



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Tuesday, May 28, 2019

1 **1. Call to Order**

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

4
5 Attendees: Chairman Peter Lyon, Selectmen Dwight Brew, John D'Angelo, Tom Grella,
6 and Reed Panasiti. Also present: Town Administrator Dean Shankle.

7
8 **2. Pledge of Allegiance** – Minute taker, Kristan Patenaude, led the pledge.

9
10 **3. Citizen Forum** - none.

11
12 **4. Girl Scouts Gold Award**

13 Selectman D'Angelo stated that three Girl Scouts have earned the Gold Award. The town
14 recognizes their accomplishments. He then read the proclamation for the awards for Holly
15 Rohlf's, Maggie Smith, and Julia Tilton.

16
17 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
18 *proclaim Wednesday, May 29, 2019 as Girl Scout Recognition Day in Amherst and to*
19 *authorize the Board of Selectmen to sign a proclamation for each of the Girl Scouts: Holly*
20 *Rohlf's, Maggie Smith, and Julia Tilton.*

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

22
23 **5. Administration**

24 **5.1 Town Administrator's Report**

25 Town Administrator Shankle stated that the town's audio/visual person, Joe Cummings,
26 has been meeting with companies to talk about upgrading the town's equipment. Mr.
27 Cummings' documentary on the Vietnam Veteran's Moving Wall has also been picked up
28 by 12 stations, one as far away as Wisconsin.

29
30 Friday the 31st will be the Memorial Day observance and sunset village parade will step
31 off at 6:00 p.m.

32
33 Town Administrator Shankle explained that, due to recent attempted computer phishing
34 scams, there will be suggested policy changes brought forth at the next Board meeting.
35 The town's IT company, Microtime, is looking into the issue. The Police Department has
36 also been made aware.

37

38 Selectman Grella stated that he received a call from a townsperson regarding a door-to-
39 door salesperson for pest services. The Police Department notified the company that they
40 cannot go door-to-door without consent from the town.

41
42 Town Administrator Shankle stated that the EPA has given the town the authorization to
43 discharge stormwater under the MS4 permit. This permit expires June 30, 2023.

44
45 Pennichuck is proposing to increase their base water rates by 10.8%. This proposal is
46 being sent to the state's PUC for review.

47
48 Town Administrator Shankle explained that the Old Home Days event will be allowed to
49 close off one lane on a portion of Middle Street in order to host food vendors. The beer
50 tent which was proposed will be held in the Wigwam Museum, as it is private property.

51 **5.2 Financial Audit Contract Discussion**

52 Town Administrator Shankle explained Roberts & Greene, PLLC, the town's Financial
53 Audit company, is asking to receive the next 2 years of the contract, as they originally bid
54 on it. Last year they received a 1 year contract, and Town Administrator Shankle is
55 recommending the Board approve another 1 year contract.

56
57
58 Selectman D'Angelo stated that the company bid on a 3 year contract, was given a 1 year
59 contract and should be given the rest of what they bid on.

60
61 In response to a question from Town Administrator Shankle, Selectman Brew explained
62 that there is an intent to renew the contract each year if the work is going well. The Board
63 doesn't usually award multi-year contracts, as it would be binding to a future Board. This
64 bid was for a multi-year quote, and both parties agreed to contracts one year at a time.

65
66 Chairman Lyon agreed that this is consistent with past practices. The auditing company
67 had some challenges last year, but the town is willing to approve another 1 year contract.
68 The contract signed last year was for a 1 year contract.

69
70 Selectman D'Angelo questioned if the company will honor the prices originally quoted if
71 only given another 1 year contract.

72
73 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
74 *authorize the Town Administrator to execute a 1 year agreement, for year 2 of an auditing*
75 *contract, for \$19,000 to Roberts & Greene, PLLC.*

76 *Voting: 4-0-1 (J. D'Angelo abstained)*

77 **5.3 Block Party Request – Holt Road**

78 The Board reviewed a Block Party request for approximately 50 guests on Saturday June
79 29, 2019 on Holt Road. They discussed the liability of a bounce house being used at the
80 party.

81
82
83 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
84 *approve the request received from Kristin Lavigne to hold a Block Party on Holt Road on*

85 *June 29, 2019 from approximately 1:00 pm through 6:00 pm provided all necessary Town*
86 *of Amherst emergency departments are notified and the road remain accessible to*
87 *emergency vehicles.*

88
89 *An AMENDED MOTION was made by Selectman Panasiti and SECONDED by Selectman*
90 *D'Angelo to include a rain date of Sunday June 30, 2019.*

91 *Voting: 5-0-0; motion passed unanimously.*

92 93 **5.4 Resignation – Emergency Services Communications**

94 *A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to*
95 *accept, with regret, the resignation of Benson Goodwin from the Emergency Services*
96 *Communications Center.*

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

98 99 **5.5 New Hire – Emergency Services Communications**

100 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Brew to*
101 *appoint Noemi Bickford to the Full Time Dispatcher position recently vacated at the*
102 *Emergency Services Communications Center, effective June 2, 2019 at the hourly wage*
103 *rate of \$20.15.*

104 *Voting: 5-0-0; motion passed unanimously.*

105 106 **6. Approvals**

107 **6.1 Petition & Pole License**

108 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to*
109 *approve EVERSOURCE Petition & Pole License 21-1369 requesting the placement of*
110 *one utility pole on Standish Way.*

111 *Voting: 5-0-0; motion passed unanimously.*

112 113 **6.2 Hawkers & Vendors Application**

114 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
115 *approve the Hawkers & Vendors application submitted by Genevieve Michaud to sell ice*
116 *cream, non-alcoholic beverages and bakery items from May 28, 2019 through May 27,*
117 *2020 and to authorize the Chairman to sign the registration for same on behalf of the*
118 *Board of Selectmen.*

119
120 *The Board discussed the location and time period of the application. Town Administrator*
121 *Shankle stated that the applicant's state license expires on July 16, 2019.*

122
123 *An AMDENDED MOTION was made by Selectman Brew and SECONDED by Selectman*
124 *Grella to approve the Hawkers & Vendors application submitted by Genevieve Michaud*
125 *to sell ice cream, non-alcoholic beverages and bakery items at Souhegan High School on*
126 *June 8 and 9, 2019 and to authorize the Chairman to sign the registration for same on*
127 *behalf of the Board of Selectmen.*

128
129 *AN AMENDED MOTION was made by Selectman Brew and SECONDED by Selectman*
130 *Grella to approve the Hawkers & Vendors application submitted by Genevieve Michaud*
131 *to sell ice cream, non-alcoholic beverages and bakery items at Souhegan High School on*

132 June 8 and 9, 2019 and to authorize the Chairman to sign the registration for same on
133 behalf of the Board of Selectmen, pursuant to approval from the organizers of the lacrosse
134 tournament.

135 Voting: 5-0-0; motion passed unanimously.

136 137 **6.3 Quarterly Septic Warrants**

138 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to
139 approve and sign the Quarterly Warrants for the Baboosic Lake Community Septic bills
140 due July 1, 2019 as follows:

| | |
|---|------------|
| 141 Phase I Quarterly Maintenance Warrant | \$1,025.76 |
| 142 Phase II Quarterly Maintenance Warrant | \$4,783.18 |
| 143 Phase III Quarterly Maintenance Warrant | \$5,511.45 |
| 144 Phase IV Quarterly Maintenance Warrant | \$3,966.87 |

145
146 The Board discussed how these numbers are calculated. Chairman Lyon explained that
147 there is one system put into four phases/implementations. Each of the phases has different
148 variables, which is why they are different amounts of money.

149
150 Voting: 5-0-0; motion passed unanimously.

151 152 **6.4 Assessing**

153 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to
154 approve and sign the Veteran Tax Credit (2019) RSA 72:28 for:

155 Property Map/Lot 001-014-001 in the amount of \$500.00

156 Voting: 5-0-0; motion passed unanimously.

157
158 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to
159 approve and sign the Veteran Tax Credit (2021) RSA 72:28 for:

160 Property Map/Lot 002-146-009 in the amount of \$500.00

161 Voting: 5-0-0; motion passed unanimously.

162
163 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to
164 approve and sign the All Service Veterans' Tax Credit (2020) RSA 72:28-b for:

165 Property Map/Lot 002-163-029 in the amount of \$500.00

166 Property Map/Lot 016-002-000 in the amount of \$500.00

167 Voting: 5-0-0; motion passed unanimously.

168
169 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to
170 approve and sign the Service Connected Total Disability (2020) RSA 72:35 for:

171 Property Map/Lot 008-049-006 in the amount of \$2,400.00

172 Voting: 5-0-0; motion passed unanimously.

173
174 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to
175 approve and sign the Land Use Change Tax for:

176 Property Map/Lot 001-013-002 in the amount of \$38,000.00

177 Voting: 5-0-0; motion passed unanimously.

179 *A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to*
180 *approve and sign the July 2019 Tax Warrant in the amount of \$23,427,850.00.*
181 *Voting: 5-0-0; motion passed unanimously.*

182
183 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
184 *approve all of the charitable exemption paperwork, which is required under RSA 72:23*
185 *VI.*
186 *Voting: 5-0-0; motion passed unanimously.*

187
188 *A MOTION was made by Selectman Brew to approve all of the religious exemption*
189 *paperwork, which is required under RSA 72:23 III.*
190 *This motion was withdrawn.*

191
192 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
193 *approve RSA 75:1-a, assessment methodology for Map 005, Lot 046-001 (Hidden Pond*
194 *Apartments).*
195 *Voting: 5-0-0; motion passed unanimously.*

196
197 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
198 *approve the exemption paperwork for Map 008, Lot 058, Lot 059, and Lot 061 (Friends*
199 *of Young Judaea).*
200 *Voting: 5-0-0; motion passed unanimously.*

201
202 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to deny*
203 *the exemption request for Map 002, Lot 094-000 (Parkhurst Place).*
204 *Voting: 5-0-0; motion passed unanimously.*

205
206 **6.4 Assessing will continue later in the meeting.**

207
208 **6.5 Payroll**
209 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
210 *to approve one (1) FY19 Payroll Manifest in the amount of \$198,671.88 dated May 23,*
211 *2019, subject to review and audit.*
212 *Voting: 5-0-0; motion passed unanimously.*

213
214 **6.6 Accounts Payable**
215 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
216 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$31,383.55, dated*
217 *May 10, 2019, subject to review and audit (Town Clerk Transfers to the State of NH).*
218 *Voting: 5-0-0; motion passed unanimously.*

219
220 **6.4 Assessing – this item was retaken at this time**
221 *A MOTION was made by Selectman Brew and SECONDED by Selectman to deny the*
222 *exemption request for Map 020, Lot 037-000 under RSA 72:23, VI (Southern New*
223 *Hampshire Medical Center).*
224 *Voting: 5-0-0; motion passed unanimously.*

225

226 **6.6 Accounts Payable – this item was continued at this time**

227 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
228 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$35,854.67, dated*
229 *May 22, 2019, subject to review and audit (Town Clerk Transfers to the State of NH).*
230 *Voting: 5-0-0; motion passed unanimously.*

231
232 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
233 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$156,397.28, dated*
234 *May 14, 2019, subject to review and audit.*
235 *Voting: 5-0-0; motion passed unanimously.*

236
237 **6.7 Concentration Account**

238 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
239 *to approve one (1) FY19 Concentration Account Manifest in the amount of \$2,413.42,*
240 *dated May 13, 2019, subject to review and audit.*
241 *Voting: 5-0-0; motion passed unanimously.*

242
243 **6.8 Previous Meeting Minutes – May 13, 2019**

244 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo,*
245 *to approve the Board of Selectmen meeting minutes of May 13, 2019.*
246 *Voting: 5-0-0; motion passed unanimously.*

247
248 **7. Action Items - none**

249
250 **8. New/Old Business**

251 Selectman D'Angelo stated that he will be attending two seminars in Concord: one on 5G
252 cell towers and taxations, and a Planning/Zoning conference.

253
254 Selectman Grella stated that he had the pleasure of leading the 3rd graders on a tour of
255 Town Hall.

256
257 Chairman Lyon stated that the Cemetery Trustees held their public meeting regarding the
258 plans for developing Forestview Cemetery. There were concerns from an abutter
259 regarding the potential for groundwater contamination from the graves and decreased
260 property values. The concerns were heard and more input will be sought in the future.

261
262 Selectman Panasiti stated that there will be a meeting on June 12th at 3pm at Town Hall
263 with the representatives responsible for reviewing the Bertha Rogers Trust Fund requests
264 and distributions.

265
266 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
267 *adjourn the meeting at 7:45 pm.*
268 *Voting: Motion passed unanimously, 5-0-0.*

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NEXT MEETING: June 10, 2019 - Monday

SIGNATURE ON FILE

2019.06.10

Selectman Reed Panasiti

Date