



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, June 10, 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** – Selectman Panasiti led the pledge.

9
10 **3. Reception**

11 The Board went into recess to celebrate Selectman Panasiti's 70th birthday at 6:30 pm.
12 The Board reconvened at 6:39 pm.

13
14 **4. Citizen Forum**

15 Kevin Fredette, business owner in Amherst, addressed the Board regarding concerns he
16 has with a recent bid for tree services conducted by the town. Mr. Fredette explained that
17 he heard through a text message about the bid in too short amount of time to respond to
18 it. He has concerns with how the town goes through their contract processes. He stated
19 that the three companies asked to bid are not Amherst taxpayers and he believes this to be
20 unfair.

21
22 Town Administrator Dean Shankle explained that, as the project was expected to come in
23 at under \$3,000 (the winning bid came in at \$2,700), under the town's purchasing policy,
24 the Department has the option to perform an informal bid process. He suggested a change
25 to the policy, allowing for bids to be placed on the town website in order to be more
26 transparent. There was no intent to offend anyone in the bid process; the Department was
27 simply trying to get a small job done quickly.

28
29 Chairman Lyon suggested that Mr. Fredette sit down with DPW Director, Eric Hahn, at a
30 later date to discuss any concerns with the bidding process.

31
32 **5. Administration**

33 **5.1 Administrator's Report**

34 Town Administrator Shankle stated that the State will hold a public information session
35 regarding the Route 101 bridge over Pulpit Brook in Bedford on Thursday, June 20th.
36 Town Administrator Shankle stated that he attended the hearing at the Hillsborough Court
37 last Thursday regarding the ZBA's decision on the LaBelle Winery proposed
38 brewery/hotel complex. He also attended the Heritage Commission's hike up the Patch
39 Hill Trails to visit the quarries on Saturday. He explained that the Community
40 Development Director new hire is proceeding well.

41 **5.2 Encumbrances**

42 **5.2 a. Tax & Assessing**

43 Town Administrator Shankle explained an encumbrance request for the Vision Software
44 used by the Tax/Assessing Dept.

45
46 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to*
47 *approve the request to encumber \$8,250.00 from the FY19 budget lines referenced above*
48 *for the purpose of purchasing the software upgrade to VISION Assessing software*
49 *program used by the Town of Amherst Assessing Department.*

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

51
52 **5.2 b. Police**

53 Town Administrator Shankle explained an encumbrance request for architectural services
54 for the police station renovation.

55
56 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
57 *approve the request to encumber \$31,200.00 from the FY19 budget lines referenced above*
58 *for the purpose of submitting scheduled payment to Denis Mires, P.A. for the ongoing*
59 *upgrades and renovations to the Amherst Police Station.*

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

61
62 **5.2 c. Public Works**

63 Town Administrator Shankle explained multiple encumbrance requests for road
64 reconstruction and maintenance.

65
66 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
67 *approve the request to encumber \$375,767.25 from the FY19 budget lines referenced*
68 *above for the purpose of summer road maintenance.*

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

70
71 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*
72 *approve the request to encumber \$499,232.75 from the FY19 budget lines referenced*
73 *above for the purpose of summer road rebuilding work, as previously scheduled.*

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

75
76 Town Administrator Shankle explained an encumbrance request for the Town Hall
77 window repairs project.

78
79 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to*
80 *approve the request to encumber \$47,000.00 from the FY19 budget lines referenced above*
81 *for the purpose of continuing the Town Hall window repairs project.*

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

Town Administrator Shankle explained an encumbrance request for road line striping.
A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the request to encumber \$17,195.25 from the FY19 budget lines referenced above for the purpose of line striping to all roads in town.
Voting: 5-0-0; motion passed unanimously.

Town Administrator Shankle explained an encumbrance request for tree removal.
A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to approve the request to encumber \$2,700.00 from the FY19 budget lines referenced above for the purpose of removing several trees throughout town, which are identified as becoming a potential hazard.
Voting: 5-0-0; motion passed unanimously.

5.3 No Parking Ordinance – Broadway Discussion – *this item was moved to later in the meeting.*

5.4 DPW Update, Improvements to the Common

DPW Director Hahn explained that there are two sick/dying trees on the Green that need to be removed. Unfortunately, one of these trees is the 9/11 Memorial Tree. The tree was attempted to be nursed back to health, but even the State Forester examined it and proclaimed that it has no chance for recovery. Both of the removed trees will be replaced with Liberty Elms, a tree seen traditionally in Amherst.

DPW Director Hahn also explained that he is working with the Historic District Commission on a lighting project on the Green. There are plans to replace the unattractive telephone pole/light across the street from Town Hall with a glass fixture on a wooden pole. The proposal is to buy four of these lights and place two on the Town Hall side of the street in one phase, and another two across from Town Hall in a second phase. This should make the Common look more attractive and pleasing.

Selectman Panasiti expressed concern over removing the 9/11 Memorial Tree, as the fact that it is damaged and still growing is symbolic of the event.

5.3 No Parking Ordinance – Broadway Discussion – *this item was taken up at this time.*

Police Chief Mark Reams explained that there were parking issues at the beach last summer. There were temporary “No Parking” signs placed along a section of the fence on Broadway, as cars parked there were blocking emergency access to the beach. The proposal is to make this area permanently “No Parking.” This includes approximately 200ft from the corner of the building at the beach to the end of the chain-link fence.

Chairman Lyon stated that two public hearings for this proposal will be held on June 24th and July 8th.

135 **5.5 Planning Board Appointment**

136 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to*
137 *appoint Bill Stoughton to serve as an alternate member to the Planning Board*
138 *temporarily, in the absence of Rich Hart.*

139 *Voting: 5-0-0; motion passed unanimously.*
140

141 **5.6 Bicycle Pedestrian Committee Appointments & 5.7 BOS Representative to the**
142 **Bike/Ped Committee**

143
144 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
145 *appoint:*

146 *Regular Members:*

147 *Richard Katzenberg (3 years) expiring 2022*
148 *Christopher Buchanan (3 years) expiring 2022*
149 *George Bower (3 years) expiring 2022*
150 *Patrick Daniel, recreation commission ex-officio (2 years) expiring 2021*
151 *Wesley Robertson, conservation commission ex-officio (2 years) expiring 2021*
152 *Jude Shenk (1 year) expiring 2020*
153 *Christopher Shenk (1 year) expiring 2020*
154

155 *Alternate Members:*

156 *Jared Hardner, alt conservation commission ex-officio (3 years) expiring 2022*
157 *Carolyn Mitchell (3 years) expiring 2022*
158 *Wendy Rannenberg, alt recreation commission ex-officio (2 years) expiring*
159 *2021*
160 *John Harvey, (2 years) expiring 2021*
161 *Mark Bender (1 year) expiring 2020*
162

163 *...and to appoint Selectman Lyon as a representative to the committee.*
164 *Voting: 5-0-0; motion passed unanimously.*
165

166 **5.8 BOS/Admin. Strategic Plan Discussion**

167 Town Administrator Shankle made a presentation to the Board regarding creating a
168 strategic plan and vision statement for the Board. The Board agreed to discuss the
169 presentation in depth in future meetings.
170

171 **5.9 Informational: 2018 Tax Lien**

172 The Board reviewed the 2018 Tax Lien document, submitted to them by Tax Collector,
173 Gail Stout. A total of 58 properties were included, 2 of which were commercial and 56 of
174 which were residential.
175

176 **6. Approvals**

177 **6.1 NH DRA Form MS-232**

178 The Board thanked everyone's additional work during the time that the town was without
179 a Finance Director, including Pat Walz, the Library and Recreation Departments, and
180 others.
181

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the NH DRS Form MS-232 and to authorize the Board of Selectmen to sign the form on behalf of the Town of Amherst.
Voting: 5-0-0; motion passed unanimously.

6.2 Assessing

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

Property Map/Lot 006-079-002

Property Map/Lot 006-079-003

Property Map/Lot 006-079-004

For a combined total amount of \$46,050.00

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

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to sign the Tax Collector's Warrant for Land Use Change Tax for:

Property Map/Lot 001-013-002 (previously approved at the May 28, 2019 meeting; signatures needed).

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

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve all of the educational exemption applications, which is required under RSA 72:23 IV.

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

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve all of the religious exemption applications, which is required under RSA 72:23 III.

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

1.3 Annual Dog Licenses Warrant

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the Dog Warrant and to authorize the Board of Selectman to sign the Warrant.

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

1.4 Hawkers & Vendors Application

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the Hawkers & Vendors application for Justin Wiebelhaus to sell educational materials within the Town of Amherst from May 13, 2019 – August 5, 2019 Monday-Friday 9am-5pm, and to authorize the Chairman of the Board of Selectmen to sign the registration form.

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

229 **6.5 Payroll**

230 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
231 *to approve one (1) FY19 Payroll Manifest in the amount of \$214,759.58 dated June 6,*
232 *2019, subject to review and audit.*

233 *Voting: 5-0-0; motion passed unanimously.*
234

235 **6.6 Accounts Payable**

236 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
237 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$42,111.91, dated*
238 *June 4, 2019, subject to review and audit (Town Clerk Transfers to the State of NH).*

239 *Voting: 5-0-0; motion passed unanimously.*
240

241 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
242 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$470,537.25, dated*
243 *May 29, 2019, subject to review and audit.*

244 *Voting: 5-0-0; motion passed unanimously.*
245

246 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,*
247 *to approve one (1) FY19 Accounts Payable Manifest in the amount of \$2,922,264.00,*
248 *dated June 3, 2019, subject to review and audit (School Disbursements).*

249 *Voting: 5-0-0; motion passed unanimously.*
250

251 **6.7 Previous Meeting Minutes – May 28, 2019**

252 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo,*
253 *to approve the Board of Selectmen meeting minutes of May 28, 2019, as amended.*

254 *Voting: 5-0-0; motion passed unanimously.*
255

256 **7. Action Items - none**
257

258 **8. New/Old Business**

259 Selectman D'Angelo stated that he attended a session regarding 5G cell towers and their
260 taxation, and the 25th annual planning and zoning conference.

261
262 Chairman Lyon stated that the town's Flag Day 5K will be held on Friday, June 14th at
263 6:30pm.

264
265 *A MOTION was made by Selectman Panasiti and SECONDED by Selectman Grella to*
266 *adjourn the meeting at 8:09 pm.*

267 *Voting: Motion passed unanimously, 5-0-0.*
268

269 **NEXT MEETING: June 24, 2019 - Monday**
270

271
272 **SIGNATURE ON FILE**

272 **JUNE 24, 2019**

273 _____
274 Selectman Reed Panasiti

Date