



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, July 8, 2019

1. Call to Order

Chairman Peter Lyon called the meeting to order at 6:00 p.m.

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

The Board recessed at 6:05 p.m. in order to view DPW's newest truck.

2. DPW New Truck Display

The Board reconvened at 6:30 p.m.

3. Pledge of Allegiance – Police Chief Mark Reams, led the pledge.

4. Public Hearing, NH RSA 31:39

No Parking Ordinance

No Parking zone along the north side of Broadway from the corner of the Baboosic Lake Town Beach parking lot, westerly to the end of the Baboosic Lake Town Beach property line.

A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to open the public hearing.

Voting: 4-0-0; motion passed unanimously.

No one from the public chose to comment on this proposed ordinance.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to close the public hearing.

Voting: 4-0-0; motion passed unanimously.

5. Citizen Forum – none.

6. Administration

6.1 Administrator's Report

Town Administrator Shankle explained that NH DES is proposing new drinking water PFAS standards. If passed, the new standards will lower the amount of PFAS' allowed in drinking water. This may cause more wells in town to be affected than originally were.

Town Administrator Shankle stated that the town's 4th of July celebrations all went well.

He also explained that the town's CIP process is slightly behind. The town will begin advertising for residents who are interested in serving on the committee.

In response to a question from Selectman Brew, Town Administrator Shankle stated that he would like for the town departments to put together their CIP projects, then bring them in front of the Board for their support. With the Board's support, these projects would then be brought to the CIP committee for further discussion.

Town Administrator Shankle stated that the town's new Community Development Director, Nic Strong, started in her position today.

He and the Board entered into a discussion regarding DPW's phone system, as it is different from the system that the rest of the town offices use.

In response to a question from Selectman D'Angelo, Town Administrator Shankle stated that he would bring a draft job description for the deputy DPW position to the next meeting.

6.2 Tinkergarten Use of Lindabury Orchard Request

Town Administrator Shankle explained that this request is to use Lindabury Orchard for a number of Saturdays in the fall. The proposed agreement will authorize a 15% revenue share with the town for facilities use. The ACC previously approved this proposal, with the limitations that the Board give final approval and that the program be aware of the limited parking spaces and poison ivy on the property.

Rachael Allen of Tinkergarten, was present to explain that the classes are for ages 18 months to 8 years. It involves a multi-age outdoor classroom that learns through play. The classes work to get both children and parents outside and educate them on the importance of play-based learning outdoors.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the agreement to be drafted between the Town of Amherst and Tinkergarten for use of Lindabury Orchard as an outside learning experience described in the Tinkergarten proposal and to authorize a 15% revenue share, and to authorize the Town Administrator to sign on behalf of the Board of Selectmen.

Voting: 4-0-0; motion passed unanimously.

6.3 HayRoad Productions Use of Town Common Request

Jennifer Sargent of HayRoad Productions, addressed the Board next to request use of the Town Green to film a commercial. She explained that a local NH client, SpotOn, who makes a virtual, portable dog collar using GPS. The commercial will be filmed at a house near the Green. The commercial will then film the dog being walked to the Green itself. The proposed film date is July 16th from about 5-7 p.m. There will be approximately 20-25 people during the filming, and approximately 20 cars.

The Board suggested that Ms. Sargent look into if the Concert on the Green will be occurring that evening and, if so, work their film schedule around it. They suggested different areas to utilize for parking, including the schools.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew to approve the request from HayRoad Productions to use the Town Common on Tuesday, July 16, 2019 (rain date July 28, 2019), for the purpose of filming a commercial advertising a Virtual dog Collar for the client, SpotOn.
Voting: 4-0-0; motion passed unanimously.

6.4 Sign Permit Application Fee Waiver – Lions Club

A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve waiving the \$75.00 permit fee for the Lions Club application for construction of the welcome sign on the Bridge of Flowers.
Voting: 4-0-0; motion passed unanimously.

6.5 New Hire – Police

Police Chief Reams explained that this is the 3rd new recruit for the Police Department and brings them back up to being fully staffed.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to appoint Matthew D. Campbell to the Amherst Police Department as a Full-Time Police Officer, effective August 1, 2019.
Voting: 4-0-0; motion passed unanimously.

6.6 Truck Bid – DPW

DPW Director, Eric Hahn, stated that he is requesting the truck purchase per the vehicle replacement plan. The truck is identical to the one the Board viewed earlier this evening.

Chairman Lyon explained that this request is only for the purchase of the truck. The financing for it will be put out to bid. The estimated cost is a gross price and will be reduced per the trade-in value, around \$20,000.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to award the bid for the DPW Six-Wheel Dump Truck and Accessories as described in the Liberty Trucks and Tenco specification sheets to Liberty International Trucks of NH, being the lowest qualified bidder and to authorize the Town Administrator to sign all related documents. The truck is to come from Liberty International, who has been awarded the State of NH equipment bid, which the Town of Amherst will utilize.
Voting: 4-0-0; motion passed unanimously.

6.7 Building Inspector Mutual Aid Agreement - Hollis

Town Administrator Shankle stated that this agreement is the same as the one the town currently has with Milford. It allows the town Building Inspectors to fill in for one another when needed.

132 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
133 *approve the Building Inspector Mutual Aid agreement with the Town of Hollis and to*
134 *authorize the Board of Selectmen to sign the agreement.*
135 *Voting: 4-0-0; motion passed unanimously.*
136

137 **6.8 Block Party Application**

138 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
139 *approve the Block Party application form as amended, and to authorize the use of the*
140 *application form immediately.*
141 *Voting: 4-0-0; motion passed unanimously.*
142

143 **6.9 IT RFP Document Review**

144 Town Administrator Shankle explained that Microtime provided a draft RFP for IT
145 Services to the town, Town Administrator Shankle added detail to the RFP including
146 changes specifying the importance of long-term and strategic planning.
147

148 The Board discussed how they would like to handle bids quoting multiple years.
149

150 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
151 *approve the Request for Proposals for Technology Services as written, effective*
152 *immediately, and to authorize distribution to vendors.*
153 *Voting: 4-0-0; motion passed unanimously.*
154

155 **7. Approvals**

156 **7.1 Petition & Pole Licenses - Eversource**

157 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
158 *approve EVERSOURCE Petition & Pole License 21-1382 requesting placement of two*
159 *utility poles on Town Farm Road and authorize the Board of Selectmen to sign the*
160 *petition on behalf of the Town of Amherst.*
161 *Voting: 4-0-0; motion passed unanimously.*
162

163 *A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to*
164 *approve EVERSOURCE Petition & Pole License 12-0774 requesting the placement of*
165 *one utility pole on Thornton Ferry Road II and authorize the Board of Selectmen to sign*
166 *the petition on behalf of the Town of Amherst.*
167 *Voting: 4-0-0; motion passed unanimously.*
168

169 **7.2 Payroll**

170 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Brew, to*
171 *approve one (1) FY20 Payroll Manifest in the amount of \$223,525.15 dated July 3, 2019,*
172 *subject to review and audit.*
173 *Voting: 4-0-0; motion passed unanimously.*
174
175
176
177
178

179 **7.3 Accounts Payable**

180 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella, to*
181 *approve one (1) FY19 Accounts Payable Manifest in the amount of \$121,953.89, dated*
182 *June 25, 2019, subject to review and audit.*

183 *Voting: 4-0-0; motion passed unanimously.*

184
185 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella, to*
186 *approve one (1) FY20 Accounts Payable Manifest in the amount of \$144,672.93, dated*
187 *June 25, 2019, subject to review and audit (this is the FY20 bridge loan payment due to*
188 *Bar Harbor Bank and Trust on July 1).*

189 *Voting: 4-0-0; motion passed unanimously.*

190
191 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella, to*
192 *approve one (1) FY20 Accounts Payable Manifest in the amount of \$2,964,773.00, dated*
193 *July 1, 2019, subject to review and audit (School District Disbursements).*

194 *Voting: 4-0-0; motion passed unanimously.*

195
196 **7.4 Previous Meeting Minutes – June 24, 2019**

197 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella, to*
198 *approve the Board of Selectmen meeting minutes of June 24, 2019, as amended.*

199 *Voting: 4-0-0; motion passed unanimously.*

200
201 **8. Action Items - none**

202
203 **9. New/Old Business**

204 Selectman D'Angelo stated that the schools had contracted with a strategic planning firm
205 but ended their contract after three of the six scheduled meetings between the firm and
206 members of the public. According to a Facebook post by Superintendent Adam Steele, the
207 schools will take the S.W.O.T. analysis completed by the firm and use it to draft
208 something in-house. Selectman D'Angelo explained that he believes this leaves the
209 schools with no strategic plan and no plan to get one.

210
211 Selectman D'Angelo stated that he would like to have further discussion during a public
212 meeting regarding the proper balance of the unassigned fund balance and the rationale for
213 that number, and the policy for managing the excess in that balance. He stated that the
214 policy is about 4 years old and is not performing as was expected. He agreed to email
215 Town Administrator Shankle with his questions ahead of the meeting.

216
217 Selectman Brew stated that this issue has been brought up each year, discussed, and the
218 board agreed it was still valid. He is ok with this being discussed once more but doesn't
219 believe it's appropriate to bring it up constantly without new information.

220
221 *A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to*
222 *adjourn the meeting at 7:46 pm.*

223 *Voting: Motion passed unanimously, 4-0-0.*

226
227
228
229
230
231
232
233
234

NEXT MEETING: July 22, 2019 - Monday

SIGNATURE ON FILE

Selectman Reed Panasiti

Date