



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 24, 2019

1. Call to Order

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

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

2. Pledge of Allegiance – Lori Mix led the pledge.

3. PUBLIC HEARING

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to open the Public Hearing and to hear input from citizens in reference to the proposed traffic ordinance prohibiting parking at the Baboosic Lake Town Beach.

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

Chairman Lyon explained the traffic ordinance.

There was no input from the public.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to close the Public Hearing.

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

The Public Hearing ended at 6:32 p.m.

4. Citizen Forum – none

5. Bertha Rogers' Trust Fund Grant

Lori Mix, representing the 2019 Board of Directors for the Bertha Rogers' Trust Fund Grant, addressed the Board of Selectmen. She stated that two proposals were received by the Board of Directors:

- Amherst Lions Club:
 - Original Request \$3000.
 - Awarded: Up to \$3000 (equal to amount of invoices/receipts received by the BOD)
- Congregational Church of Amherst
 - Original Request – fund a portion of the fire suppression, fire alarm and electrical upgrades (four options provided)
 - Awarded: \$27,000
 - \$19,428 to fund the total amount requested for the new fire suppression system
 - \$7,572 (remaining balance) to be used to either fund a portion of the new fire alarm system or the electrical systems upgrade

Funding for both proposals was approved by the BOD pending approval by the BOS and submittal of additional documentation from both organizations (i.e., invoices/receipts) supporting their requests. Chairman Lyon explained the Bertha Rogers Trust Fund and how the grant process is managed.

There were many questions for the Lions Club in regard to their proposal. Joan Ferguson, past president of the Lions Club was present to answer them. In response to a concern raised by Selectman Grella, Ms. Ferguson assured the Board that the Lions Club will recognize the Bertha Rogers Trust Fund as a contributor to the project. She did point out that the grant of \$3,000 the Lions Club will receive is not the only source of funding for the project. Lions Club member, Charles Vars was also in attendance to address any concerns.

A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve the recommendations of the Bertha Rogers Trust Fund Grant Board of Directors. Voting: 5-0-0; motion passed unanimously.

It was determined by the Board of Selectmen that Chairman Lyon will continue to work with Lions Club Member Charlie Vars to finalize the sign wording acknowledging the Bertha Rogers Trust.

6.Administration

6.1 Administrator's Report

Town Administrator Shankle distributed a Block Party Request Form to Board members that residents will need to fill out and submit to the Town of Amherst when seeking approval to hold a Block Party. Dean asked the Board to review the form and to let him know any feedback they may have.

Town Administrator Shankle reported that on Friday, June 21, 2019, the background check for Nicola Strong came back with successful findings. Ms. Strong will be starting as the Director of Community Development at the Town of Amherst July 8th.

Town Administrator Shankle attended the last meeting of the Amherst Planning Board. In regard to the Capital Improvement Process, the Planning Board suggested the Town Administrator meet with Sally Wilkins. That meeting is scheduled for Tuesday June 25, 2019.

Town Administrator Shankle reported that he received a favorable note regarding the DPW's drainage work on Hemlock Hill Road. The note specifically pointed out Eric Slosek, DPW Road Foreman. In addition, TA Shankle noted DPW Director, Eric Hahn has been coordinating with Arcadis on their PFOS drilling project.

Town Administrator Shankle updated the Board of Selectmen on the pending litigation with the Zoning Board of Adjustment v. Fredette. Dean received a Trial Memorandum from Town Counsel William Drescher. The case is currently in the hands of the judge.

The Amherst Postmaster, John Daniels, stopped by Town Hall and met with Dean and Mary Guild, Executive Assistant. The outcome of the meeting was satisfactory in that a delivery of mail will begin immediately to the Town Hall. Changes will begin immediately to ensure a successful change of address for the Town. There will be no more need for a Post Office box at the Amherst post office.

Town Administrator discussed recent communication with Microtime regarding outdated computers. There are several computers within the Town's departments which will need to be replaced immediately. These computers are utilizing a Windows 7 operating system. Microsoft will no longer support security updates on Windows 7, requiring upgrade to Windows 10.

Selectman Brew and Selectman D'Angelo both agreed that the computers need to be replaced due to security.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to expend the funds necessary to replace the computers identified by Town Administrator as critical.

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

Town Administrator Shankle reported on recent meetings with Microtime as their contract has expired with the Town and they have proposed a renewal at a significant increase in the cost to the town. A straw poll of the Board of Selectmen members resulted in a decision to go out to bid for IT services. It was noted by Selectman Brew that the service provided by Microtime has been very good.

Finance Director Cheryl Eastman addressed the Board with the tentative year-end balance as it currently stands. The balance left in the FY19 budget is \$1,168,832.00 a percentage of 15% of the budget. There are several items expected to be paid for out of the balance including another payroll and 2 accounts payable batches. Selectman D'Angelo asked if any more money could be encumbered to go towards road work. It was stated as this is the last Board of Selectmen meeting for the fiscal year, there would be no further opportunity to encumber funds. The balance seems high, but, Town Administrator Shankle pointed out that a number of positions were empty for a large amount of time this year. With wages and benefits being a big driver of costs to the town, it is not surprising to have money left. Now that all the positions have been filled, the costs should run closer to the budgeted amount for FY20. He also pointed out that costs ran truer in that there were much less encumbrances requested than in previous years. In response to a question from Chairman Lyon, Ms. Eastman estimated an early August report of the final year-end budget balance. She reported that the auditors have been to the Town Hall for preliminary work and they will be returning in September.

6.2 GovMax Partners Request

Town Administrator Shankle presented the Board with an overview of the GovMax financial software which will integrate Strategic Planning with the annual budgeting process, in addition to linking with the Springbrook financial software currently in use by the Town. The software will provide a dashboard that can be accessed through the Town's website for the public to view. The dashboard will be updated on an ongoing basis so that residents will

135 know where the budget stands each year. The cost of the product is \$7,811 each year for a 5-
136 year contract. The contract can be canceled with a 60-day notice if the Town is not satisfied
137 with the product. Currently, there are 29 other towns utilizing the software. GovMax will
138 provide online training to staff. The product is hosted by Sarasota County, Florida for use by
139 other municipalities. Town Administrator Shankle advised the Board that GovMax requires
140 the Town of Amherst legal counsel to review the contract. He will forward the contract to
141 Attorney Drescher should the Board approve the purchase.

142
143 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to*
144 *approve the purchase of GovMax software and to authorize the Town Administrator to*
145 *represent the Town of Amherst in contracting and managing the program, subject to approval*
146 *of the agreement by Town Counsel.*

147 148 **6.3 Encumbrances**

149 **6.3 a. Amherst Conservation Commission**

150 Conservation Commission Chairman Rob Clemens addressed the Board seeking approval to
151 encumber \$5,600.00 for two vegetation mitigation projects. The work is scheduled for late
152 summer, early fall, as this is the best time of year for the process. Proposals have been
153 received from the subcontractor, Vegetation Control Services to perform mechanical mowing
154 and spraying to reduce invasive species at Lindabury Orchard and the Scott property, which
155 includes the canoe port on the Souhegan river. The Conservation Commission has approved
156 the proposals. The work was unable to be scoped and bid in time to be completed last fall.
157 Chairman Lyon requested the Conservation Commission get costs for ACC projects in line
158 with the Town's budgeting process. Selectman Grella inquired if the work would interfere
159 with the annual Cider Festival held each fall at Lindabury Orchard. ACC Chairman Clemens
160 assured him that it would not.

161
162 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
163 *the ACC's request to encumber \$5,600.00 from the FY19 budget for the purpose of vegetation*
164 *mitigation control.*

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

166 167 **6.3 b. Office of Community Development**

168 Planner Simon Corson addressed the Board next, requesting encumbrances of funds for two
169 ongoing projects:

170
171 #1. The Town of Amherst's grant application to the Certified Local Government Program
172 (CLG) was selected for funding in June 2018. The grant amount is \$30,000 and work needs to
173 be completed no later than September 30, 2019. The contract between Amherst and the
174 Preservation Company states that the total project cost will not exceed \$29,691.20, giving
175 Amherst \$308.80 to use for related CLG activities. The Town has made three payments of
176 four payments to the consultant, leaving the remaining \$10,092.30 to be paid after Amherst
177 receives the final deliverables to be completed no later than July 31, 2019. The Community
178 Development Department seeks to encumber \$10,401.10, the total of the final payment due to
179 the Preservation Company and the remaining grant funds.

A *MOTION* was made by Selectman Brew and *SECONDED* by Selectman Panasiti to approve the request to encumber \$10,401.10 from the FY19 budget for the purpose of completing the payment schedule to the Preservation Company as described in the agreement dated September 11, 2018.

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

#2. The Town of Amherst and Hoyle, Tanner & Associates entered in an agreement for professional services for Storm Water II beginning on February 7th, 2019. This contract agreement was amended on June 5th, 2019 to give Hoyle, Tanner & Associates additional time to complete the Illicit Discharge Detection and Elimination (IDDE) deliverables and the Annual Report template. By amending this contract, the consultant will utilize guidance from the Nashua/Manchester Regional Stormwater Coalition to complete the IDDE Plan and use the EPA's proposed Annual Report template prior to the Permit deadlines. The reason for this request is to encumber funds to match the amended contract deadlines. The Town will receive all contract deliverables prior to payment. The request is for the amount of \$23,200.00.

A *MOTION* was made by Selectman Grella and *SECONDED* by Selectman D'Angelo to approve the request to encumber \$23,200.00 from the FY19 budget for the purpose of completing the payment schedule as described in the agreement with Hoyle Tanner & Associates dated February 7, 2019.

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

6.3 c. Administration

As the Board has approved the purchase of GovMax software and a contract has been received, Town Administrator, is asking to encumber \$7,811.00 from FY19 to pay for the software.

A *MOTION* was made by Selectman D'Angelo and *SECONDED* by Selectman Brew to approve the request to encumber \$7,811.00 from the FY19 budget for the purpose of purchasing the GovMax financial software.

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

6.4 New Hire – AFR

A *MOTION* was made by Selectman Grella and *SECONDED* by Selectman Panasiti to appoints Marika Chartier to the Amherst Fire Rescue as an Advanced EMT, effective June 19, 2019.

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

6.5 CRF Request - AFR

Amherst Fire Rescue Chief Matt Conley addressed the Board of Selectmen seeking approval for withdrawal from the Fire Rescue Vehicle and Equipment Repair and Replacement Capital Reserve Fund for the purchasing of two Physio Lifepak 15 Cardiac Monitors. The current Cardiac Monitors have outlived their reliability. The monitors are needed on the ambulances to communicate with the hospital when enroute with patients.

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the request to withdraw \$61,999.92 for the purpose of purchasing two Physio Lifepak 15 Cardiac Monitors and to authorize the Board of Selectmen to sign the request to the Trustees of the Trust Funds for same.
Voting: 5-0-0; motion passed unanimously.

6.6 Year-End Purchases – AFR

Chief Conley requested permission from the Board of Selectmen to purchase six sets of Personal Protective Gear and four pairs of boots for staff to use when responding to hazardous situations. Selectmen Grella asked if the gear was thoroughly cleaned in the washer/extractor process when the responders return from such an event. Chief Conley assured Selectman Grella the process is followed every time.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to approve the FY19 year-end purchase of six sets of personal protective equipment and four pairs of boots for the Amherst Fire Rescue Department at a total cost of \$14,881.12.
Voting: 5-0-0; motion passed unanimously.

Chief Conley also requested the purchase of Self-Contained Breathing Apparatus. The apparatus consists of air packs and bottles. The cost of the total purchase is \$21,878.00.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to approve the FY19 year-end purchase of Self-Contained Breathing Apparatus for the Amherst Fire Rescue Department at a total cost of \$21,878.00.
Voting: 5-0-0; motion passed unanimously.

Chief Conley explained that at year end the Fire Rescue Department makes these purchases and has come before the Board of Selectmen seeking approval. Chief Conley asked the Board if that is what they would prefer. The Board would like Chief Conley to continue to make these large cost purchases a meeting agenda item each year.

6.6 Budget Transfer – Recreation

Town Administrator Shankle presented a budget transfer of \$2,000.00 from Department of Public Works, Full Time Wages (01-4311-10-1110) to Recreation Department Maintenance wages (01-4520-10-1112). Dean explained the Recreation Department had a change of personnel in the FY19 budget year resulting in additional costs for benefit coverage that had not been budgeted for. Nonetheless, the Recreation Department had finished the year at budget until a Finance Department discovery and subsequent correction resulted in the Recreation Department ending the year slightly over budget.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the FY19 budget transfer of \$2,000.00 from DPW Full Time Wages to the Recreation Department, Maintenance Wages and to authorize the Board of Selectmen to sign the transfer.
Voting: 5-0-0; motion passed unanimously.

274 **7. Approvals**

275 **7.1 Assessing**

276 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to*
277 *approve and sign the Timber Tax Levy/Certification of Yield Tax in the amount of \$153.05*
278 *for property Map/Lot 006-038-018*

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

280
281 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to an*
282 *application for a Veteran Tax Credit for Map/Lot 002-009-000-006 in the amount of \$500.00.*
283 *Voting: 5-0-0; motion passed unanimously.*

284
285 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to approve*
286 *a PA-16 for the Hodgemen State Forest on Merrimack Road, Map/Lot 004-068-000.*
287 *Voting: 5-0-0; motion passed unanimously.*

288
289 *A MOTION was made by Selectman Brew and SECONDED by Selectman Panasiti to deny an*
290 *abatement for Map/Lot 099-006-000 (FairPoint).*
291 *Voting: 5-0-0; motion passed unanimously.*

292
293 **7.2Hawkers & Vendors Application**

294 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
295 *the Hawkiers & Vendors application for Landry Batis to solicit the services of Anchor Pest*
296 *Services from June 24, 2019 through September 24, 2019 from the hours of 9:00 a.m. to 5:00*
297 *p.m. and to authorize the Chairman of the Board of Selectmen to sign the registration form.*
298 *Voting: 5-0-0; motion passed unanimously.*

299
300 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve*
301 *the Hawkiers & Vendors application for Matt Shank to solicit the services of Anchor Pest*
302 *Services from June 24, 2019 through September 24, 2019 from the hours of 9:00 a.m. to 5:00*
303 *p.m. and to authorize the Chairman of the Board of Selectmen to sign the registration form.*
304 *Voting: 5-0-0; motion passed unanimously.*

305
306 **7.3 Payroll**

307 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*
308 *approve one (1) FY19 Payroll Manifest in the amount of \$216,752.99 dated June 20, 2019,*
309 *subject to review and audit.*
310 *Voting: 5-0-0; motion passed unanimously.*

311
312 **7.4 Accounts Payable**

313 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to*
314 *approve one (1) FY19 Accounts Payable Manifest in the amount of \$38,625.41, dated June*
315 *19, 2019, subject to review and audit (Town Clerk Transfers to the State of NH).*
316 *Voting: 5-0-0; motion passed unanimously.*

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY19 Accounts Payable Manifest in the amount of \$187,029.47, dated June 11, 2019, subject to review and audit.
Voting: 5-0-0; motion passed unanimously.

7.5 Concentration Account

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti, to approve one (1) FY19 Concentration Account Manifest in the amount of \$5,709.17, dated June 10, 2019, subject to review and audit.
Voting: 5-0-0; motion passed unanimously.

7.6 Previous Meeting Minutes – June 10, 2019

A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo, to approve the Board of Selectmen meeting minutes of June 10, 2019, as amended.
Voting: 5-0-0; motion passed unanimously.

8. Action Items

Selectman Panasiti reported questions to the Trust Fund money to be disbursed will need to be addressed.

9. New/Old Business

Selectman D'Angelo stated that he attended the ribbon cutting for the Dog Waste station on the Town Common on Thursday. Attendance at the event was moderate, but well received by those who were there. The Girl Scouts provided refreshments. The weather was rainy.

Selectman Grella spoke in regard to the paving work done at the Safety complex and the extra inch added due to the heavy fire equipment, with regard to the foresight of DPW Director Hahn. The project is complete as soon as the line striping is done. The next big project for paving will be on Merrimack Road.

10. Non-Public Session, RSA 91-A:3(a)

A MOTION was made by Chairman Lyon and SECONDED by Selectman Panasiti to enter non-public session meeting at 8:20 pm.

By roll call vote: Brew – yes, D'Angelo – yes, Grella – yes, Lyon – yes, Panasiti – yes.

The Board discussed a personnel matter.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to exit non-public session meeting at 8:38 pm.

By roll call vote: Brew – yes, D'Angelo – yes, Grella – yes, Lyon – yes, Panasiti – yes.

Chairman Lyon stated that in Non-Public Session no votes were taken; no decisions were made.

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to adjourn the meeting at 8:39 pm.

Voting: Motion passed unanimously, 5-0-0.

366
367 **NEXT MEETING: July 8, 2019 - Monday**
368

369

370

371

372

SIGNATURE ON FILE

2019.07.08

373

374

Selectman Reed Panasiti

Date