londonderry, NH 03053

SCOTT MASON  
Print Bidder/Contractor's Name

SCOTT MASON owner  
Print Representative's Name and Title

[Signature]  
Representative's Signature

3 Sanborn Road Londonderry NH 03053  
Street City, State and Zip Code

603-552-3780  
FAX 603-965-4380  
Telephone and FAX Number

4/29/22  
Date

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



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

**BID NUMBER #10-22 Line Striping**

**CONTRACTOR'S PROPOSAL**

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as Bid Number 10-22 Line Striping with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

Estimated length of 4" double yellow  
lined @ 342,774' linear feet. **PRICE PER LINEAR FOOT IN-PLACE:** .15

Estimated length of 4" single white  
fog line @ 2,236' linear feet **PRICE PER LINEAR FOOT IN-PLACE:** .076

Per yellow linear foot fifteen cents  
(Written out)

Per white linear foot seven and six tenths cents  
(Written out)

Markings Inc.  
Print Bidder/Contractor's Name

Monique Silva President  
Print Representative's Name and Title

[Signature]  
Representative's Signature

30 Riverside Dr.  
Street

Pembroke, MA 02359  
City, State and Zip Code

781-826-5171  
Telephone and FAX Number

4/29/22  
Date

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





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

**Title:** Stop Bars, Crosswalks, & Yield  
Markings Bid

**Department:** Public Works

**Meeting Date:** May 9, 2022

**Staff Contact:** Eric Slosek

---

### **BACKGROUND INFORMATION:**

We received three bids for re-painting our stop bars, crosswalks, and yield markings in Town. Markings, Inc. had the lowest bid with a price of \$8,042.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$8,042.00 from 01-4312-90-9800 PY Encumbrance

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to award the contract to Markings, Inc. in the amount of \$8,042.00.

### **SUGGESTED MOTION:**

I move to award the 11-22 contract, Crosswalks, Yield Lines, and Stop Bars, to Markings, Inc. in the amount of \$8,042.00.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. Award for 11-22
2. Industrial Traffic Lines
3. K5 Corporation
4. Markings, Inc



## TOWN OF AMHERST

Town Department: DPW

Date: May 9, 2022

Line Item: 01-4312-40-2450

Budget Amount: \$29,000.00

Bid #: 11-22

Item: Crosswalks/Yield Lines/ Stop Bars

Date Bid To Be Awarded: May 9, 2022

<u>Vendor</u>	<u>Price</u>		<u>Totals</u>	<u>Other Considerations</u>
	\$1.00 / SF	Crosswalks	3200 SF = \$3,200.00	
	\$60.00 set of 3	Yield Lines	22 Units = \$1,320.00	
1. K-5 Corporation	\$2.00 / SF	Stop Bars	6200 SF = \$12,400.00	Grand Total \$16,920.00
	\$.95 / SF	Crosswalks	3200 SF = \$3,040.00	
2. Industrial Traffic Lines	\$65.00 set of 3	Yield Lines	22 Units = \$1,430.00	
	.80 / SF	Stop Bars	6200 SF = \$4,960.00	Grand Total \$9,430.00
	.68 / SF	Crosswalks	3200 SF = \$2,176.00	
3. Markings, Inc.	\$75.00 set of 3	Yield Lines	22 Units = \$1,650.00	
	.68 / SF	Stop Bars	6200 SF = \$4,216.00	Grand Total \$8,042.00
4. JDK Striping Jaffrey NH	NO BID			
5. Vivid Line Striping, LLC Hollis NH	NO BID			
6. Innovative Property Manchester NH	NO BID			

Recommend bid be awarded to:

\_\_\_\_\_  
Signature of Town Administrator / Date

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

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.

This bid was post on the Town of Amherst website, Construction Summary of NH, ME, and VT, and Dodge Data & Analytics.



**BID NUMBER #11-22****CONTRACTOR'S PROPOSAL****To: Town of Amherst, NH:**

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as **"Town of Amherst Bid # 11-22 Crosswalks, Yield Lines, Stop Bars"** with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

**Re-Painting Crosswalks:**  $3200 \text{ Lf} \times .95 = \$3040.00$ 

Per Unit Price (\$): Three thousand and forty and  $\frac{00}{100}$  (\$) .95  
 (Written) (Figure)

**Re-painting Yield Lines (Shark teeth):**  $11 \text{ Locations} \times 65.00 = \$715.00$ 

Per Unit Price (\$): \$65.00 Sixty Five and  $\frac{00}{100}$  (\$) 65.00  
 (Written) (Figure)

**Re-Painting Stop Bars:**  $6200 \times .80 = \$4960.00$ 

Per Unit Price (\$): .80 / 100 (\$) .80 Per Ft.  
 (Written) (Figure)

SLOTHMASON

Print Bidder/Contractor's Name

SLOTHMASON owner

Print Representative's Name and Title

3 Sanborn RdStreet 603-552-3180FAX 603 965-4388

Telephone and FAX Number

**INDUSTRIAL  
TRAFFIC LINES, Inc.**3 Sanborn Road  
Londonderry, NH 03053

Representative's Signature

Londonderry NH 03053

City, State and Zip Code

4/29/22

Date

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

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



## **AGREEMENT**

This AGREEMENT is made May \_\_\_\_\_, 2022, BETWEEN the Owner: Town of Amherst

and the Contractor: \_\_\_\_\_ for the

following Project: **"Town of Amherst Bid #11-22 Crosswalks, Yield Lines, Stop Bars"** on various town roads.

The Owner and Contractor agree as follows:

### **ARTICLE I THE CONTRACT DOCUMENTS**

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

- 1) Invitation to Bid.
- 2) Contractor's Proposal.
- 2) General Provisions, dated April 14, 2022.
- 3) Specifications, dated April 14, 2022.
- 4) Any issued addenda.
- 5) This agreement signed by the Owner and the Contractor.
- 6) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

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

The date of commencement shall be the date of this Agreement. The Contractor shall substantially complete the Work not later than June 30, 2022, subject to adjustment by Change Order.

### **ARTICLE III CONTRACT SUM**

Subject to additions and deductions by Change Order, the Contract Sum per unit is:

Re-Painting Crosswalks (figure): \$ \_\_\_\_\_

Re-Painting Crosswalks (written words): \$ \_\_\_\_\_

Installing Yield Lines (figure): \$ \_\_\_\_\_

Installing Yield Lines (written words): \$ \_\_\_\_\_

Re-Painting Stop Bars (figure): \$ \_\_\_\_\_

Re-Painting Stop Bars (written words): \$ \_\_\_\_\_

### **ARTICLE IV PAYMENT**

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



Amherst, NH 03031

**BID NUMBER #11-22**

**CONTRACTOR'S PROPOSAL**

**To: Town of Amherst, NH:**

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as **"Town of Amherst Bid # 11-22 Crosswalks, Yield Lines, Stop Bars"** with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

**Re-Painting Crosswalks:**

<b>Per Unit Price (\$):</b>	One dollar per square feet	<b>(\$)</b>	\$1.00 / SF
	(Written)		(Figure)

**Re-painting Yield Lines (Shark teeth):**

<b>Per Unit Price (\$):</b>	Sixty dollar per set of 3	<b>(\$)</b>	\$60.00/set of 3
	(Written)		(Figure)

**Re-Painting Stop Bars:**

<b>Per Unit Price (\$):</b>	Two dollar per square feet	<b>(\$)</b>	\$2.00 / SF
	(Written)		(Figure)

K5 Corporation  
**Print Bidder/Contractor's Name**

Kathy DeLong President  
**Print Representative's Name and Title**

9 Rockview Way  
**Street**

781-982-9229 / 781-982-9226  
**Telephone and FAX Number**

  
**Representative's Signature**

Rockland, MA 02370  
**City, State and Zip Code**

04/27/2022  
**Date**

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

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



## **AGREEMENT**

This AGREEMENT is made May \_\_\_\_\_, 2022, BETWEEN the Owner: Town of Amherst

and the Contractor: K5 Corporation for the

following Project: **"Town of Amherst Bid #11-22 Crosswalks, Yield Lines, Stop Bars"** on various town roads.

The Owner and Contractor agree as follows:

### **ARTICLE I THE CONTRACT DOCUMENTS**

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

- 1) Invitation to Bid.
- 2) Contractor's Proposal.
- 2) General Provisions, dated April 14, 2022.
- 3) Specifications, dated April 14, 2022.
- 4) Any issued addenda.
- 5) This agreement signed by the Owner and the Contractor.
- 6) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

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

The date of commencement shall be the date of this Agreement. The Contractor shall substantially complete the Work not later than June 30, 2022, subject to adjustment by Change Order.

### **ARTICLE III CONTRACT SUM**

Subject to additions and deductions by Change Order, the Contract Sum per unit is:

Re-Painting Crosswalks (figure):	\$ <u>\$1.00 / SF</u>
Re-Painting Crosswalks (written words):	\$ <u>One dollar per Square Feet</u>
Installing Yield Lines (figure):	\$ <u>\$60.00 / set of 3</u>
Installing Yield Lines (written words):	\$ <u>Sixty dollar per set of three</u>
Re-Painting Stop Bars (figure):	\$ <u>\$2.00 / SF</u>
Re-Painting Stop Bars (written words):	\$ <u>Two dollars per square feet</u>

### **ARTICLE IV PAYMENT**

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



**BID NUMBER #11-22****CONTRACTOR'S PROPOSAL****To: Town of Amherst, NH:**

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as "**Town of Amherst Bid # 11-22 Crosswalks, Yield Lines, Stop Bars**" with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for road painting, in Amherst, NH for the following Unit Prices:

**Re-Painting Crosswalks:**

Per Unit Price (\$): sixty eight cents (\$ .68)  
(Written) (Figure)

**Re-painting Yield Lines (Shark teeth):**

Per Unit Price (\$): twenty eight dollars and ninety five cents (\$ 28.95)  
(Written) (Figure)

**Re-Painting Stop Bars:**

Per Unit Price (\$): sixty eight cents (\$ .68)  
(Written) (Figure)

Markings, Inc.  
Print Bidder/Contractor's Name

Monique Swartz, President  
Print Representative's Name and Title

Monique Swartz  
Representative's Signature

30 Riverside Dr.  
Street

Pembroke, MA 02359  
City, State and Zip Code

781-826-5171  
Telephone and FAX Number

7/29/22  
Date

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

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



**Eric Slosek**

---

**From:** Kate Nobles <kate@markingsinc.com>  
**Sent:** Wednesday, May 4, 2022 10:59 AM  
**To:** Eric Slosek  
**Subject:** Pavement Markings

[External Sender]

---

Good Morning Eric,

The bid prices for Markings, Inc. are as follows:

Repainting of 12" White Crosswalks & Stop Bars	PSF	@	\$0.68
Yield Triangles	Per Set of 3	@	\$75.00

Please let me know if you have any additional questions.

Kind Regards

Kate Nobles  
Contract Administrator  
Markings, Inc.  
30 Riverside Drive  
Pembroke, MA, 02359  
Tel: 781-826-5171  
Fax: 781-826-1121





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

**Title:** Town Fuel oil/Propane Bids  
**Meeting Date:** May 9, 2022

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

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### **BACKGROUND INFORMATION:**

A joint RFP between the Town and SAU39 was posted for purchasing #2 heating oil and propane. We received bids back on Tuesday, May 3. In total, we received four bids back for propane, and two bids back for heating oil.

I recommend awarding the FY23 Town propane contract to Bot-L-Gas, Inc. Bot-L-Gas is our current propane supplier and was the low bidder by 12.4 cents/gallon.

Irving Oil had the low bid for oil at \$3.573/gallon. However, there are additional fees and penalties built into their price that may increase risk to the Town (see Irving bid for details). Additionally, Irving would not hold their price as requested by our RFP. Ciardelli's price is \$3.779. The recommendation to the SAU 39 school board by the SAU39 Director of Facilities will be to contract with Ciardelli.

I recommend awarding the FY23 Town fuel oil contract to Ciardelli. Ciardelli is our current fuel oil supplier. Their price is 20.6 cents higher than Irving, but we would not pay a penalty for under or over usage. So far this heating season we have used approximately 4000 gallons less than our estimated usage. This would have resulted in approximately \$892 in additional charges under an Irving contract, while the increased cost of Ciardelli's rate would have cost an additional \$1,236. In my opinion, there is less risk of contracting with Ciardelli. We will also be working with a company which we have had a good experience with over this last year.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

Recommend to award FY23 Town propane contract to Bot-L-Gas, Inc., for a price of \$1.875/gallon.

Recommend to award FY23 Town #2 heating oil contract to Ciardelli for a price of \$3.779/gallon.

### **SUGGESTED MOTION:**



I move to award the FY23 Town propane contract to Bot-L-Gas, Inc., for a price of \$1.875/gallon.  
Further, I move to award FY23 Town #2 heating oil contract to Ciardelli for a price of \$3.779/gallon.

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

1. Fuel Oil Bid Results.docx
2. Ciardelli
3. Suburban
4. Bot-L-Gas
5. Irving
6. SAU #39 and Town of Amherst Fuel Oil and Propane RFP
7. award 11-22



**SAU #39 and Town of Amherst**  
**Fuel Oil and Propane Bid Results**

**5/3/2022**

**Contract Term: July 1, 2022 - June 30, 2023**

Vendor	Fuel Oil	Propane	Notes
Bot-L-Gas Inc	No Bid	\$1.875	
Irving	\$3.573	\$2.083	See bid submission for additional fees and penalties
Suburban	No Bid	\$2.999	
Ciardelli	\$3.779	\$1.999	



## General Bidder Certifications and Disclosures

Firm Name: Ciardelli Fuel Co. Inc.  
Business Address: 467 Nashua St., Milford, NH 03055  
Telephone No.: 603 673-1336 Date of Bid: 5/3/22

- I. **Criminal and Civil History.** By submission of this bid, the Bidder hereby certifies under oath that the Bidder, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes ☒ No ☐

If the answer is "no", the Bidder shall disclose under oath the following:

- A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Bidder, or the Bidder's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Bidder and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Bidder shall not be required to disclose any conviction which has been annulled by a court.
- B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Bidder or the Bidder's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.
- C. The court, date, docket number and description of any felony convictions whatsoever of the Bidder, as well as the contractor's/bidder's directors, partners, principal officers or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Bidder and any employee that shall have contact with the schools, including all transportation personnel. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

- II. **Creditor Relationships and Business History.** Bidder hereby certifies that it:

- A. Has been in business for 15 years.
- B. Is current on all undisputed business debts.
- C. Has not filed for bankruptcy protection. In the alternative, Bidder filed for bankruptcy protection on NA.



**III. Equal Opportunity Employer.** Bidder hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes ✓ No \_\_\_\_\_

**IV. Safety and Licensure.** Bidder certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and Town and meets all applicable safety standards.

Yes ✓ No \_\_\_\_\_

**V. Insurances.** Bidder holds all the insurances which shall be required by the District and Town.

Yes ✓ No \_\_\_\_\_

**VI. Criminal Records and Training.** Bidder complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes ✓ No \_\_\_\_\_

**VII. Contract Performance.** Bidder certifies that it has never had a contract terminated for nonperformance.

Yes ✓ No \_\_\_\_\_

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

*The District and Town reserve the right, at their sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District and Town reserve the right, at their sole discretion, to reject any Bidder on the basis of any criminal history, civil litigation credit history or business record which it deems to be averse to the interests of the District and Town.*

Bidder's Name: Matt Crandelli  
Signature: [Signature]  
Title: President  
Date: 5/3/22



## Bid Submission Form

Name of Bidder: Crardelli Fuel Co. Inc.  
Street Address: 467 Nashua St.  
Town: Milford State: NH Zip: 03055  
Business Phone Number: 603 673-1336  
Business Contact Name: Matt Crardelli  
Email: mcrardelli@cfuel.com

### #2 Fuel Oil

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ 3.779

### Propane

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ 1.999

Bids should be electronically transmitted to the address listed below with the required subject line.

### “FUEL OIL and PROPANE BID 2022 - 2023”

Electronic Submission

[rpreston@sau39.org](mailto:rpreston@sau39.org)

Roger Preston, Director of Facilities

Submit bids no later than 10:00 AM on Monday, May 3, 2022.



## Bid Submission Form

Name of Bidder: Suburban Propane  
Street Address: 8 Hitchiner Way  
Town: Milford State: Vt. Zip: 03055  
Business Phone Number: 603-673-2903  
Business Contact Name: Stephanie Acres  
Email: Sacres@suburbanpropane.com

### #2 Fuel Oil

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ \_\_\_\_\_

### Propane

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ 2.999

Bids should be electronically transmitted to the address listed below with the required subject line.

### “FUEL OIL and PROPANE BID 2022 - 2023”

#### Electronic Submission

[rpreston@sau39.org](mailto:rpreston@sau39.org)

Roger Preston, Director of Facilities

Submit bids no later than 10:00 AM on Monday, May 3, 2022.



**III. Equal Opportunity Employer.** Bidder hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes ✓ No \_\_\_\_\_

**IV. Safety and Licensure.** Bidder certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and Town and meets all applicable safety standards.

Yes ✓ No \_\_\_\_\_

**V. Insurances.** Bidder holds all the insurances which shall be required by the District and Town.

Yes ✓ No \_\_\_\_\_

**VI. Criminal Records and Training.** Bidder complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes ✓ No \_\_\_\_\_

**VII. Contract Performance.** Bidder certifies that it has never had a contract terminated for nonperformance.

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

*The District and Town reserve the right, at their sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District and Town reserve the right, at their sole discretion, to reject any Bidder on the basis of any criminal history, civil litigation credit history or business record which it deems to be averse to the interests of the District and Town.*

Bidder's Name: Suburban Propane / Jason Hubert  
Signature: Jason Hubert  
Title: Regional Sales Rep.  
Date: 5-3-22



## General Bidder Certifications and Disclosures

Firm Name: Suburban Propane  
Business Address: 8 Hitchiner Way Milford, NH 03055  
Telephone No.: 603-673-2903 Date of Bid: 5-5-22

- I. **Criminal and Civil History.** By submission of this bid, the Bidder hereby certifies under oath that the Bidder, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is "no", the Bidder shall disclose under oath the following:

- A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Bidder, or the Bidder's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Bidder and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Bidder shall not be required to disclose any conviction which has been annulled by a court.
- B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Bidder or the Bidder's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.
- C. The court, date, docket number and description of any felony convictions whatsoever of the Bidder, as well as the contractor's/bidder's directors, partners, principal officers or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Bidder and any employee that shall have contact with the schools, including all transportation personnel. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

- II. **Creditor Relationships and Business History.** Bidder hereby certifies that it:

- A. Has been in business for 94 years.
- B. Is current on all undisputed business debts.
- C. Has not filed for bankruptcy protection. In the alternative, Bidder filed for bankruptcy protection on \_\_\_\_\_.



## General Bidder Certifications and Disclosures

Firm Name: Bot-L-GAS INC  
Business Address: 8 EAST OTTAWA ST NASHUA NH. 03060  
Telephone No.: 603 882-7811 Date of Bid: 4/27/2022

- I. **Criminal and Civil History.** By submission of this bid, the Bidder hereby certifies under oath that the Bidder, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes ✓ No                     

If the answer is "no", the Bidder shall disclose under oath the following:

- A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Bidder, or the Bidder's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Bidder and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Bidder shall not be required to disclose any conviction which has been annulled by a court.
- B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Bidder or the Bidder's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.
- C. The court, date, docket number and description of any felony convictions whatsoever of the Bidder, as well as the contractor's/bidder's directors, partners, principal officers or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Bidder and any employee that shall have contact with the schools, including all transportation personnel. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

II. **Creditor Relationships and Business History.** Bidder hereby certifies that it:

- A. Has been in business for 62 years.
- B. Is current on all undisputed business debts.
- C. Has not filed for bankruptcy protection. In the alternative, Bidder filed for bankruptcy protection on HAS NOT.



III. **Equal Opportunity Employer.** Bidder hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes ✓ No \_\_\_\_\_

IV. **Safety and Licensure.** Bidder certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and Town and meets all applicable safety standards.

Yes ✓ No \_\_\_\_\_

V. **Insurances.** Bidder holds all the insurances which shall be required by the District and Town.

Yes ✓ No \_\_\_\_\_

VI. **Criminal Records and Training.** Bidder complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes ✓ No \_\_\_\_\_

VII. **Contract Performance.** Bidder certifies that it has never had a contract terminated for nonperformance.

Yes ✓ No \_\_\_\_\_

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

*The District and Town reserve the right, at their sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District and Town reserve the right, at their sole discretion, to reject any Bidder on the basis of any criminal history, civil litigation credit history or business record which it deems to be averse to the interests of the District and Town.*

Bidder's Name: BOT-L-GAS INC NORMAN WREN  
Signature: [Signature]  
Title: President  
Date: 4/27/2022



## Bid Submission Form

Name of Bidder: Bot-L-GAS INC.  
Street Address: 8 EAST OTTAWA ST  
Town: NASHUA State: NH Zip: 03060  
Business Phone Number: 603 882-7811  
Business Contact Name: NORMAN WREN  
Email: BotL12@aol.com

### #2 Fuel Oil

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ Not Bid

### Propane

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ 1.875

Bids should be electronically transmitted to the address listed below with the required subject line.

### “FUEL OIL and PROPANE BID 2022 - 2023”

#### Electronic Submission

[rpreston@sau39.org](mailto:rpreston@sau39.org)

Roger Preston, Director of Facilities

Submit bids no later than 10:00 AM on Monday, May 3, 2022.



## General Bidder Certifications and Disclosures

Firm Name: Irving Energy  
Business Address: 190 Commerce Way, Portsmouth, NH 03801  
Telephone No.: 603-559-8834 Date of Bid: May 3, 2022

- I. Criminal and Civil History.** By submission of this bid, the Bidder hereby certifies under oath that the Bidder, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes X No \_\_\_\_\_

If the answer is “no”, the Bidder shall disclose under oath the following:

- A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Bidder, or the Bidder’s directors, partners, principal officers or key employees. The term “key employee” for each statement shall include, but is not limited to, any employee who has an ownership interest in the Bidder and any employee who shall have contact with the schools, including all delivery personnel. A “bidding crime” is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Bidder shall not be required to disclose any conviction which has been annulled by a court.
- B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Bidder or the Bidder’s directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.
- C. The court, date, docket number and description of any felony convictions whatsoever of the Bidder, as well as the contractor’s/bidder’s directors, partners, principal officers or key employees. The term “key employee” includes, but is not limited to, any employee who has an ownership interest in the Bidder and any employee that shall have contact with the schools, including all transportation personnel. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

- II. Creditor Relationships and Business History.** Bidder hereby certifies that it:

- A. Has been in business for 98 years.
- B. Is current on all undisputed business debts.
- C. Has not filed for bankruptcy protection. In the alternative, Bidder filed for bankruptcy protection on \_\_\_\_\_.



**III. Equal Opportunity Employer.** Bidder hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes X No \_\_\_\_\_

**IV. Safety and Licensure.** Bidder certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and Town and meets all applicable safety standards.

Yes X No \_\_\_\_\_

**V. Insurances.** Bidder holds all the insurances which shall be required by the District and Town.

Yes X No \_\_\_\_\_

**VI. Criminal Records and Training.** Bidder complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes X No \_\_\_\_\_


**VII. Contract Performance.** Bidder certifies that it has never had a contract terminated for nonperformance.

Yes X No \_\_\_\_\_

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

***The District and Town reserve the right, at their sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District and Town reserve the right, at their sole discretion, to reject any Bidder on the basis of any criminal history, civil litigation credit history or business record which it deems to be averse to the interests of the District and Town.***

Bidder's Name: Tara Frost

Signature: 

Title: Government Accounts Manager

Date: May 3, 2022



## Bid Submission Form

Name of Bidder: Irving Energy  
Street Address: 190 Commerce Way  
Town: Portsmouth  
State: NH Zip: 03801

Business Phone Number: 603-559-8834  
Business Contact Name: Tara Frost  
Email: tara.frost@irvingoil.com

### #2 Fuel Oil

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ 3.573

### Propane

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ 2.083

**\*\* Please see attached letter for terms and conditions of offer\*\***

Bids should be electronically transmitted to the address listed below with the required subject line.

**“FUEL OIL and PROPANE BID 2022 - 2023”**

**Electronic Submission**

[rpreston@sau39.org](mailto:rpreston@sau39.org)

Roger Preston, Director of Facilities

Submit bids no later than 10:00 AM on Monday, May 3, 2022.





SAU 39  
1 School St  
Amherst, NH 03031

May 3, 2022

Thank you for the opportunity to bid on your fuel requirements. Listed below is the pricing that Irving Energy is able to offer to the SAU 39 and the Town of Amherst commencing July 1, 2022 through to June 30, 2023. Please reach out to me if you have any questions on this bid.

**Fixed Heating Oil - \$3.573 /gal**

**Fixed Propane - \$2.083 /gal**

Please note the following criteria and details around our submittal:

- 1) The fixed rate for heating oil and propane is valid until 3:30 PM on May 3<sup>rd</sup>, 2022. If SAU 39 & the Town of Amherst wishes to lock in pricing, contracts will need to be sent before 3:30pm EST. and returned by 11:59PM on May 3<sup>rd</sup>, 2022. Pricing can be refreshed at any time upon request.
- 2) The fixed rate offered is only for the 50,500g of heating oil and 12,500g of propane as requested in the bid. If the gallons are consumed before the end of the contract pricing would revert to a variable rate that will fluctuate daily with the market.
- 3) Our liquidated damages for fixed pricing are as follows: If Customer takes delivery of less than 95% of the Total Product Volume obligation during the Pricing Term or refuses to purchase Product from Irving as required under this Agreement (each an "Underlift"), then Customer shall pay to Irving a fee as liquidated damages (the "Fee"). The Fee shall be based on the Underlift gallons and shall be an amount equal to the number of the Underlift gallons multiplied by the difference (in no event less than zero) between: (a) the Contract Price plus \$0.30, and (b) the average Irving Commercial Portsmouth, New Hampshire Rack price from the start date to end of the Pricing Term or the date of termination if sooner. The parties agree that the Fee is a reasonable estimate of Irving's damages and is not intended to be a penalty. Irving shall also be entitled to recover any Collection Expenses (defined below) associated with collecting the Fee, but Irving shall not be entitled to recover and other monetary damages by reason of Customer's failure to purchase the Total Product Volume beyond the Fee.

**IRVING ENERGY**

190 Commerce Way • Portsmouth, NH 03801 • [irvingoil.com](http://irvingoil.com)





- 4) Irving would also offer the employees of the SAU 39 and Town of Amherst discounted pricing for their homes. The discount would be \$0.10 off the residential posted price for #2 fuel and \$0.15 off the residential posted price for propane. We require that the accounts be on automatic delivery and have credit terms for this offer.
- 5) Please note the following fees are not included in the above pricing and are billed separately on all invoices. This fee can change anytime throughout the contract if the state advises.
  - i. Environmental Fee - \$0.01375 (oil)
  - ii. Federal LUST - \$0.001 (oil)
  - iii. PERC - \$0.005 (propane)
- 6) All locations must be up to code for delivery and are the responsibility of the customer. Before delivery commences site surveys would be completed to ensure compliance and that deliveries can be made safely.
- 7) Payment is due within 30 days of invoice or subject to finance charges at our corporate rate.

Sincerely,

Tara Frost  
Government Accounts Manager  
603-559-8834



**School Administrative Unit #39  
And Town of Amherst  
Fuel Oil and Propane Request for Bids  
April 15, 2022**

1. Summary of Request

SAU #39 (District) and the Town of Amherst are seeking bids from qualified firms interested in providing fuel oil and propane for schools located in Amherst and Mont Vernon, NH and for the Town of Amherst.

The contract term is July 1, 2022 through June 30, 2023.

2. Intent

The District and Town's intent and the requirements of this Request for Bids are to provide the District and Town with the appropriate level of service, in the best interest of the District and Town, as determined by the District and Town in their sole discretion.

3. Submission of Responses

- a. The bids shall be submitted on the attached bid form. Bids should be electronically transmitted to the address listed below with the required subject line.

**“FUEL OIL and PROPANE BID 2022 - 2023”**

**Electronic Submission**

[rpreston@sau39.org](mailto:rpreston@sau39.org)

Roger Preston, Director of Facilities

- b. Bids must be received no later than 10:00 AM, Tuesday May 3, 2022. It is the responsibility of the bidder to ensure the bids are received before the deadline.
- c. Any bids received after the specified date and time will not be considered, nor will late bids be opened.
- d. Any questions concerning this bid shall be made in writing. Bidder who have questions may contact Roger Preston Facilities Director, at [rpreston@sau39.org](mailto:rpreston@sau39.org), or Eric Slosek, Interim Director of Public Works at [eslosek@amherstnh.gov](mailto:eslosek@amherstnh.gov).
- e. Bids must be submitted using the attached form.
- f. Awards will be made by the Select Board and School Boards at a regular board meeting.



#### 4. Background

##### a. School District

The District consists of five (5) schools serving approximately 2,282 students plus an administrative office building. The District utilizes approximately 40,000 gallons of #2 Fuel Oil and approximately 1,000 gallons of propane per year. Tank sizes and delivery locations are specified in Appendix A.

##### b. Town

The Town has eight (8) buildings, each building has different storage capacities. The Town utilizes approximately 10,500 gallons of #2 Fuel Oil and approximately 11,500 gallons of propane per year. Tank size and Town delivery locations are listed in Appendix B.

#### 5. Scope of Services Required

Bidders may bid on #2 fuel oil or propane or both.

##### #2 Fuel Oil

If providing a bid for #2 fuel oil, the successful bidder will be responsible for delivering #2 fuel oil to District and Town locations from July 1, 2022 through June 30, 2023 as needed.

##### Propane

If providing a bid for propane, the successful bidder will be responsible for delivering propane to District and Town locations from July 1, 2022 through June 30, 2023 as needed. The successful bidder will be responsible for providing proper and adequate propane tanks including any and all costs associated with installing proper tanks and connecting them to building systems, including making arrangements with current tank owners. Regarding underground tanks, pricing should be quoted to accommodate the servicing of the tanks without removing them. The successful bidder will retain all liability related to the propane tanks, their care and upkeep, and any required or necessary maintenance of said tanks.

##### Equipment Inspection/Testing

Within ninety (90) days of award of contract, the successful bidder shall:

- Perform cathodic testing on all underground tanks
- Perform visual safety inspection on all propane and oil tanks



## **CONDITIONS OF PROPOSAL**

The final contract documents and billing arrangements will be coordinated by the District Business Administrator and Town Director of Public Works. For purposes of this section, all references to the “District” refers to Amherst, NH, Souhegan, and Mont Vernon, NH School Districts and all references to “Town” refers to the Town of Amherst, NH.

### **1. Indemnification and Insurance**

To the maximum extent permitted by law, the successful bidder shall protect, indemnify, save, defend and hold harmless the District and Town, including their officials, agents, volunteers and employees ("Indemnified Parties"), from against any and all liabilities, obligations, claims, damages, penalties, cause of action costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under out of, in connection with, or as a result of the Contract or activities of the successful bidder or its agents, employees, contractors, or subcontractors, and even if caused in whole or in part by any negligence or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, the successful bidder shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that the successful bidder's officers, employees, contractor, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages, taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and /or other similar obligation associated with an employment relationship.

The successful bidder's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of the Contract.

The District and Town shall not be required to defend or indemnify the successful bidder, any subcontractor or any professional service provider.

The successful bidder agrees that it will carry any and all insurance which will protect it, the District, Town, and their officials, agents, volunteers and employees from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation and attorney's fees including but not limited to any and all claims for personal injury and/or death, workers' compensation injuries, and property damages which may, in any way, arise from or out of the operations of the successful bidder whether such operations be performed by the successful bidder itself, anyone directly or indirectly employed by it or any other persons or company retained in any way to carry on all or portion of the operations, activities or work required by or related to the Contract. The successful bidder further agrees that the District, Town, and their officials, agents, volunteers and employees shall be named as an additional insured in any and all such liability insurance policies required by the District and Town.



Prior to commencing work, the successful bidder shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage, applicable to the work performed under this Contract and all liabilities as set forth above. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth below.

The successful bidder shall provide proof of automobile insurance coverage in an amount deemed satisfactory to the District and Town.

The successful bidder will furnish to the District and Town a Certificate of Insurance and an endorsement prior to executing the Contract or commencing work demonstrating that the District, Town and their officials, agents, volunteers and employees are named as an additional insured on the general liability automobile liability insurance coverage.

The successful bidder shall provide proof of worker's compensation insurance meeting State of New Hampshire required limits and providing employer's liability coverage.

2. No Conflict

The bidder, in submitting a bid shall agree and so state in its proposal that no person acting for or employed by the District or Town has a direct or indirect financial interest in the proposal or in any portion of the profits that may be derived there from.

3. Compliance with Law

The successful bidder shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected successful bidder.

4. Proposal Held Open

The successful bidder's proposal shall be valid until May 11, 2022 until 5:00 pm.

5. Reservation of Rights

- a. The District and Town reserve the right to accept any proposal, in whole or in part, to accept the bid on one or more items of the proposals, or any combination of items of the proposal, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the District and Town at their sole discretion even if it is not the lowest proposal, and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the District and Town to do so.



- b. Negotiation, if undertaken by the District and Town, is intended to result in a contract, which is deemed by the District and Town, in their sole discretion, to be in the District's and Town's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the successful bidder.
- c. The District and Town reserve the right to include in the contract for services other terms and conditions not specifically set forth here, including but not limited to, terms and conditions required by funding sources, and additional work which may be identified subsequent to the starting date of the contract.
- d. The District and Town reserve the right to waive or disregard any informality, irregularity or deficiency in any bid received.
- e. Any and all expenses incurred by the selected firm shall be the firm's responsibility. The proposed fee shall be all-inclusive. The District and Town will not honor requests for payment of so-called reimbursable expenses.

6. Work Authorization

The successful bidder will be authorized to do work by being given a "Notice to Proceed" by the District and Town that will include a list of locations to be serviced with #2 fuel oil and propane.

7. Termination of the Contract

- a. The District and Town reserve the right to cancel their contract at any time if deficiencies of any kind are reported in writing to the successful bidder, and if said deficiencies are not corrected within ten (10) days.
- b. The District and Town reserve the right to cancel its contract at any time upon breach of conditions specified in the contract.

8. References

The successful bidder must provide a list of at least three (3) client references relating to work of a similar project and scope. Reference list must include contact name, address, email address, and phone number. The successful bidder agrees to allow the District and Town to contact any and all client references provided.



## General Bidder Certifications and Disclosures

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Date of Bid: \_\_\_\_\_

- I. Criminal and Civil History.** By submission of this bid, the Bidder hereby certifies under oath that the Bidder, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is “no”, the Bidder shall disclose under oath the following:

- A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Bidder, or the Bidder’s directors, partners, principal officers or key employees. The term “key employee” for each statement shall include, but is not limited to, any employee who has an ownership interest in the Bidder and any employee who shall have contact with the schools, including all delivery personnel. A “bidding crime” is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Bidder shall not be required to disclose any conviction which has been annulled by a court.
- B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Bidder or the Bidder’s directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.
- C. The court, date, docket number and description of any felony convictions whatsoever of the Bidder, as well as the contractor’s/bidder’s directors, partners, principal officers or key employees. The term “key employee” includes, but is not limited to, any employee who has an ownership interest in the Bidder and any employee that shall have contact with the schools, including all transportation personnel. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

- II. Creditor Relationships and Business History.** Bidder hereby certifies that it:

- A. Has been in business for \_\_\_\_\_ years.
- B. Is current on all undisputed business debts.
- C. Has not filed for bankruptcy protection. In the alternative, Bidder filed for bankruptcy protection on \_\_\_\_\_.



**III. Equal Opportunity Employer.** Bidder hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes\_\_\_\_\_ No\_\_\_\_\_

**IV. Safety and Licensure.** Bidder certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and Town and meets all applicable safety standards.

Yes\_\_\_\_\_ No\_\_\_\_\_

**V. Insurances.** Bidder holds all the insurances which shall be required by the District and Town.

Yes\_\_\_\_\_ No\_\_\_\_\_

**VI. Criminal Records and Training.** Bidder complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes\_\_\_\_\_ No\_\_\_\_\_

**VII. Contract Performance.** Bidder certifies that it has never had a contract terminated for nonperformance.

Yes\_\_\_\_\_ No\_\_\_\_\_

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

***The District and Town reserve the right, at their sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District and Town reserve the right, at their sole discretion, to reject any Bidder on the basis of any criminal history, civil litigation credit history or business record which it deems to be averse to the interests of the District and Town.***

Bidder's Name:\_\_\_\_\_  
Signature:\_\_\_\_\_  
Title:\_\_\_\_\_  
Date:\_\_\_\_\_



## Bid Submission Form

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

### #2 Fuel Oil

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ \_\_\_\_\_

### Propane

Fixed net price per gallon valid from July 1, 2022 through June 30, 2023:

\$ \_\_\_\_\_

Bids should be electronically transmitted to the address listed below with the required subject line.

**“FUEL OIL and PROPANE BID 2022 - 2023”**

**Electronic Submission**

[rpreston@sau39.org](mailto:rpreston@sau39.org)

Roger Preston, Director of Facilities

Submit bids no later than 10:00 AM on Monday, May 3, 2022.



## APPENDIX A

### Delivery Locations and Fuel Tank Size and Type

#### Amherst School District:

Building	Location	Tank Size and Type	Fuel
Clark School	14 Foundry St. Amherst, NH 03031	2,000 Gallons Aboveground	#2 Fuel Oil
Wilkins School	80 Boston Post Rd. Amherst, NH 03031	4,000 Gallons Underground	#2 Fuel Oil
Wilkins School	80 Boston Post Rd. Amherst, NH 03031	1,000 Gallons Aboveground	Propane
Bean House	10 Cross Rd. Amherst, NH 03031	2 x 100 Gallons Aboveground	Propane

#### Mont Vernon School District:

Building	Location	Tank Size in Gallons	Fuel
Mont Vernon Village School	Hardwood Rd. Mont Vernon, NH 03057	8,000 Gallons Underground	#2 Fuel Oil



**APPENDIX B**  
**Town of Amherst**  
**Delivery Locations and Fuel Tank Size and Type**

<b>Building</b>	<b>Location</b>	<b>Tank size and Type</b>	<b>Fuel</b>
So. Fire Station	Stearns Rd	1,000 Gal. in ground	Propane
Central Fire	177 Amherst St.	(2) 1,000 Gal. in ground	Propane
Recreation	4 Cross Rd	325 gal. tank in ground (2) 120 gal. tank above ground	Propane
Police/Rescue generator	175 Amherst St.	325 Gal. tank in ground	Propane
DPW Office	22 Dodge Rd	500 Gal. above ground	Propane
DPW Mechanic	22 Dodge Rd	(3) 100 Gal tanks above ground	Propane
Transfer Station	260 Rte. 101	(2) 100 Gal tanks above ground Red barn & clock room	Propane
Birch Pond	13 Baboosic Lake Rd	(2) 100 Gal. tanks above ground	Propane

Library	14 Main St.	(4) 250 Gal. tanks	Heating Oil
Police Dept.	175 Amherst St	275 Gal. tank	Heating Oil
Town Hall	2 Main St	(2) 275 Gal. tanks	Heating Oil
DPW Office	22 Dodge Rd	275 Gal. tank	Heating Oil
Buckmeadow Club	30 Rte. 101A	300 Gal. tank	Heating Oil



## TOWN OF AMHERST

Town Department: DPW

Date: May 9 2022

Line Item: Various Department Lines

Budget Amount: Various Department Budgets

Bid #: 11-22

Item: Fuel Oil & Propane

Date Bid To Be Awarded: May 9, 2022

<u>Vendor</u>	<u>Date Called</u>	<u>Scope of work</u>	<u>Site Visit</u>	<u>Price</u>	<u>Other Considerations</u>
1. Bot-L-Gas		Propane		\$1.875 G	
2.Irving		Propane		\$2.083 G	
3. Suburban		Propane		\$2.999 G	
4.Ciardelli		Propane		\$1.999 G	
5. Irving		Fuel Oil		\$3.573 G	
6 Ciradelli		Fuel Oil		\$3.779 G	

Recommend bid be awarded to: Propane: Bot-L-Gas @ \$1.875G

Fuel Oil: Ciardelli @ \$3.779

\_\_\_\_\_  
Signature of Town Administrator / Date

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

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.





# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title: Assessing**

**Meeting Date:** May 9, 2022

**Department:** Assessing

**Staff Contact:** Michele Boudreau

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Abatement Recommendation**

**Item A.** The subject is a Single Family home situated on a 2.03-acre site. The dwelling is listed in average condition.

The taxpayer claims that the updated assessment does not account for physical damage on the exterior. I personally inspected the property on 3-1-22, and conducted a full interior and exterior inspection. As a result, I found multiple points where the condition of the home was not consistent with the rest of the home. Siding is rotting around the house, along with deck boards. The foundation has an extensive crack along the interior and exterior of the garage, the driveway has settled to which driving a car into the garage is nearly impossible without damaging the vehicle. After taking all the aforementioned issues into consideration, an adjustment was made in depreciation. After adjustments, the assessment was reduced by \$20,700, from \$504,400 down to \$483,700.

#### **Suggested Motion:**

The Assessor has reviewed the abatement and has made a recommendation. Therefore, I move to approve the abatement for Map 001, Lot 035-019, in the amount of \$441.00 plus any applicable interest/fees.

#### **Abatement Recommendations**

**Item B.** The attached abatements have been reviewed by Stephen Whalen, Project Manager for Vision Government Solutions Inc. contracted for the Town of Amherst's 2021 Revaluation/Statistical Update.

Mr. Whalen's recommendations are attached along with the abatement applications. I



have reviewed the attached and concur with his conclusions.

**Suggested Motion:**

The following abatements have been reviewed. It is recommended by the Assessor that the following map and lot numbers be denied. Therefore, I move to deny the 2021 abatement applications for the following Map and Lot numbers:

1. 001-005-001
2. 002-036-000
3. 002-066-001
4. 002-146-005
5. 002-173-014
6. 004-059-018
7. 004-138-016
8. 005-016-043
9. 007-033-014
10. 010-035-000
11. 010-064-007
12. 025-037-000

**Elderly Exemption**

**Item C.** The applicant has applied for an Elderly Exemption under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

**Suggested Motion:**

The Assessor has reviewed the application for an Elderly Exemption and recommends to approve. Therefore: I move to approve the Elderly Exemption for Map 002, Lot 149-011.

**Item C-1.** I have reviewed the attached Elderly Exemption Application, and the applicant does not meet the necessary requirements to qualify for the Elderly Exemption under RSA 72:39-a for tax year 2022. The applicant's total assets exceed the current limit, and it is recommended that the application be denied.

**Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends denying the exemption. Therefore, I move to deny the Elderly Exemption for Map 006, Lot 040-000 for the 2022 tax year.

**Certain Disabled Veterans Exemption**

**Item D.** The applicant is currently receiving the \$500 Veterans tax credit, and the \$4,000 Service-Connected Total Disabled Tax Credit, and has now applied for the total exemption, Certain Disabled Veterans, which exempts the entire property from taxes as described in RSA 72:36-a. The applicant has not provided the necessary documents to qualify for the exemption.



**Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends denial of this exemption. Therefore, I move to deny the application for a Certain Disabled Veterans Tax Exemption for tax year 2022 for Map 011, Lot 012-031.

**Land Use Change Tax**

**Item E.** Attached is a land use change tax release for Tax Map 006 Lot 079-005. The lot was purchased on 3/21/2022 and is less than 10 acres. The Land Use Change Tax in the amount of \$13,300 represents 10% of the full and true market value of \$133,000.

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the LUCT in the amount of \$13,300 for Tax Map 006 Lot 079-005.

**Item F.** Attached is a land use change tax release for Tax Map 006 Lot 079-006. A new home was built on the parcel, and it is less than 10 acres and no longer qualifies for current use. The Land Use Change Tax in the amount of \$13,300 represents 10% of the full and true market value of \$133,000.

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the LUCT in the amount of \$13,300 for Tax Map 006 Lot 079-006.

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

**Suggested Motion:**

The attached Land Use Change Tax has been reviewed by our Assessor and our Assessor recommends approving. Therefore, I move to approve the LUCT in the amount of \$13,300 for Tax Map 006 Lot 079-021.

**Service-Connected total Disability**

**Item H.** The applicant is currently receiving the \$500 Veterans tax credit, and has now applied for the Service-connected total disability tax credit. The applicant has provided the necessary documents along with an application. The applicant does not meet the requirements of RSA 72:35 in order to qualify for the tax credit.

**Suggested Motion:**

The attached application has been reviewed by our Assessor and our Assessor recommends denial of this exemption. Therefore, I move to deny the application for a Service-Connected Total Disability tax credit for tax year 2022 for Map 019, Lot 002-000.



**Veteran Tax Credit**

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

**Suggested Motion:**

The attached application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2022 for Map 017, Lot 043-000.

**TOWN ADMINISTRATOR RECOMMENDATION:****ATTACHMENTS:**

1. Item A Confidential
2. Item B Confidential
3. Item C Confidential
4. Item C-1 Confidential
5. Item D Confidential
6. Item E Confidential
7. Item F Confidential
8. Item G Confidential
9. Item H Confidential
10. Item I Confidential





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

**Title:** AP, Payroll and Minutes  
**Meeting Date:** May 9, 2022

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

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## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

#### **Payroll**

**AP1~** I move to approve one (1) FY21 Payroll Manifest in the amount of \$216,409.69 dated May 5, 2022, subject to review and audit.

**AP2~** I move to approve one (1) FY21 Payroll Manifest in the amount of \$32.39 dated May 5, 2022, subject to review and audit.

#### **Accounts Payable**

**AP3 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$45,555.45 dated April 26, 2022, subject to review and audit. (NH DMV)

**AP4 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$37,377.88 dated May 3, 2022, subject to review and audit. (NH DMV)

**AP5 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$3,037,685.00 dated May 1, 2022, subject to review and audit. (Schools)

**AP6 ~** I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$314,080.09 dated April 26,, 2022, subject to review and audit. (Vendors)

#### **Minutes**

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

### **TOWN ADMINISTRATOR RECOMMENDATION:**



ATTACHMENTS:

1. 2022.04.25 BOS\_DRAFT DP





# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, April 25, 2022, 5:30PM

### 1. Call to Order

Chairman Peter Lyon called the meeting to order at 5:31 p.m.

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

Other persons present during Nonpublic Session: Town Administrator Dean Shankle

### 2. Non-Public Session

**2.1. Non-Public Session RSA 91-A:3, II(d) - Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

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

*A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to enter into Non-Public Session at 5:31pm.*

*Voting via a roll call vote: Selectman Lyon – aye, Selectman D'Angelo – aye, Selectman Pray – aye, Selectman Stoughton – aye, Selectman Grella – aye. Motion passed 5-0-0.*

*A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to exit the Non-Public Session at 6:25pm.*

*Voting via a roll call vote: Selectman Lyon – aye, Selectman D'Angelo – aye, Selectman Pray – aye, Selectman Stoughton – aye, Selectman Grella – aye. Motion passed 5-0-0.*

No motions were made, no votes were taken during Non-Public Session.

### Public Session:

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

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



Chairman Lyon reconvened Public Session at 6:30pm.

**3. Pledge of Allegiance** – led by Kristan Patenaude, Recording Secretary

**4. Citizen's Forum** – none at this time

## **5. Scheduled Appointments**

### **5.1 Milford Rotary Club, Raffle Permit Application, 100 Holes of Golf**

*A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Milford Rotary Club's Raffle Permit Application for 100 Holes of Golf event. Voting: 3-0-2; motion carried (P. Lyon and T. Grella abstaining).*

### **5.2 Wendy Rannenberg, Donations of benches**

Wendy Rannenberg explained that the Bicycle & Pedestrian Advisory Committee has received requests for donations to cover the cost of installing benches at various places around Town. These \$1,500 donations cover the cost of the bench itself, the concrete pads, and memorial plaques. There are four total donations being proposed, two in memory of Carolyn Mitchell. Letters have been sent to the Historic District Commission detailing the benches that are being proposed within the Historic District. The proposed benches are made of recycled milk bottles and have a 50-year warranty. These composite materials are being proposed, in part due to the benches' locations near plowed roads. There may be some additional funding for native plantings near these benches included in the donated funds, and she is working with Marty Warren of the Garden Club on this.

Ms. Rannenberg explained that one bench is being proposed to be placed along the Amherst Street sidepath, at the end of Patrick Daniel's driveway. Mr. Daniel has written a letter in favor of this placement. A second bench is being proposed along the sidepath near Bartlett Common. The Committee is working with the association on this item. A third bench is being proposed to be located in Buck Meadow Recreation and Conservation Area, at the end of a path to Parkhurst Place. This bench is proposed in memorial to Carolyn Mitchell, as she was instrumental in pushing forward the Parkhurst Place project. The final bench is being proposed to be located in Joshua's Park. The proposal is to purchase the four benches and allow the Recreation Department to install the ones at Buck Meadow and Joshua's Park. The benches are all proposed to be located on Town, not private, property. She noted that the Girl Scouts are likely planning a fundraiser to purchase a bench as well.

Selectman Stoughton stated that he is okay with approving the donations of the benches, with the caveat that the Board have the opportunity to further discuss locations at a future date.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman D'Angelo to accept with gratitude the donations from the Mitchells (\$1,500), the New Hampshire Wellpoint Foundation (\$1,500), and the Amherst Community Foundation (\$3,050) for the purpose of placing benches at various locations around Town.*

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



85       **6. Administration**

86       **6.1 Administrative Updates**

87 Town Administrator Shankle explained that there is a request for the Board to waive all  
88 building permit fees for the Police Station renovation.

89  
90 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to waive*  
91 *all associated permit fees for construction of the Amherst Police Station.*

92 *Voting: 5-0-0; motion carried unanimously.*  
93

94 Town Administrator Shankle asked that the Board consider prioritizing the number of goals it  
95 outlined during the last meeting. He also explained that Bruce Mayberry will be working on a  
96 letter regarding impact fees to share with the Board.

97  
98 Debbie Bender, Finance Director, noted that she has been reviewing the finances for this  
99 fiscal year through March 31<sup>st</sup>. She will report to the Board on this item at its next meeting.  
100 She does not yet see any glaring issues. There is approximately 31% left of the total budget,  
101 which is appropriate at this time.

102  
103 Selectman D'Angelo asked that Ms. Bender report back to the Board as it gets closer to the  
104 end of the year regarding how much extra funding is available and possible options to spend it  
105 on.

106  
107 Selectman Stoughton requested a similar report from Ms. Bender regarding the revenue and  
108 Recreation -02 portions of the budget. He noted that he would rather not see a report for  
109 possible items to spend extra budget funding on, but instead return extra budget money back  
110 to the taxpayers at the end of the year.

111  
112       **6.2 Hiring, Director of Department of Public Works**

113 *A MOTION was made by Selectman Grella and SECONDED by Selectman Pray to hire Eric*  
114 *Slosek as the full-time DPW Director.*

115 *Voting: 5-0-0; motion carried unanimously.*  
116

117 The Board congratulated Mr. Slosek and thanked him for his work thus far.  
118

119       **6.3 PFAS Program Discussion**

120 Selectman Stoughton stated that he and Conservation Commission Chair Rob Clemens  
121 recently met with Don Ware, Chief Operations Officer for Pennichuck regarding water quality  
122 initiatives. Mr. Ware's opinion is that there will likely be a larger number of private wells in  
123 Town that will be found to contain PFAS levels above the recommended limits. Selectman  
124 Stoughton stated that, after that meeting, he questioned if the Town should consider being  
125 able to offer rebates to more than the originally proposed 200 residents. He is proposing a  
126 condition on the PFAS program that would cap most rebates at \$3,250, instead of \$6,500, in  
127 order to help twice as many applicants. If, at the end of the program, additional funds remain  
128 unspent, the Town could then consider giving additional funds to those applicants that did not  
129 originally receive the full rebate. It is unclear if the State would accept these potential  
130 conditions. DES has stated that it is okay with the rebate amount being altered by the Town.  
131 Selectman Stoughton also suggested that those with elderly/blind/disabled exemptions who



132 apply to the program be granted the full amount of \$6,500, as a way to be mindful of the  
133 elderly's needs in Town.

134  
135 Selectman D'Angelo explained that his concern is that twice the number of residents who  
136 apply may be covered to a smaller extent, but this may leave more people unsatisfied overall.  
137 If the original intent of the program is that rebates are on a first come-first served basis, more  
138 people may end up being disappointed by the proposed cap.

139  
140 Chairman Lyon noted that residents still also have the ability to apply for the point-of-use  
141 system rebate through the State, instead of this program.

142  
143 Selectman Stoughton explained that the concern with PFAS is through the ingestion of  
144 particles. Cooking or bathing in contaminated water is not a concern. While the cap amount  
145 may make some less happy than the full rebate, it may also make more people happier that  
146 they get any amount of a rebate at all.

147  
148 Selectman Pray stated that she believes this program should reach as many people as possible.

149  
150 Selectman Grella stated that he recently heard of someone who installed a whole house  
151 remediation system for less than \$3,250. He believes it may be possible for others to find  
152 something similar.

153  
154 Town Administrator Shankle asked that the Board consider condition #5 of the program.  
155 Currently, this allows for only the owner of a rental property to test the water and install a  
156 system. He suggested that this be altered to allow for renters of these properties to be able to  
157 test and install these systems if they so choose.

158  
159 Selectman Stoughton stated that he has no problem with this change. He suggested that the  
160 Town may also want to consider requiring landlords to test the water at their properties. He  
161 will look into the regulations to consider this change.

162  
163 Selectman Stoughton suggested that item #5 of the document be stricken, and to allow Town  
164 Administrator Shankle to use the language from the State program for additional items.

165  
166 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
167 *implement the PFAS rebate program with the conditions suggested.*

168 *Voting: 5-0-0; motion carried unanimously.*  
169

#### 170 **6.4 Church Steeple/Clock Grant Opportunities**

171 DPW Director Eric Slosek reminded the Board that a previous bid for painting of the Church  
172 steeple and clock tower came in at approximately \$76,000. He has been working with  
173 Selectman Pray and Will Ludt, Chair of the Heritage Commission, regarding potential  
174 grants/funding options for this project. Eric Slosek stated that this is likely the wrong time to  
175 put this project out to rebid. He suggested rebidding the project in the late fall, with the  
176 intention to complete the project in the spring of 2023. In the meantime, he will continue to  
177 work with Selectman Pray and Will Ludt on potential funding sources, such as the Moose  
178 Plate grant, the Preservation Alliance grant, the LCHIP, and CLG grants.



Will Ludt noted that he is working to identify all of the town-owned buildings of a historic nature. He will work on this item and bring it back to the Board for further consideration and prioritization.

Selectman Pray explained that, while the Church steeple and clock tower are the main focus of this project, there is no current preservation plan in place for any of the Town's historic buildings. The LCHIP funding requires that there be a building assessment in place for any projects over \$50,000. A grant could also be sought to get this assessment in place. She noted that she spoke with a consultant last week who completed an assessment on the church and steeple in June 2020 and at that time the estimated cost of the painting project was approximately \$15,000. He explained that this cost has likely now increased.

## **7. Staff Reports – None at this time.**

## **8. Approvals**

### **8.1 2021 Elderly Tax Deferral**

A 2021 Elderly Tax Deferral application is being submitted for the Boards review. The Tax Collector has determined this application qualifies for deferral under RSA 72:38-a.

*Therefore, Selectman Stoughton MOVED and SECONDED by Selectman Grella to approve the Elderly Tax Deferral in the amount of \$5,221.00 for Map 002-146-027 for Tax Year 2021. Voting: 5-0-0; motion carried unanimously.*

### **8.2 Assessing Elderly Exemption**

#### **Item A.**

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

*Therefore: Selectman Stoughton MOVED and SECONDED by Selectman Grella to approve the Elderly Exemption for the following map and lot numbers commencing with Tax Year 2022:*

*Map/Lot*

*1. 006-046-005*

*2. 004-201-001*

*3. 006-074-008*

*4. 004-166-047*

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

#### **Veteran Tax Credit**

#### **Item B.**

Our assessor has reviewed the attached Veteran Tax Credit Applications provided and determined the applicants qualify for the Tax Credit under RSA 72:28 and 72:28b.



Therefore, Selectman Stoughton **MOVED** and **SECONDED** by Selectman Grella to approve the Veteran Tax Credits for the following map and lot numbers commencing with Tax Year 2022:

1. 001-035-028

2. 004-059-029

3. 002-002-065

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

### **Land Use Change Tax**

#### **Item C.**

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

Therefore, Selectman Stoughton **MOVED** and **SECONDED** by Selectman Grella to approve the Land Use Change Tax in the amount of \$30,000 for Tax Map 005 Lot 059-029.

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

### **Gravel Tax Levy**

#### **Item D.**

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

Therefore, Selectman Stoughton **MOVED** and **SECONDED** by Selectman Grella to approve and sign the Gravel Tax Levy for Map 002, Lot 034-007 in the amount of \$126.70.

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

### **Elderly Exemption Recommendations**

#### **Item E.**

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

Therefore, Selectman Stoughton **MOVED** and **SECONDED** by Selectman Grella to deny the Elderly Exemption for Map 013, Lot 004-000 for the 2022 tax year.

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

#### **Item F.**

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



Therefore, Selectman Stoughton *MOVED* and *SECONDED* by Selectman Grella to deny the Elderly Exemption for Map 005, Lot 115-001 for the 2022 tax year.  
Voting: 5-0-0; motion carried unanimously.

### **8.3 AP, Payroll, Minutes**

A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$215,143.59 dated April 8, 2022, subject to review and audit. (Vendors)  
Voting: 5-0-0; motion carried unanimously.

A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$591,501.11 dated April 12, 2022, subject to review and audit. (Vendors)  
Voting: 5-0-0; motion carried unanimously.

A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$1,107.00 dated April 15, 2022, subject to review and audit. (Vendors)  
Voting: 5-0-0; motion carried unanimously.

A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$148,260.00 dated April 21, 2022, subject to review and audit.  
Voting: 5-0-0; motion carried unanimously.

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

### **9. Action Items**

The Board reviewed its action items.

### **10. Old/New Business**

Town Administrator Shankle explained that the Board will soon begin to hear semi-annual budget reports from Department Heads.

Selectman Pray stated that there is a Master Plan Steering Committee meeting scheduled for tomorrow evening.

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

*This item was addressed during the previous Non-Public Session.*



317  
318 A *MOTION* was made by Selectman Stoughton and *SECONDED* by Selectman Grella to  
319 adjourn the meeting at 7:40pm.  
320 Voting: 5-0-0; motion carried unanimously.  
321  
322

323 **NEXT MEETING: Monday, May 9, 2022**  
324  
325  
326

327 \_\_\_\_\_  
328 *Selectman Danielle Pray*

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